

UC Davis Graduate Group in Geography

Student Guide 2020-2021

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Table of Contents

Introduction	4
Academic Advising.....	4
Major Professor	4
Graduate Advisors.....	5
Paper Work.....	5
Coursework and Planning Your Program Path	6
Entering the Program from outside Geography.....	6
Courses	7
GGG Seminar	7
Designated Emphases for the Ph.D.	8
Requirements for an M.A. in Geography	8
Basic Course Requirements for Master’s Degrees	8
Transfer Units	9
M.A. Plan I (Thesis), Additional Requirements.....	9
M.A. Plan II (Comprehensive Examination), Additional Requirements	9
Requirements for a Ph.D. in Geography	10
<i>Coursework.....</i>	<i>10</i>
Basic Course Requirements for Ph.D. Students.....	10
Transfer Units	11
<i>Qualifying Examination.....</i>	<i>11</i>
Ph.D. Qualifying Examination Committee.....	11
Ph.D. Qualifying Exam Format.....	12
Timeline for qualifying exam and preparation:	14
<i>Dissertation Research</i>	<i>15</i>
Dissertation Committee.....	15
Financial Support	15
<i>Employment</i>	<i>16</i>
Teaching Assistant	16
Graduate Student Researcher	16
Work-Study	16
Other On-Campus Employment	17
Off-Campus Employment.....	17
<i>Fellowships, Scholarships, and Grants.....</i>	<i>17</i>
Geography Graduate Group Fellowships	17
UC Davis Internal Fellowships.....	17
Jastro Research Scholarship	17
External Fellowships.....	18
<i>Federal Financial Aid</i>	<i>18</i>
Campus Organizations and Activities Related to GGG	18
GGG Executive Committee	18

Graduate Student Association.....	19
GLOBAL.....	19
Gamma Theta Upsilon, Nu Iota Chapter	20
Annual Business Meetings of the GGG.....	20
Geography Newsletter.....	20
GGG Seminar Student Committee.....	20
Miscellaneous Resources.....	21
<i>Office Space</i>	<i>21</i>
<i>Student Resources Canvas Page.....</i>	<i>21</i>
<i>Email Listservs for GGG Students.....</i>	<i>21</i>
Geography Student (official school business).....	21
Geography and Community Development Social Listserv (social stuff).....	22
<i>Other Campus Listservs</i>	<i>22</i>
<i>HELP!</i>	<i>22</i>
Appendices and Forms	23
<i>Preparation for Geography Graduate Studies for Students without a Geography Undergraduate Degree.....</i>	<i>24</i>
<i>GGG Program of Study for Master's Degree (MA)</i>	<i>25</i>
<i>GGG Program of Study for Doctoral Degree (Ph.D.).....</i>	<i>26</i>
<i>Pre-approved Geographic Depth Courses.....</i>	<i>27</i>
<i>Environmental Sciences (Physical Geography).....</i>	<i>27</i>
<i>Quantitative methods.....</i>	<i>27</i>
<i>Nature & Society.....</i>	<i>28</i>
<i>People, Place, and Region (Human Geography)</i>	<i>28</i>
<i>Graduate Student Guide for Managing UCD Expenses.....</i>	<i>30</i>

Introduction

The UC Davis Graduate Group in Geography (GGG) has about 70 graduate students almost 80 faculty members, drawn from 24 departments. In terms of the number and diversity of affiliated faculty, we are the nation's largest geography graduate program, and the group supports a wide range of geographic scholarship. See our website for more details: <http://geography.ucdavis.edu>

The Graduate Group's office is in 129 Hunt Hall. The Graduate Program Coordinator is Carrie Armstrong-Ruport. Her office hours are posted on the door of 129 Hunt Hall. Paperwork also may be left in the Program Coordinator's mailbox in Room 131 Hunt Hall during normal business hours. Please note that email is the preferred method at this time due to the COVID-19 pandemic.

UC Davis Geography is a unique program because it offers graduate degrees not through a department but through an inter-departmental graduate group made up of a network of almost 80 scholars, in 24 departments across campus, who use geographical perspectives and methods in their research and teaching. The program provides the opportunity for a very rich, flexible, and dynamic educational experience. Students develop a strong foundation in geography through required core courses in the program but have substantial flexibility in designing an educational program that meets their own interests and goals.

The program's diversity and size can make it a challenge to navigate, and this guide is intended to help you with that. If in doubt, do not hesitate to talk to your Major Professor (faculty advisor), the Program Coordinator, or a Graduate Advisor.

Academic Advising

Major Professor

A student's Major Professor serves as a mentor and is a primary resource for scholarly advising, external funding, and career development. The Major Professor's home department is also the student's home department (acting as a second home to the GGG), and students are encouraged to participate in their department's activities, such as seminar series. The department is responsible for providing the graduate student with an office, mailbox, and laboratory space, as available. There is also a general-use graduate student research room that GGG students can use in Hunt 158.

Major Professors will advise their students on courses to take to formulate a program of study best suited to the student's research and other professional needs. The Major Professor serves as chairperson of the dissertation/thesis/master's exam committee. They guide the student on exam preparation, thesis and/or dissertation writing, and preparation for the Ph.D. qualifying examination.

Although the Major Professor plays the lead role in providing guidance, students should also regularly consult with the Graduate Program Coordinator and a Graduate Advisor and report on their academic progress.

Graduate Advisors

Graduate Advisors are nominated by the Chairperson of the Geography Graduate Group and appointed by the Dean of Graduate Studies to serve as advisors about matters affecting graduate students in their academic program. Currently appointed Graduate Advisors are listed on the front page of this guide. The Graduate Advisor's signature is the only signature officially recognized by Graduate Studies on a variety of forms and petitions used by graduate students.

In general, Graduate Advisors act as a source of academic program information and provide assistance with the requirements of the program. You should normally work primarily with a Graduate Advisor that has a similar area of interest to your own. Students should meet with their Graduate Advisor on a regular basis and keep them up to date on progress. In particular, the Graduate Advisors are responsible for:

1. Providing feedback on academic study plans developed by the student.
2. Reviewing and acting on requests by graduate students to drop or add courses or to take courses on a Satisfactory/Unsatisfactory basis.
3. Reviewing and approving petitions for advancement to candidacy for the Ph.D. degree and making recommendations for the composition of committees for M.A. theses and exams, doctoral dissertations, and/or qualifying examinations.
4. Periodic review of the student's progress towards degree objectives, and in particular, the filing of an annual report with Graduate Studies concerning each student's progress toward completion of degree requirements.
5. The approval of Planned Educational Leave (PELP).
6. For students without prior academic degrees in Geography, the Graduate Advisor is responsible for approving a preparatory program of courses in geographic theory and methods, in consultation with the student and their Major Professor.

Paperwork

The Graduate Program Coordinator manages almost all paperwork related to the Graduate Group. The Graduate Advisors (listed on the front page of this guide) need to sign most student forms. You can make arrangements to speak with them at any time. If all you need is a signature, you can email it to the Graduate Program Coordinator in 129 Hunt Hall. The Graduate Program Coordinator is responsible for submitting all forms to the Office of Graduate Studies. The Office of Graduate Studies does not accept forms that are dropped off at this time (due to the pandemic).

Coursework and Planning Your Program Path

Entering the Program from outside Geography

For students entering the graduate program without an undergraduate or prior graduate degree in geography, it will be necessary to evaluate your prior coursework, and you will most likely need to take additional preparatory coursework in geography. This preparatory work must be agreed upon early in your program in consultation with your Major Professor and Graduate Advisor. A form for this purpose appears in the Appendices of this guide (Preparation for Geography Graduate Studies for Students without a Geography Undergraduate Degree). Students wishing to enter the GGG from other graduate programs on campus should contact a Graduate Advisor.

Generally, a student with an undergraduate degree in a closely-allied field can expect to be required to complete the rough equivalent of a minor in Geography, consisting of one course each in human geography, physical geography, and geographic methods, plus an additional 9 units of geographic coursework.

The following courses offered at UC Davis (as well as other courses to be approved by the Graduate Advisers) are considered geography or equivalent courses:

Human Geography

- ANT 101 – Ecology, Nature, Society
- ANT 103 – Indigenous People and Natural Resource Conservation
- ANT 105 – Evolution of Societies and Cultures
- ANT 126B – Women and Development
- CRD 140 – Dynamics of Regional Development
- CRD 141 – Organization of Economic Space
- CRD 142 – Rural Change in the Industrialized World
- ESP 101 – Ecology, Nature, Society

Physical Geography

- ATM 110 – Weather Observation and Analysis
- ATM 115 – Hydroclimatology
- ATM 116 – Modern Climate Change
- ATM 133 – Biometeorology
- ATM 149 – Air Pollution
- ESM 100 – Principles of Hydrologic Science
- ESM 121 – Water Science and Management
- ESM 141 – Role of Fire in Natural Ecosystems
- ESM 144 – Trees and Forests
- EVE 147 – Biogeography
- GEL 115N – Earth Science, History, and People
- GEL 134 – Environmental Geology and Land Use Planning
- GEL 144 – Historical Ecology
- SSC 100 – Principles of Soil Science
- SSC 118 – Soils in Land Use and the Environment

SSC 120 – Soil Genesis, Morphology, and Classification
WFC 155 – Habitat Conservation and Restoration
WFC 156 – Plant Geography
WFC 157 – Coastal Ecosystems

Geographic Methods

ABT/LDA 150 – Introduction to GIS
ABT 181N – Concepts and Methods in Geographic Information Systems
ABT 182 – Environmental Analysis using GIS
ESM 185 – Aerial Photo Interpretation and Remote Sensing
ESM 186 and 186L – Environmental Remote Sensing
ESP 123 – Introduction to Field and Lab Methods in Ecology
GEL 136 – Ecogeomorphology of Rivers and Streams
WFC 100 – Field Methods in Wildlife, Fish & Conservation Biology

Courses

A list of the geography courses offered at UC Davis is available on-line here: <https://ucdavis.pubs.curricunet.com/Catalog/geo-courses>. There are, however, many more courses that are of interest to geography graduate students that will be offered by several departments, including ad-hoc seminars on current topics that are offered each quarter. We encourage you to review the registrar's schedule of upcoming classes (<https://registrar-apps.ucdavis.edu/courses/search/index.cfm>), and to contact professors and departmental administrators, to learn about relevant coursework that may not be part of the regular geography offerings.

GGG students have created a list of courses they have taken in the past that are likely to be of interest to our diverse student body in the graduate group. You can find this list and contribute to it in the Geography Student Resources site on the Canvas system (more information under the Miscellaneous Resources section below).

Courses vary year to year and a class taught one year may not be taught the next. It is good practice to directly contact professors that you are interested in taking a course from to find out their teaching schedule (usually planned 1 to 2 years in advance).

The goal of the GGG is to provide basic training in geography and specialized training. To meet this goal, the training of each student involves two essential components:

1. Core courses (GEO 200AN, 200BN, 200CN, 200DN and 200E) and seminars (GEO 297) in the discipline.
2. Methods and subject matter courses in an Area of Geographic Depth (which are broad subject areas of specialization). Students select a series of courses that fall within this area of specialization.

GGG Seminar

The GGG organizes a weekly seminar series during spring quarter (and sometimes other quarters). The speakers are selected by the seminar committee based on nominations by faculty and students. The committee is chaired by a faculty member and consists of at least one other faculty member and at least two students. The Geography Seminar is our

core intellectual and social event, and all members of the group are expected to attend regularly. Students have been very actively involved in organizing these seminars and they have also been successful in securing additional funding to bring in outside speakers. Students are required to attend at least two entire seminar series, for which they get credit by enrolling in GEO 297 twice.

Designated Emphases for the Ph.D.

The campus has approved several Designated Emphases (DEs) for Ph.D. students, which is an additional specialization in another academic field. For a student to participate in one of these DEs, the GGG must have been approved as a part of the DE. The GGG currently participates in six DEs: African American and African, Computational Social Science, Feminist Theory and Research, International and Community Nutrition, Native American Studies and Studies in Performance and Practice (pending approval).

Other DEs may be added. For more information see:

<https://grad.ucdavis.edu/programs/designated-emphases>

Requirements for an M.A. in Geography

Basic Course Requirements for Master's Degrees

Note that there are two plans that students may follow when pursuing an M.A. in Geography (see below). There are also a set of basic course requirements, outlined below, that students following either plan are required to complete.

1. A total of at least 36 post-graduate units (i.e., beyond the bachelor's degree) must be completed. These 36 units include the 20 units of core courses listed below.
2. A series of requirements must be completed at UC Davis. These include:
 - a. GGG Core Courses (quarter offered is subject to change):
 - GEO 200AN – Geographical Concepts (4 unit, fall quarter)
 - GEO 200BN – Theory and Practice of Geography (4 units, winter quarter)
 - GEO 200CN – Quantitative Geography (4 units, spring quarter)
 - GEO 200DN – Socio-Spatial Analysis in Geography (4 units, spring quarter)
 - GEO 297 – Seminar in Geography (2 units, taken twice)

Students should take the core courses during their first year in the program to fully benefit from the curriculum and to maintain degree progress in a timely fashion.

- b. Area of Depth Course(s) and Methods Course(s).

3. Restricted electives within the Area of Geographic Depth or other area of specialization.

Transfer Units

University regulations on transfer units towards Master's degree requirements are specified by the UC Davis Graduate Council. More information from Graduate Studies about transfer credits (and grading, courses and credit generally) can be found here: <https://grad.ucdavis.edu/resources/graduate-student-resources/academic-information-and-services/grading-courses-and-credit>

M.A. Plan I (Thesis), Additional Requirements

1. Of the above 36 units, at least 24 upper division (100 level) and graduate (200-level) course units must be completed, exclusive of 299 (Research) units and 396 (Teaching Practicum) units.
2. A thesis must be completed, and students should enroll for units in GEO 299 while working on their thesis. The thesis must be approved and signed by a committee constituted per the following guidelines:
 - a. The Thesis Committee must have at least three members.
 - b. The Chair of the Thesis Committee is the student's Major Professor and a Geography Graduate Group member.
 - c. At least one other member of the Thesis Committee must be a Geography Graduate Group member.

M.A. Plan II (Comprehensive Examination), Additional Requirements

1. Of the above 36 units, at least 32 upper division (100 level) and graduate (200-level) course units must be completed, exclusive of 299 (Research) units and 396 (Teaching Practicum) units.
2. Before sitting for the Comprehensive Examination, the student must submit a paper in the style and quality of a manuscript submitted to an academic journal to the examination committee for unanimous approval. This paper should be prepared in consultation with the examination committee members (see below).
3. The student must pass a Comprehensive Examination administered by a committee. The format of the exam is typically an oral examination of up to two hours but may include a written component. Passing requires the unanimous vote of the committee. The Comprehensive Examination Committee requirements are:
 - a. The Comprehensive Examination Committee must have three members.
 - b. The Chair of the Comprehensive Examination Committee is the student's Major Professor and a Geography Graduate Group member.
 - c. At least one other member of the committee must be a Geography Graduate Group member.

The Chair of the Committee will report the result of the examination through the appropriate Graduate Studies form to the Program Coordinator.

Requirements for a Ph.D. in Geography

Coursework

Basic Course Requirements for Ph.D. Students

Students pursuing a Ph.D. have the opportunity to craft and pursue a program that best fits and supports their needs and research interests. With that in mind, there are some basic course requirements for all Geography Ph.D. students, as detailed below.

1. At least 48 post-graduate course units (200-level) must be completed, exclusive of 299 (Research) units and 396 (Teaching Practicum) units). The 48 units include the 38 units of core courses listed below and 200-level courses in the Geographic Depth Courses.
2. A series of Core Courses and Geographic Depth Courses totaling 38 units must be completed at UC Davis. These include:
 - a. GGG Core Courses and Seminar (quarter offered is subject to change):
 - GEO 200AN – Geographical Concepts (4 unit, fall quarter)
 - GEO 200BN – Theory and Practice of Geography (4 units, winter quarter)
 - GEO 200CN – Quantitative Geography (4 units, spring quarter)
 - GEO 200DN – Methods of Socio-Spatial Analysis in Geography (4 units, winter quarter)
 - GEO 200E – Advanced Research Design in Geography (2 units, fall quarter the second year in the program).
 - GEO 297 – Seminar in Geography (2 units, taken twice)

Students are encouraged to take these core courses their first year in the program. The Graduate Advisor will not waive these core courses unless the student has transcript notation and a syllabus from a similar graduate-level course taken at another institution.

- b. Geographic Depth Courses
Every student is required to take at least 16 units of Geographic Depth Courses in their area(s) of specialization. A list of pre-approved courses for four broad areas is provided in the appendices to this guide.
- c. Elective Courses
Students may need to take additional units to cover other area(s) of interest and specialization and/or to satisfy the minimum 48 post-graduate unit requirement. Elective courses may include upper level undergraduate courses (although these will not contribute to the 48 post-graduate unit requirement).

3. Coursework and area(s) of specialization must be approved by the student's Major Professor and a Graduate Advisor.
4. Ph.D. students must be in residence for at least six quarters and accrue course units during that period.

Transfer Units

The Graduate Advisor can assist students who wish to transfer a limited number of courses from other institutions or through UC Extension (via petition) into their course of study. University regulations on transfer units towards Ph.D. degree requirements are specified by the UC Davis Graduate Council. More information from Graduate Studies about transfer credits (and grading, courses and credit generally) can be found here:

<https://grad.ucdavis.edu/resources/graduate-student-resources/academic-information-and-services/grading-courses-and-credit>

Qualifying Examination

As part of the Ph.D. program requirements, students are required to complete a Qualifying Examination. This exam tests the student's knowledge of Geography core competencies and their research interests. It also serves as an integral part of the research process as it provides an official platform and feedback mechanism for the research proposal. Because GGG allows for flexibility in developing Ph.D. courses of study and students typically work with faculty from a wide range of departments, more specific details on the Qualifying Examination process and expectations will be provided by the student's Major Professor and Qualifying Examination Committee Chair. With this in mind, GGG adheres to the following basic Qualifying Examination guidelines:

1. A Qualifying Examination must be administered by the student's Qualifying Examination Committee and passed according to the rules of Graduate Studies.
2. The Qualifying Examination will be both oral and written and cover general geography, the student's area(s) of specialization, course preparation indicated in the student's program of study, and the area of proposed research.

Ph.D. Qualifying Examination Committee

1. The Qualifying Examination committee must have at least five members.
2. At least two members must represent the major specialization.
3. At least one member must represent areas of geography outside the student's area of specialization (to ensure knowledge of the breadth of the discipline).
4. At least three members must be Geography Graduate Group members, and at least one member must be from outside the Geography Graduate Group. If there is no external member (i.e., if all belong to the GGG), a separate letter from a

Graduate Advisor must be attached to the exam application stating why the committee composition is appropriate (usually based on breadth of disciplinary expertise of faculty).

5. The Chair of the Qualifying Examination Committee must be a Geography Graduate Group member.
6. Unlike in some other graduate groups, the dissertation chair (Major Professor) may, and typically does, serve on the qualifying examination committee. However, the Major Professor may not chair the Qualifying Examination committee.
7. Members of the student's Qualifying Examination Committee are recommended by the Graduate Advisor, in consultation with the student, and appointed by the Dean of Graduate Studies.

Ph.D. Qualifying Examination Format

1. Determining eligibility to take the Qualifying Examination: The student must have passed all required coursework prior to the exam. A GGG Graduate Advisor must approve the coursework form, and it must be attached to the Qualifying Examination application. The student selects the five Qualifying Examination Committee members in consultation with their Major Professor, and this committee must be approved by the student's Graduate Advisor. The student should start this process at least 6 months before they intend to take the exam, as scheduling the exam can be difficult.
2. Filing to take the Qualifying Examination: The student must file with Graduate Studies to take the Qualifying Examination, and Graduate Studies must approve the candidate for examination and their committee. The date of the exam must be listed on this form, and Graduate Studies must be notified if the date or the approved committee changes. Graduate Studies sends the approved paperwork for the exam to the Chair of the Qualifying Examination Committee via e-mail.
3. Developing a reading list: A reading list must be generated that includes input from the student and all of the committee members. Many students find it helpful to conceive of this list as a group of 2-3 major topics each for a total of 4-9 complete lists, each of which could form the basis of a graduate seminar.
4. Developing a field statement and bibliography: The student should develop a field statement that includes a detailed bibliography. *The field statement must be turned in one month before the qualifying exam date.* The field statement is a review of scholarly literature (an extended literature review) related to but broader than a student's intended topic of Ph.D. research. The field statement should be a "state of the art" essay, identifying one or more active areas (or several inter-related areas) of contemporary research, sorting out the important topics and debates within it, demonstrating awareness of the history of debates within this

- research area(s), and suggesting future research directions. The field statement helps define the student's areas of expertise, forming a foundation for dissertation research and later helping the student with professional identification when entering the job market as well as future teaching. It should include, and refer to, an extensive bibliography, organized as appropriate into sub-fields. The typical length is approximately 15 pages.
5. Written exam prior to oral exam: The student receives two questions from each member of the Qualifying Examination Committee, selects one question from each committee member to answer (with a choice of which of the two to answer), and writes a 1,500- to 2,500-word response to each chosen question, for a total of 5 essays. The questions are collected by the exam chair from the other Qualifying Examination Committee members and sent to the student. *The questions should be compiled by the exam chair and given to the student at least 2 weeks before the oral exam but no earlier than 4 weeks before the oral exam.* The student is expected to take about one day to complete each essay and may write over consecutive or non-consecutive days. The essays should include citations to the literature. The student's five essays must be returned to the exam chair who will distribute them to the full committee for review prior to the oral exam. There should be one full week lead time for the faculty to review these before the oral exam.
 6. Dissertation proposal/prospectus: *The dissertation proposal should be given to the committee at least 2 weeks before the oral exam, and preferably a month before the oral exam.* A draft proposal may be given to the committee earlier in their discussions with the student about the content of the oral exam. The proposal must be approved as defensible for the oral exam by the Major Professor and exam chair. Proposals are generally 10 to 20 pages (double spaced) in length and contain introductory material, a working hypothesis or clear research problem, a relevant literature review, and a clear iteration of the research plan including details on methods, field sites, data sources, and modes of analysis. The overall importance of the research problem must be made clear as well as the broader implications.
 7. Oral exam content: The student is examined on the dissertation proposal, their declared area of geographic depth, and on general geography. The qualifying exam has 3 primary purposes: 1) to ensure the student is adequately and broadly trained in Geography generally; 2) to ensure the student has adequate expertise in their designated area(s) of emphasis within Geography; and 3) to ensure the student is adequately prepared to carry out the proposed research project with success.
 8. Oral exam format: The format of the oral exam (which may last a maximum of 3 hours) is typically as follows:
 - a. Committee meets without the student for 5 to 10 minutes to review exam format, discuss responses to written questions, and the student's overall performance in the program (as passing the exam is also a function of past performance and future potential). The written essays are also often discussed in part with the student during the exam.

- b. The committee brings the student in and asks the student to spend about 5 to 10 minutes on their academic history, career goals, etc. This serves as a warm-up period.
- c. The student is then given about 10 to 15 minutes to present the dissertation proposal. This should be well organized but can be relatively informal. The student may use slides and any other visual materials.
- d. The committee then asks questions on the proposal, which typically lasts 30 to 45 minutes.
- e. The group may then take a short break and come back for questions on the responses to the written questions, and on the specified areas of geographic depth, from each committee member. Each member will be given approximately 15-20 minutes to ask questions, with follow-up opportunities.
- f. If everyone is satisfied that they have asked enough questions, the committee asks the student to step outside while it confers. This typically takes 10 minutes, as everyone contributes to the discussion.
- g. Finally, the student is brought back in and told the outcome of the exam. Relevant paperwork is signed, including the Advancement to Candidacy Form signed by the exam chair and given to the student, and the Qualifying Exam Report/Outcome Form that is given to the Graduate Program Coordinator and sent to Graduate Studies.

Timeline for qualifying exam and preparation:

- 6 months before qualifying exam date: the student should form their committee, meet with their Qualifying Examination Committee Chair, begin discussions of reading lists, and set a tentative date for the exam.
- 4 months before qualifying exam date: the student should circulate their complete reading list to the committee for comments and additions, set an exact date for the exam, and apply for approval with Graduate Studies.
- 3 months before qualifying exam date: the student should finalize their reading list and circulate this final list to the committee.
- 1 month before qualifying exam date: the student should circulate their final field statement and their draft research proposal to the committee. The student should also set aside time for answering the essay questions (see bullet 5 in the section above).
- 1 week before qualifying exam date: the student should return essay questions to the exam chair and circulate their final dissertation proposal to committee.

Dissertation Research

Because of the flexibility of being a Graduate Group, specific details on dissertation research should be discussed with the Major Professor. There are two basic requirements for dissertation research:

1. A dissertation must be completed which provides a significant contribution to the field of geography.
2. All members of the student's dissertation committee must approve the final dissertation.

Note that students may choose between two dissertation formats:

1. Book: the dissertation consists of a book-type manuscript that includes an introductory chapter, at least three main chapters, and a conclusion chapter.
2. Articles: the dissertation consists of at least three articles for publication in scholarly journals. These are presented together with a general introduction and conclusion that tie the articles together.

Dissertation Committee

The following rules govern the composition and appointment of the Dissertation Committee:

- a. The Dissertation Committee must have at least three members.
- b. The Chair of the Dissertation Committee is the student's Major Professor and a Geography Graduate Group member.
- c. At least one other member of the Dissertation Committee must be a Geography Graduate Group member.
- d. Members of a Ph.D. student's Dissertation Committee are recommended by the Graduate Advisor, in consultation with the student, and appointed by the Dean of Graduate Studies.

Financial Support

It is the student's responsibility to obtain needed funding, although the Major Professor and program will also help. Many sources of financial support are available for students.

Employment

Teaching Assistant

Teaching assistant (TA) positions provide a great opportunity to gain teaching experience, solidify your knowledge of subject matter, and receive financial support at the same time. TA positions are often available for classes taught by GGG faculty members through their home departments. The GGG Graduate Program Coordinator has TA applications for the group's home department, Human Ecology, which includes CRD, LDA, SED, and HDE courses. However, GGG students may apply for TA positions in any department on campus. Please contact faculty in charge of teaching particular courses or the management officer of each department to learn of TA opportunities. Some opportunities may also be found through Aggie Job Link or the Graduate Studies Job Listings site: <https://grad.ucdavis.edu/resources/graduate-student-resources/student-employment/job-listings>.

Apply early, preferably between December and May, for positions in the upcoming year. TA application forms should be submitted to the Department or Graduate Group offering the course which you wish to assist. A minimum 3.0 cumulative GPA is required to be a TA. Appointments at 25% and above provide full remission of in-state tuition and fees for the quarter the appointment is held. TA positions are covered by a collective bargaining agreement between the University of California (UC) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) Local 2865. An electronic copy of the UC and UAW collective bargaining agreement can be accessed at <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

Graduate Student Researcher

Individual faculty members, as well as laboratories, research clusters, and student service centers, fund Graduate Student Researcher (GSR) positions. They can provide excellent opportunities to gain experience in areas of importance to your graduate education and to receive financial support at the same time. Contact faculty in your area of interest to discover opportunities. Postings for institutional GSRs (such as for the Dean of Graduate Studies, Women's Resource and Research Center, LGBTQIA Center, or research clusters like the Davis Humanities Institutes) can be found distributed through campus listservs or on Aggie Job Link. A minimum 3.0 cumulative GPA is required. Appointments at 25% and above provide full remission of in-state and non-resident tuition and fees for the quarter the appointment is held.

Work-Study

The Geography Graduate Group has a limited number of 25% work-study grants each year. Eligibility for these grants is related to the students' individual income. Work-study grants are used to match funding from other employment on campus. A 25% work-study GSR appointment includes full remission of in-state tuition for the quarter the appointment is held. Deadlines and procedures for applying for work-study are available from the Graduate Program Coordinator. You must file a FAFSA by March 1 each year to determine eligibility for the following academic year.

Other On-Campus Employment

Other employment on campus may be available in technical and service capacities. See the Internship and Career Center for more information: <https://icc.ucdavis.edu/staff-faculty/student-employment/>

Off-Campus Employment

Off-campus employment opportunities exist in many areas of geography. These opportunities can often be discovered through the Internship and Career Center or through directly contacting agencies and firms doing work of interest to you. Job opportunities are also frequently sent to our email list for distribution.

Fellowships, Scholarships, and Grants

Geography Graduate Group Fellowships

Graduate Studies allocates the GGG Fellowship awards to help fund students. Most fellowships go to incoming students. Awards may be used towards fees, non-resident tuition, or stipends. For continuing students, there is an annual call for fellowship applications.

UC Davis Internal Fellowships

The university offers several internal fellowships for new and continuing students. Fellowships are allocated on a competitive basis. Fellowship deadlines and applications for academic-year fellowships (for research or writing) are available from the Graduate Program Coordinator, but are generally in December or January of the year prior to the award. You can find a list of internal fellowships and the online application at <https://grad.ucdavis.edu/financial-support/internal-fellowships>

Additional funding sources are available at UC Davis and through the UC system. Further information may be found on our Graduate Studies and Office of Research campus websites. The following website has resources for navigating university funding: <https://grad.ucdavis.edu/current-students/financial-support>

Internal summer research fellowships are usually distributed through listservs or posted on relevant department or research cluster websites in winter and spring quarters before the summer.

Jastro Research Scholarship

Henry A. Jastro Research Scholarship Awards are awarded to outstanding graduate students in recognition of their potential to carry out research related to the missions of the College of Agriculture and Environmental Sciences. Scholarships of up to \$3,000 will be awarded to students based on the quality of written proposals, the appropriateness of the work, and the proposed budget. Jastro Scholarships are awarded annually. The Graduate Program Coordinator will notify all students when the application period opens (typically around Winter/Spring). Announcements of awards typically come towards the end of the Spring Quarter. Students are eligible for funding through the Jastro Research Scholarship a maximum of 3 times. Please see the Graduate Student

Guide for Managing UCD Expenses at the end of this handbook for information on how to manage grant funds and reimbursements.

External Fellowships

There are many local, national, and international external fellowships for graduate students. Your eligibility may vary based on your subfield of geography, research method and plan, research site, work or scholarly background, and personal identity.

GGG students have been very successful in obtaining funding for their research projects from various private, state, and federal agencies. It is very important to work with your Major Professor to obtain external funding. Even if you are not successful in obtaining funds, proposal writing is an important skill, and the text can be reused for other purposes as well.

GGG students keep an ongoing list of external fellowships that are likely to be of interest to our students regardless of specialization. You can find this list and contribute to it in the Geography Student Resources Canvas page.

Federal Financial Aid

Federal Financial Aid, which is only available to U.S. citizens, and permanent residents is awarded on the basis of demonstrated financial need and is administered by the Financial Aid Office. Federal Financial Aid includes student loans, grants, and work-study funding. Contact the Graduate Program Coordinator regarding the availability of work-study funding. Aid is only available to those who fill out a FAFSA. You may apply for financial aid before you have been admitted. As noted above, it is strongly suggested that you file the FAFSA by the priority processing date of March 1. A full-time counselor for graduate financial assistance is available for appointments and scheduled drop-in hours in the Financial Aid Office.

The minimum cumulative undergraduate or graduate grade point average required for a living allowance, in-state fee award, or nonresident tuition fellowship is 3.0 (A=4.00).

Financial need or the availability of other sources of support in your graduate program is not relevant to the evaluation of academic merit, but may be an additional criterion for some fellowships. Students must establish eligibility for need-based awards by filing a FAFSA with the Federal Student Aid Program by the March 1 deadline. To file the FAFSA online, go to <http://www.fafsa.ed.gov>.

Campus Organizations and Activities Related to GGG

GGG Executive Committee

The GGG Executive Committee meets quarterly (and sometimes more frequently) to conduct the work of the group in regards to curricula, awards, financial support,

admissions, activities, and other matters. Two graduate students serve as elected members of the Executive Committee, along with the Chairperson, the the four Graduate Advisors, three Members-At-Large, and the Graduate Program Coordinator. Serving on this committee is a good way to learn more about how the university works!

Graduate Student Association

The Graduate Student Association (GSA) is a campus-wide organization made up of a General Assembly and an Executive Committee. The General Assembly includes student representatives of every Graduate Group and Department on Campus. The Executive Committee is made up of students elected by the General Assembly. The GSA works on a wide range of graduate student issues and concerns, including but not limited to: social/networking events, student activism, union issues, sexual assault and harassment, mental health, and other student concerns/grievances. The GSA also has funding available for travel awards to conferences to present research.

Each year, GGG students select two primary representatives and one alternate to represent the Program on the GSA General Assembly. Typically, GGG selects one first-year student and one continuing student. The representatives are responsible for attending General Assembly meetings which take place three times a quarter (roughly once a month) for two hours (typically 6-8 PM). In addition to being a part of the UC Davis graduate student government, representatives are lured with free pizza and sodas at every meeting. Finally, for every meeting attended by our representatives, GLOBAL (see below) receives a small amount of money for our student group account that can be spent on social, academic, or other activities we plan. For this reason, **it is imperative that the representatives attend the GSA meetings (or have the alternate attend in their place when needed)**. Students are selected during the Fall Quarter. Look for an email from GLOBAL (GLOBALucd@gmail.com) for more information.

GLOBAL

GLOBAL is the Geography Graduate Student Group at UC Davis. Because of the closeness of the Geography and the Community Development groups, GLOBAL is comprised of members of both Grad Programs. As GGG students, we have the ability to make GLOBAL what we want... to that end we have previously held social events (e.g., trivia night, pumpkin carving, corn maze, happy hours, gingerbread house decorating); volunteer activities; and academic needs meetings (review of the program; feedback to an external review process, etc.). In addition, GLOBAL is in charge of managing the Geography Swag (t-shirts, stickers, etc.)! Swag is typically ordered in the Fall.

Any student in Geography (and Community Development) is welcome to be part of GLOBAL. We are organized around an "executive committee" that is fairly flexible. Meaning, we have a President and Treasurer per UC Davis rules, but we also have officers in other positions. Are you a planning guru? Are you a master of poetry? Mistress of soccer? Really the sky is the limit on officer positions (and titles) so if you want to get involved, we'd love to have you!

Information on joining GLOBAL will be shared during orientation in September, but you are always welcome to reach out to the GLOBAL group at any time (GLOBALucd@gmail.com). You can also follow Geography on twitter, currently managed by GLOBAL: @ucdGEOgrads.

Gamma Theta Upsilon, Nu Iota Chapter

The GGG recently started a chapter of Gamma Theta Upsilon (GTU), the International Geographical Honor Society. Those interested in being initiated into GTU must meet the following requirements:

1. Have a GPA of at least 3.3 (on a 4.0 scale) in geography courses
2. Rank in the top 35% of their class
3. Have completed a minimum of 3 geography courses (at any institution)
4. Have completed at least 3 semesters or 5 quarters of full-time college coursework

Calls for new member applications will be made in the winter or spring quarter. Many incoming students are eligible to join GTU after completing two quarters at UC Davis. Incoming students who have been initiated into GTU at another institution are welcome to join our chapter.

For more information, please contact the Graduate Program Coordinator, who can get you in touch with the current GTU student leader. More information about GTU can be found here: <http://gammathetaupsilon.org/>

Annual Business Meetings of the GGG

The GGG holds one or two business meetings per year which all students, staff, and faculty are encouraged to attend. These meetings are normally in the middle of the fall quarter and near the end of the spring quarter. These are enjoyable events with both a business and a social function. They provide an opportunity for students to share any concerns or questions they have about the program with staff and faculty. Additionally, GGG students typically nominate and select one outstanding faculty member to receive a "Mentor of the Year Award". This award is managed by GLOBAL.

Geography Newsletter

Each year current GGG students, under the advisement of the GGG Chair, pull together content and design a Geography Newsletter. The newsletter covers stories on alums, recently published articles, conference presentations, ongoing in-the-field research, etc. A call for interested students will be sent out during the fall quarter. Newsletters are typically published on the GGG website during the spring quarter.

GGG Seminar Student Committee

During each academic year, the GGG hosts at least one seminar series for students and faculty. These seminars take place once a week and are part of the graduate program curriculum requirement (see Coursework section for details). The GGG Chair recruits a

small group of graduate students to help plan the seminar series, solicit and welcome speakers, and advertise to students and faculty. The seminar series is typically held during the Spring Quarter. A call for interested students will be sent towards the end of Fall Quarter.

Miscellaneous Resources

Office Space

The primary office space for GGG students is provided by the department of the Major Professor (as available) and, for TA or GSR positions, by the student's employer on campus. Access to a computer is not guaranteed. The GGG also has been assigned 158 Hunt Hall as a group office for our students. If you use this space as your office, please be considerate of others and their need for space, and personally secure any valuables you leave in the room. Please note that both GGG and Community Development students use this space. They also occasionally send out notifications for students to sign up to help with cleaning. If you use this space frequently, please consider volunteering for a few weeks.

Student Resources Canvas Page

Using UC Davis' online course management system Canvas (<http://canvas.ucdavis.edu>) we created a repository of information and resources produced by previous students that might be of use to current and incoming students. The Canvas page is called "Geography Student Resources," and all incoming students are automatically invited and must accept the invitation to the course page. Included here are resources on funding, sample dissertation proposals and qualifying exam materials, and other resources of use to students.

Email Listservs for GGG Students

There are two main Geography email listservs: 1) official capacity/school business and 2) social/outside of school business. Additionally, UC Davis has a number of other listservs that students can choose to subscribe to. More information is below.

Geography Student (official school business)

The graduate group established an email list for administrative purposes and use among graduate students. The list is managed by the GGG Program Coordinator and all current students are automatically added during the Summer prior to starting at UC Davis. Any member of the listserv can email this list. It is typically used for Program announcements, funding opportunities, and GLOBAL events. The email is: geographystudent@ucdavis.edu. Note that emails should only be sent to this listserv for official school items.

Note that GGG Program Coordinator also has a listserv for GGG alums and another for GGG faculty/staff. While students cannot email these listservs directly, they can send emails to Carrie Armstrong-Ruport (caruport@ucdavis.edu) and she will forward them.

Geography and Community Development Social Listserv (social stuff)

Graduate students from GLOBAL established an email listserv separate from the official school business email for non-GLOBAL social and personal email. Students need to sign-up to be added to this listserv, but anyone can join. Example emails that are appropriate for this listserv include things like housing requests or announcements, furniture for sale, requests for pet-sitters, questions on local hiking or camping, etc. The email address is: cdxgggsocial@ucdavis.edu, but please note that students need to sign-up for the listserv (see below) before they can email the group.

Students that are part of the group are requested to use the following “subject line” structure when sending an email: [PURPOSE OF EMAIL] blah blah blah. For example: [HIKING WITH DOGS] Request for information on local dog-friendly hikes.

To join the social listserv:

1. Visit: <https://lists.ucdavis.edu/sympa/info/cdxgggsocial>
2. If you are not already, sign-in using your UC Davis username/password
3. Click on “Subscribe”

Other Campus Listservs

There are a wide range of listservs available on campus that cover everything from academics to social life. You can find more information on them here:

<https://lists.ucdavis.edu/sympa/home>.

Note that some listservs are open to anyone, but others require special permissions.

Examples of listservs that GGG students often join:

- [ecology - social](#) - VERY active, a ton of information and great network to join
- [data science - announce](#) - all things data related (including R, Python, etc.; they also hold workshops throughout the year)
- [ej_grads](#) - group for students researching/interested in discussing or working on environmental justice issues
- [geospatial](#) - all things related to GIS, geospatial analysis, job opportunities, workshops, etc.
- [sciencesaysmembers](#) - social and academic opportunities around science communications

HELP!

If you have any questions please let us know in person, by telephone, or by e-mail. We will do our best to help as fast as we can. Many questions regarding campus graduate policies can be answered by consulting the UC Davis Graduate Student Guide, which is published over the web ONLY. This resource can be found here:

<https://grad.ucdavis.edu/resources/graduate-student-resources>

Appendices and Forms

Preparation for Geography Graduate Studies for Students without a Geography Undergraduate Degree

Name: _____ Degree Objective: MA or Ph.D.

B.A. from: _____ Major: _____ Date: _____

M.A. from: _____ Major: _____ Date: _____

Deficiency Area	Completion Equivalent	Term Completed	Qtr. Units	Grade
One course in human geography				
One course in physical geography				
One course in geographic methods				
Elective Geography Course 1				
Elective Geography Course 2				
Elective Geography Course 3				
Total:				

Major Professor Name

Signature

Date

Graduate Adviser Name

Signature

Date

Original: Revision#: Please indicate changes below and attach previous undergraduate preparation agreements.

Comments:

Students without prior degrees in geography should expect to be required to complete additional courses or readings, beyond the above requirements, to overcome deficiencies in geographic theory and methods. These Deficiencies should be determined within the first year of the program by the Graduate Adviser, in consultation with the student and another GGG faculty member, usually the Chair of the student's thesis or examination committee. Generally, a student with an undergraduate degree in a closely-allied field can expect to complete the rough equivalent of a minor in geography, consisting of one course each in human geography, physical geography, and geographic methods, plus an additional 9 units of geographic coursework. For Ph.D. students, the student's guidance committee must certify definition of this requirement.

GGG Program of Study for Master's Degree (MA)

Name: _____ Plan I (Thesis) _____ Plan II (Exam) _____

B.A./B.S. from _____ Major: _____

	Course Number	Title	Units	Quarter
Geography CORE	GEO 200AN	Geographical Concepts	4	
	GEO 200BN	Theory and Practice of Geography	4	
	GEO 200CN	Quantitative Geography	4	
	GEO 200DN	Socio-Spatial Analysis in Geography	4	
	GEO 297	Seminar in Geography (2 quarters required)	4	
Geography Depth Courses (12 units)				
Electives Courses				

Transfer Units	School	Course Number	Course Title	UG/G

TOTAL UNITS	36 total required, exclusive of 299 and 396 units
UC Courses (except 299 & 396)	
Transfer courses (up to 6 units)	
Total units (courses plus 299 & 396)	

Major Professor: _____ Date: _____

Graduate Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

This form must be completed and submitted to the Program Coordinator by December 1st every year.

GGG Program of Study for Doctoral Degree (Ph.D.)

Name: _____

B.A./B.S. from _____ Major: _____

M.A./M.S. from _____ Major: _____

	Course Number	Title	Units	Quarter
Geography CORE	GEO 200AN	Geographical Concepts	4	
	GEO 200BN	Theory and Practice of Geography	4	
	GEO 200CN	Quantitative Geography	4	
	GEO 200DN	Socio-Spatial Analysis in Geography	4	
	GEO 200E	Advanced Research Design in Geography	2	
	GEO 297	Seminar in Geography (2 quarters required)	4	
Geography Depth Courses (16 units)				
Electives Courses				

Transfer Units	School	Course Number	Course Title	UG/G

Language Requirement	Language:
TOTAL UNITS	48 total required, exclusive of 299 and 396 units
UC Courses (except 299 & 396)	
Transfer courses (up to 6 units)	
Total units (courses plus 299 & 396)	

Major Professor: _____ Date: _____

Graduate Advisor: _____ Date: _____

Program Coordinator: _____ Date: _____

This form must be completed and submitted to the Program Coordinator by December 1st every year.

Pre-approved Geographic Depth Courses

Note that this list is always out of date, as courses come and go.

Environmental Sciences (Physical Geography)

Depth Courses Offered by GGG Faculty

GEO 210 – Topics in Biogeography (W - alternate years)
GEO 211 – Physical Geography Traditions and Methods (alternate years)
ECI 267 (GEO 212) – Water Resources Management
ECL 201 – Ecosystems and Landscape Ecology (W - alternate years)
PBG 296 (GEO 214) Seminar in Geographical Ecology
LDA 280 – Landscape Conservation
GEO 280 – Field Studies in Geography (S)

Other Depth Courses

ECL 201 – Ecosystems and Landscape Ecology (W - alternate years)
ECL 205 – Community Ecology (W)
ECL 206 – Concepts and Methods in Plant Community Ecology (F)
ECL 207 – Plant Population Biology (W - alternate years)
ECL 208 – Issues in Conservation Biology (W)
ECL 214 – Marine Ecology (S - alternate years)
ECL 225 – Terrestrial Field Ecology (S)
ECL 231 – Mathematical Models in Population Biology (F)
ECL 232 – Theoretical Ecology

Quantitative Methods

Depth Courses Offered by GGG Faculty

PLS 205 – Experimental Design and Analysis
PLS 206 – Multivariate Systems and Modeling
ECL 220 – Spatio-temporal Ecology
HYD 273 – Introduction to Geostatistics
ESP 228 – Advanced Simulation Modeling
HYD 275 – Analysis of Spatial Processes
WFC 222 – Advanced Population Dynamics
ECL 231 – Mathematical Methods and Population Biology
ECL 254 (GEO 279) – Exploring Data from Built Environment Using R
TTP 200 (GEO 281) – Transportation Survey Methods
HYD 286 (GEO 286) – Selected Topics in Environmental Remote Sensing
LDA 280 – Landscape Conservation

Nature & Society

Depth Courses Offered by GGG Faculty

ECL 211 – Advanced Topics in Cultural Ecology
ARE 214 – Development Economics
LDA 260 – Landscape and Power
LDA 280 – Landscape Conservation
CRD 244 (GEO 254) – Political Ecology of Community Development
HIS 201W – Empires of Nature: Imperialism and the Natural World in Africa

Other Depth Courses

CRD 245 (GEO 245) – The Political Economy of Urban and Regional Development
ECL 210 – Advanced Topics in Human Ecology
ECL 211 – Advanced Topics in Cultural Ecology
ECL 212A – Environmental Policy Process
ECL 216 – Ecology and Agriculture
ESP 170 – Environmental Impact Reporting
ESP 212A – Environmental Policy Process
ESP 212B – Environmental Policy Evaluation
ESP 278 – Research Methods in Environmental Policy
SOC 206 – Quantitative Analysis in Sociology
SOC 207A-207B – Methods of Quantitative Research
SOC 233 – Gender, Culture, and Local/Global Transformation
SOC 245 – Developing Societies
SOC 295 – Special Topics: Environmental Sociology, Social and Political Ecology, Environmental Philosophy

People, Place, and Region (Human Geography)

Depth Courses Offered by GGG Faculty

LDA 201 – Theory and Philosophy of the Designed Environment
LDA 202 – Methods in Design and Landscape Research
LDA 205 (GEO 233) – Urban Planning and Design
LDA 270 – Environment and Behavior
SOC 295 – International Migration
TTP 220 (GEO 236) – Transportation Planning and Policy
CRD 240 (GEO 240) – Community Development Theory
CRD 241 (GEO 241) – The Economics of Community Development
CRD 245 (GEO 245) – The Political Economy of Urban and Regional Development
CRD 246 (GEO 246) – The Political Economy of Transnational Migration
CRD 248 (GEO 248) – Social Policy, Welfare Theories and Communities

Other Depth Courses

CRD 242 – Community Development Organizations
CRD 247 – Transformation of Work

CST 206 – Studies in Race Theory
ECL 217 – Conservation and Sustainable Development in Third World Nations
ECL 222 – Human Ecology of Agriculture
LDA 204 – Case Studies in Landscape Design and Research
LDA 215 – Ecologies of Infrastructure
LDA 220 – Public Space and Culture
LDA 230 – Landscape and Memory
LDA 240 – Historic, Cultural Landscapes: Concept, Perception, Preservation
LDA 250 – Life-Place: Bioregional Theory and Principles
LDA 260 – Landscape and Power
LDA 280 – Landscape Conservation
SOC 215 – Economy, Polity, and Society
SOC 225 – Cultural Sociology
SOC 227 – Sociology of Reproduction
SOC 230 – Ethnic (Race) Relations
SOC 233 – Gender, Culture, and Local/Global Transformation
SOC 234 – Gender, Family, and Society
SOC 242AB – Comparative Methods in Historical Sociology
SOC 243 – Urban Society
SOC 245 – Developing Societies
SOC 248 – Social Movements
SOC 292AB – Field Research Methods

Graduate Student Guide for Managing UCD Expenses

If your funds have not been set-up with a UCD account number please first contact your Graduate Group Coordinator &/ or Account Manager to establish the funds as needed. Be sure to include an account number with all processing requests.

Reimbursements & purchases fall into the following categories:

- A. **Travel Purchases/Reimbursement:** (Please note there is a Pre-Trip form to use for conference registration and airfare that must be paid several months in advance. However if paid by personal means these purchases are not reimbursed until after the travel dates. These expenses can be purchased through the Business Processor on your behalf)

During your travel keep in mind:

1. The daily allowance while traveling in the USA for Meals, Incidentals and Tips is \$62 per day. For most recent allowances check site: [A&FS/travel](#) (International travel allows for a Per Diem set By the US State Department, search by country/city/season: https://aoprals.state.gov/web920/per_diem.asp. Any amount spent over the daily allowance will be marked as *Personal/Non-Reimbursable* and will not be reimbursed.
2. Meal expenses should be claimed for only the amount spent, if maximum is claimed for all trip days, receipts may be required.
3. On the days you are traveling you may only claim meals consumed while actually traveling. (i.e. Return flights scheduled 8am to 2pm you may claim breakfast & lunch - NOT dinner)
4. Receipts, especially for airfare and lodging, need to include the method of payment (typically showing the last four digits of credit card used)
5. Airfare documents should include the purchase receipt and the flight itinerary.
6. Lodging has a domestic daily allowance of \$275 (pre-tax). The receipt needs to include the folio that will have a breakdown of daily expenses and is provided at check-out. (meals & incidentals charged to room will be applied to daily M&I allowance) (Parking charged to room will not count toward lodging allowance)
7. Meal receipts need to be itemized + credit card transaction slip (alcohol will NOT be reimbursed)
8. If needed there is a Lost Receipt Form on the Cluster 5 website (below) Note: Lost Receipt Form is not accepted for airfare or lodging expenses.
9. A good rule of thumb: Anything related to a trip i.e. printing needed during or before a conference or meals while traveling is part of Travel.

In addition, to avoid out-of-pocket travel expenses, flights can be booked through BDC in [AggieTravel](#) **NOTE:** New UC travel registration policy for international travel. Flights booked outside of AggieTravel need to be registered, with UC Away, found in your AggieTravel dashboard. Failure to register may cause deduction or disqualification of reimbursements. [Policy details](#) *pg2

- B. **Entertainment Purchases/Reimbursements:** Venue, food, napkins, note pads, etc. purchased for meetings or events are covered under Entertainment.
1. Use Entertainment Expense Form
 2. Include all receipts (must show method of payment)
 3. Food & beverage receipts must be itemized.
 4. Guest list or sign-in sheet is required for Entertainment meal expenses. List to include: First & Last Name, email and their affiliation with UC Davis.

C. **Supplies/Equipment, Misc. Purchases/Reimbursements** UCD prefers to avoid out-of-pocket expenses as much as possible. To prevent this, purchase requests should be sent to the Business Unit with the following information:

1. Item name with details. Specific URLs work best to ensure the exact size, color, etc. is purchased.
2. Approximate price of each item.
3. Quantity of each item.
4. The account number to use. (Multiple accounts can be used)
5. A brief Business Purpose for the item(s) purchased/requesting to purchase.
6. Date needed.
7. Non-travel reimbursements over \$500 will result in obtaining a confirming order from the Dean's office that could be denied. Therefore any purchase that is over \$500 (including tax & shipping) must come through the Business Unit.

*****It is important to confirm there are sufficient funds with your Account Manager before booking BCD travel or making large purchases.***

Submitting receipts for reimbursement processing:

1. Scanning and sending receipts via email is the most time efficient, however whatever works best for you is fine.
2. Please fill out the appropriate reimbursement form(s) which you will find on the Cluster 5 website: <https://cluster5.ucdavis.edu/forms>
3. Mileage form is required for multiple trips per month. List each start-finish address, check the appropriate box at the bottom for auto-calculation. If only 1-2 trips you may provide the start & finish addresses on the Travel Expense Form for processor to input with Google Map in Aggie Travel. Note on Expense Form: *Mileage Log attached.*
4. Signatures at the bottom of the forms:
 - a. Traveler, you. Turn in signed
 - b. P.I., Principle Investigator, monitors spending. Turn in signed. (Adobe digital signatures acceptable)
 - c. Account Manager, approves use of account based on funds & related UC policies. Processor will obtain Account Manager Approval.
5. Once the report is ready, give to Grad-Group Program Coordinator for review, then send/bring to your Business Unit Processor located in 1309 Hart Hall.
 - ESP: Corina Lopez, cclopez@ucdavis.edu, 530-752-3558
 - ARE: Susan Sloan, smsloan@ucdavis.edu, 530-752-3980
 - HE: HDE, LDA, CCFS: Cheryl Piety cpiety@ucdavis.edu, 530-752-8916

The Business Unit staff will be glad to answer any questions regarding your UC Davis business processing needs.

Office hours: Monday-Friday, 8:00am-12:00pm & 1:00-5:00pm.