

Statistics is a big tent



Graduate Student Handbook



**University of California, Riverside
Department of Statistics
Olmsted Hall, Room 1337
Riverside, CA 92521**

Phone: 951.827.3774 Fax: 951.827.3286

2015 – 2016

Statistics is a big tent



Welcome

On behalf of the Department of Statistics, we welcome you to the new 2015-2016 academic year! We look forward to meeting new students and faculty, seeing returning students and faculty to celebrate a year of continued excellence.

Please read this handbook carefully since it contains important information regarding our department and departmental policies.

I wish each of you a rewarding, challenging and successful year!

Xinping Cui
Professor and Chair
Statistics Department
2015-2016

*Portions of this Handbook may be updated at the beginning of every quarter.
You will be notified when changes are made.*

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THE STATISTICS ADMINISTRATIVE OFFICE

Open daily from 8:00am to 5:00 pm

Olmsted Hall, Room 1337

Phone: 951.827.3774

Fax: 951.827.3286

*The 1335 staff office is closed for lunch from
12:00 Noon to 1:00 pm*

Feel free to stop by any time if you need assistance
or have any questions.



Paula Lemire

Administrative Assistant
Safety Coordinator

plemire@ucr.edu

In addition, we have two Student Office Assistants
who are available to assist you.

Check out the Statistics Website!

www.statistics.ucr.edu

Department Services and Supplies

Outgoing Mail

All University business mail is processed through a central Mail Room. Statistics Department mail is delivered and picked up twice a day. All outgoing mail must be deposited in the mailbag located in the Department Office before 9:00 a.m. for the morning mail pickup and no later than 1:30 p.m. for the afternoon mail pickup. The incoming mail is sorted by the Office Staff and distributed to individual mailboxes. **According to UCR policy, personal mail cannot be sent to the Department. UCR does not provide paper, envelopes, stamps or postage for any personal outgoing mail. If you have stamped outgoing mail, you may place it in the brown mail bag.**

Mailboxes



Each member of the Statistics Department is assigned a mailbox in the Office. Names are placed at the bottom of the assigned mail box.

Blue labeled boxes are for Faculty, Staff, Post-Docs, and Visitors. They are located in the upper portion of the mail sorter.

Yellow labeled PhD student boxes: Two PhD student names are on the bottom of each rectangular mail box. The box is split into a diagonal enclosure with an upper and a lower section. Names on ***bottom left*** are assigned the *upper section* of the box above. Names on the ***bottom right*** are assigned the *lower section of the box above*.

White labeled MS student boxes: Up to four student names will be assigned on the bottom of each shared diagonal box. Names on the ***bottom left*** are assigned the *lower section* of the box above it. Names on the ***bottom right*** are assigned the *upper section of the box above it*.

All students are expected to:

- Check their mail boxes every week for TA materials, assignments and other important information from the Department. Notices and announcements from UCR are also placed in your box.
- **Remove all items from your box every week.**
- Return all interoffice envelopes to the Office staff on a weekly basis.
- Place unwanted paper items in the blue recycle bin or in the black trash bin.

Mailbox Security: DO NOT ask students in your classes to place assignments in your mailbox or in faculty mailboxes. The Office Staff will add initial, date, and time to the document then place it in the proper box.

UCR Email

UCR, Faculty, and Staff communicate with you by sending important information and announcements to your **UCR email account**. ***You are responsible for checking your UCR email account daily so you will not miss any of these notices.*** When communicating with UCR faculty and Staff, please use your UCR email. Non-UCR emails may be considered spam and never reach the intended recipient.



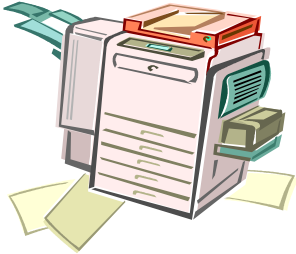
Telephone



Personal telephone calls should not be directed to the Administrative Office except in case of an emergency. In the event of an emergency, we will take messages, email you or call you.

Copier & Copying Services

Faculty copying: The Department's photocopier is available for Statistics faculty and staff. Each member of the department is assigned a personal copy code. We also have assigned copy codes for each Statistics Course. If you are making copies for your classes, you must use specific course codes. Please see Paula for the correct code. If your code isn't working, please see Paula in the Office.



The Office staff will make copies necessary for your lectures, any labs and discussions if you are a faculty member or an Associate Instructor.

Depending on staff availability, we require a minimum of two business days' notice to make sure your copies are ready. Please completely fill out a *Request for Copies* form, located in the Office, then paperclip it to the material to be copied. Your material will be ready within 48 hours and held in a secure location for you. Additional copying services including color copies are available through UCR's Printing and Reprographics.

Graduate Students: Student copies must be for university business only and must be copied 1 sided to two sided to save paper. Student copier accounts are monitored on a monthly basis so please use your allotment wisely.

CLEAN UP AFTER YOURSELVES! DO NOT LEAVE PAPERCLIPS ON THE COPIER OR ON THE COUNTER. TO PREVENT STAPLES FROM GETTING IN THE CARPET, PLACE REMOVED STAPLES INTO THE BLACK TRASH BINS! RETURN EQUIPMENT TO THEIR CORRECT LOCATION. ALL PAPER GOES INTO THE BLUE RECYCLE BINS.

DO NOT REMOVE PAPER FROM THE OFFICE WITHOUT AUTHORIZATION!

Office Equipment

The Statistics Department has a variety of equipment for your use including hole punches, electric pencil sharpener, and electric stapler that must remain in the office. The following items can be checked out temporarily during normal office hours and must be returned no later than 4:00pm:



Cables
Pointers

Calculators
Staplers

Colored chalk
Tape dispensers

Office Supplies



The department will make every attempt to provide office supplies necessary for teaching for all Faculty, Associate Instructors and Teaching Assistants. The department will not provide office supplies to graduate students for personal use.

Teaching Assistants are allowed one red pen for grading, a box of chalk, or two white board markers in blue, red, or green. These supplies will be replaced only as needed.

DEPARTMENT FACILITIES

Statistics Computer Labs

The department has two large undergraduate Windows-based teaching laboratories. These laboratories provide users access to a wide variety of statistical software packages including SAS, R, Minitab, and SPSS, and other popular software packages including Mathematica, Adobe Acrobat, and Microsoft Office. The department also houses the Garber Research Computing Laboratory, which is a combination of a UNIX/LINUX-based system with multiple workstations and several Windows-based machines. The department recently added a Windows-based simulations laboratory in Summer 2014. Please see Dr. Linda Penas for any additional information regarding the labs.

Statistics Teaching Labs

Olmsted 1316 and Olmsted 1411 are teaching labs for undergraduate courses daily Monday through Friday. Students taking STAT048, 100A, or 100B courses with a lab are only allowed access during their assigned lab times.

The **1316 Lab** serves as an open campus lab, staffed by Student Computing, for a limited number of hours each week. These hours vary from quarter to quarter, depending on the schedule of Statistics labs and courses.

NO ONE is allow in the labs other than the students registered in your lab section. *Anyone not registered in your lab section should be sent to the Statistics office during normal business hours.*

PLEASE MAKE SURE ALL LAB DOORS ARE LOCKED WHEN YOU EXIT.



1316 Lab



1411 Lab

Just a Reminder: Food and beverages ARE NEVER allowed in the labs.

Statistics Computer Labs, *continued*

The Garber Research Computing Laboratory, Room 1318

The lab was named in honor of the late Dr. Morris Garber who, in the 1960's, convinced the university that computers were needed. Dr. Garber was named head of the UC Riverside Biometric Lab and Director of the University's first computer center.



The lab is an undergraduate teaching lab used for small undergraduate and graduate Statistics courses; make-up labs for larger undergraduate courses, and occasionally for TA office hours. Statistics Graduate Students are allowed to use this lab when classes are not in session.

A schedule will be posted outside the lab. *Do not enter the lab when a class is in session.*

Statistics Undergraduate students and Graduate students from other programs enrolled Statistics courses STAT104 and above may gain access to the PC portion of this lab for coursework completion only during open lab hours. To obtain access they must see the office for a permission slip.

The **UNIX/LINUX** portion of the lab contains multiple workstations and is available for Statistics Graduate Students, Staff, and Faculty only.

GRADUATE STUDENTS MUST OBTAIN PERMISSION FROM DR. PENAS PRIOR TO RUNNING SIMULATIONS IN THIS LAB.



THE DEPARTMENT OFFICE MAY ISSUE QUARTERLY PERMITS TO USE THE GARBER LAB:

- **UNDERGRADUATE STATISTICS MAJORS AND MINORS, NON-STATISTICS MAJORS TAKING UNDERGRADUATE STATISTICS COURSES NUMBERED STAT104 AND ABOVE OR NON-STATISTICS GRADUATE STUDENTS TAKING STATISTICS COURSES.**

***THE GARBER LAB IS ONLY OPEN TO PERMITTED STUDENTS BETWEEN 8:30AM AND 11:30AM OR BETWEEN 1:30PM AND 4:30PM.
PERMIT ACCESS IS NOT AVAILABLE ON WEEKENDS OR HOLIDAYS.***

THE LAB DOOR MUST REMAIN LOCKED AT ALL TIMES. VISITORS AND GUESTS ARE NEVER ALLOWED IN THIS LAB. DO NOT PROP LAB DOOR OPEN FOR ANY REASON!

Just a Reminder: Food and beverages ARE NEVER allowed in the labs.

Harry H. Harman Memorial Library Room 1431 Olmsted Hall

The Statistics Department maintains a small library containing books and journals that are available to all graduate students and undergraduate students majoring in Statistics.



History: A collection of materials from the estate of the late Harry H. Harman, a pioneer in factor analysis, was the basis of the library. Also included are the books and papers from the late Morris J. Garber, a Statistics Professor who brought computing to UCR and F.N David, our first department Chair.

Books are cataloged and arranged alphabetically by the first three letters of the author's last name followed by the first initial of the first name. Dr. FN David material is only available by *special request* through the Department office.

Journals: The department has a section of older

statistics related journals in the Harmon but most Statistics journals can be found through the campus libraries at <http://goo.gl/KxyFqg>.

Dissertations: Statistics Dissertations are available online through the Library at <http://goo.gl/wngbPa>.

The **Orbach Science Library** has an extensive Statistics Collection. Please check the online resource page at <http://library.ucr.edu/view/help/subjectguides/stats> for information including Research Help, Journals, Statistics Resources and Associations.

Check out Procedures for Harman Library

Check-out periods are for **two weeks only** for all library materials. If you need additional time, please contact the office.

- **Books and Dissertations:** print your name on the checkout card located in the back of the book. Place the card in the clear pocket of one of the red "OUT" cards on the checkout desk and place the Out card on the shelf where the book was shelved. When returning the books, please remove the card from the clear pocket, cross your name off, then put the card in back of book and place it back on the shelf.
- **Journals:** In the Journal Notebook, print your name, check out date, journal volume and number. When you return the material, please enter the return date.
- **One week prior to the end of each quarter**, all materials checked out by students must be returned to the library.

Reminder: NO Food and beverages allowed in the library without authorization.

TA Study Areas

Due to a lack of office space, **Masters Students** are not assigned office space. However, between 8:00am and 4:15pm, Master's degree students may use the TA and Study areas listed below when not in use.

The department has three rooms that all Statistics students may use for group study, presentation practice, or for hosting TA office hours. All areas are available from 8:00am to 4:15pm during non-scheduled times. **You must check with the department office for access.** If you are a TA and have more than one undergraduate student needing assistance, please use one of the Study areas below. Reservations to use these rooms may be made through the department office. Priority is given to TA office hours and student practice presentations.



OLMH 1102: All Statistics graduate students may use the TA conference room when not in use. Please be aware that TA office hours have priority. All chairs must be placed back in their proper position and you must clean up after studying or office hours. If you wish to reserve this space for your TA office hours, you must email Paula the dates and times of your request. All trash must be placed in the proper bins in the hallway.

OLMH 1429: the Department Classroom can be used anytime when classes are not scheduled. Food is not allowed but you can bring in beverages in non-spill containers. All chairs must be placed back in their proper location, and you must clean up after studying or office hours. All trash must be placed in the proper bins in the hallway.



OLMH 1431: the Harman Library is available for individual and group study by all Statistics Department students. Only graduate students are allowed to check out materials from the library. Food is not allowed but you may bring in beverages in non-spill containers. All chairs must be placed back in their proper location, and you must clean up after studying or hosting office hours. All trash must be placed in the proper bins in the hallway.

Department Policies for Student Offices

Every PhD student is assigned a desk, a chair, and one bookcase in a shared office in either the 1100 wing or the 1400 wing of Olmsted Hall. Students assigned to a shared office may speak different languages. Please speak English only in all areas of the Statistics Department so that no one in the department feels excluded. Make sure you use this opportunity to learn from everyone you meet at UCR.

Office occupants should meet at the beginning of each quarter during the academic year to establish any additional rules to ensure respect, harmony, and to make sure all health and safety standards are met. If a problem cannot be resolved, please discuss it with Paula Lemire. Please be respectful of your officemates by keeping your workspace neat and clean.

Electric outlets and Data ports are available in each room along with the UCR wireless.

You may bring in your own chair but make sure it has non-marking wheels. If the wheels make marks, you must bring in a flat rug that will cover the area under your chair and desk. If your assigned chair is making marks, please see Paula Lemire in the Department office.

If you decide to bring in a small electric appliance, please check with Paula Lemire in the Department office for approval of these items:

- One small energy efficient refrigerator and one microwave is allowed in each room if there is space available and must be shared by all students in the office. Everyone in the office is required to keep the appliances clean.
- Individual coffee pots or tea pots to heat water must have an auto off feature to prevent fires.
- For safety reasons, all extension cords must have three pronged grounded plugs. Surge protector/power cords can be used in place of extension cord but must have current UL or ETL labels. Only one surge protector/power strip/extension cord can be plugged into a single duplex electrical outlet. Plugging a surge protector/power strip into another power strip is a NOT Allowed.

Other information:

- ALL food items must be kept in sealed metal containers in your desk or on your bookcase to prevent infestations of insects, mice, and rats.
- To show respect to others, please do not eat food with strong odors in your office.
- Your personal items should fit inside your bookcase, or inside your desk.
- To prevent injuries, do not leave paper, books, or backpacks on the floor.
- Do NOT store anything on top of your bookcases.
- Boxes and other large items cannot be stored in the office.

The drinking fountains contain fresh drinking water ONLY. They are not sinks. Do not spit, rinse dishes, or dispose of any liquids, tea, or food in the drinking fountains.

Department Policies *continued*

Each office has two plastic waste bins as follows:

- The BLUE bin is for paper recycling only: You and/or your office mates are required to empty the blue paper bin into the large blue recycle bins in the hallway on a weekly basis.
- **BLACK trash bin:** This bin is for all other trash **EXCEPT FOOD WASTE.** You and/or your office mates are required to empty the black bin into the large white cardboard containers in the hallway on a weekly basis.
- **FOOD WASTE:** To prevent odors and insect infestations, all food waste must be placed in the large cardboard containers in the hallways every day.
- Empty glass or plastic bottles and aluminum cans should be brought to the department office for the Highlander Statistics Society recycling project or be taken home.

Custodial Services

The Statistics Department's labs, offices, and floors are cleaned regularly by the custodial staff. Custodians do have access your rooms to empty trashcans, clean the floors, and other necessary cleaning before 10:00 p.m. **Please assist them by vacating your offices for an hour when they arrive to sweep or wash the floors.** If you notice that your floors have not been swept or washed for quite a while, please contact Paula in the Statistics Office.

The custodial staff **will not clean your desk surfaces, microwaves, refrigerators, or empty recycle containers.** Please clean your desk areas and any appliances in your office on a weekly basis. You will need to provide your own cleaning supplies as the office only has a limited supply.

- The drinking fountains contain fresh drinking water **ONLY.** They are not sinks. Do not spit, rinse dishes, or dispose of any liquids, tea, or food in the drinking fountains.
- Please place empty food containers in the white cardboard trash receptacles in the hallway. **DO NOT LEAVE THESE ITEMS IN YOUR OFFICE.**

For students in the 1100 wing of Olmsted, you must vacate your Offices from 11:00pm to 5:00am on Tuesdays to allow access to the cleaning crew. You are required to pick all your personal belongings off the floors. If you find that the custodians are sweeping and mopping the floors on a regular bases, please report it to Paula in the office.

Each quarter and during the Summer, the Department Safety Committee will do an inspection of all student offices to make sure you are following the Department office policies.

ACADEMIC INFORMATION

Campus Resources

Graduate Advisor

Graduate Student Affairs are handled by Graduate Advisor, one who deals with recruitment and admission of new students and matters concerning enrolled students. The Graduate Advisor are nominated by the Chair of the Department and approved by the Graduate Dean annually.

Dr. Weixin Yao

Email: Weixin.yao@ucr.edu

Phone: (951) 827-6007

Graduate Student Affairs Officer

Perla Fabelo

Email: Perla.fabelo@ucr.edu

Phone: (951) 827-4716

Additional Campus Resources

Graduate Division

www.graduate.ucr.edu

Univ. Office Building, Room 141

Riverside, CA 92521

Phone: (951)827-3313

UCR Campus Store (www.ucrcampusstore.ucr.edu)

GROWL (ucribm.ucr.edu/Paws/PAWS.html)

Teaching Assistant Development Program (TADP) (www.tadp.ucr.edu/tadp-services/)

Student Business Office (www.sbs.ucr.edu)

Check out the Statistics Website!

www.statistics.ucr.edu

STATISTICS 2015 - 2016 ACADEMIC YEAR & UNIVERSITY HOLIDAYS

JULY 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day Holiday

25 - Summer I Ends

27 - Summer II Begins

AUGUST 2015						
S	M	T	W	T	F	S
1						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

29 - Summer II Ends

SEPTEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 - Labor Day Holiday

10 - Pt II Fall Qualifying Exam

11 - Faculty Retreat

21 - Fall Quarter Begins

24 - Fall Instruction Begins

OCTOBER 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 - Grad Student Welcome

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 - Veteran's Day

17 - Gokhale Undergrad Conf.

26, 27 - Thanksgiving Holiday

DECEMBER 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 - Fall Instruction Ends

7-11 Finals/Quarter Ends

14-31 - Winter Break

24, 25, 31 - Winter Holidays

JANUARY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - Winter Quarter/Instruct. Begins

1 - New Year's Day

18 - Martin Luther King Day

FEBRUARY 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 - President's Day

MARCH 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 - Winter Instruction Ends

18- Finals/Quarter Ends

21 - 25 Spring Break

27 - Cesar Chavez Holiday

28 - Spring Quarter Begins

30 - Spring Instruction Begins

APRIL 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TBD - Press Lecture

Updated 7/29/2015

MAY 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TBD May Qualifying Exams

30 - Memorial Day Holiday

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 - Spring Instruction Ends

10 - Finals/Quarter Ends

Course Offerings for the 2015/2016 Academic Year

2015-2016 Statistics Teaching Assignments					
Fall (15)	Instructor		Winter (16)	Instructor	
STAT 048	Cacho*		STAT 048	Flores	Spring (16)
STAT 100A	Smith		STAT 100A	Smith	STAT 040
STAT 100B	Arvanitis*		STAT 100B	Flores	STAT 048
STAT 130	Yao		STAT 110	Smith	STAT 100A
STAT 147	Penas		STAT 140	Penas	STAT 100B
STAT 147	Penas		STAT 155	Ma, W.	STAT 127
STAT 155	Smith		STAT 157	Penas	STAT 146
STAT 160A	Rizzo		STAT 160B	Rizzo	STAT 157
STAT 170A	Li, J.		STAT 170B	Li, J.	STAT 160C
STAT 200A	Ghosh		STAT 200B	Ghosh	STAT 161
STAT 201A	Ma, S		STAT 201B	Ma, S	STAT 171
STAT 203A	Arnold		STAT 205	Arnold	STAT 183
STAT 210A	Arnold		STAT 207	Flegal	STAT 201C
STAT 251	Arnold		STAT 210B	Arnold	STAT 215
STAT 255N	Ma, W.		STAT 231A	Cui	STAT 230
STAT 293	Ghosh		STAT 240A	Li, Jun	STAT 231B
STAT 288	Gokhale		STAT 251	Yao	STAT 251
LEAVE	Flegal		STAT 293	Yao	STAT 255
LEAVE	Flores		LEAVE	Jeske	STAT 288
LEAVE	Jeske				LEAVE

*Fall STAT048 and STAT100B to be taught by Assoc.-Ins.

8/7/2015

Department Colloquium STAT 251

The department holds a weekly colloquium each quarter during the academic year under the graduate course, **Stat 251**. This one credit colloquium course is held each Tuesday in Olmsted Hall Room 420, beginning at 3:45 pm. All Students are encouraged to attend the colloquium each quarter. Students are required to submit 4 colloquium reports each quarter if they are in STAT293.

Prior to the talk, an informal reception is held in Olmsted 1331 for those attending the Colloquium. Speakers include invited guests from across the country, Southern California, colleagues from other departments at UC Riverside, Statistics faculty, and advanced Statistics graduate students.

A weekly flyer with the name of the speaker and an abstract of the talk is emailed to everyone in the Statistics Department and others who have an interest in Statistics. Flyers are also posted on numerous bulletin boards around the department.

STAT 290, 291, 297, 299 Courses

Every faculty member has a different section number for these classes but they are not listed on the Schedule of Classes online. Please contact Perla Fabelo, your Graduate Affairs Officer to make sure you are registered in the correct section number.

STAT 293 and the Statistical Consulting Collaboratory

UC Riverside formally established a Statistical Consulting Collaboratory (SCC) in the Fall of 2003. The first priority of the SCC is to contribute to the academic objectives of the Statistics Department through the development and application of statistical methods to real world problems. Specific contributions made by the SCC include: 1) curriculum material for the department's graduate-level statistical consulting class, 2) curriculum material that reinforces and broadens student knowledge in statistical methodology, 3) consulting opportunities for undergraduate and graduate students, 4) research opportunities that can develop into PhD dissertation topics, and 5) resume building activities through publication opportunities and industry internships made available through the SCC's client network. This enhances the students' ability to select appropriate methodology for a given problem. Moreover, it cultivates a curiosity and a self-sufficiency, which are crucial for a statistical consultant.

Clients include professors, graduate students and University administrators. To-date, clients have been affiliated with UC Riverside and also other local Universities. In addition, the SCC attracts industry client's personal networking and referrals. The SCC is a hybridization of a noncommercial and commercial consulting unit, though it does not aggressively market itself to off-campus clients. The SCC has typically supported 2-3 RAs during the academic year with partial research assistantships. During the summer months a larger number of opportunities for part-time employment are available. While the majority of the RAs are graduate students in Statistics, undergraduate students from both Statistics and other departments (Computer Science, Business and Mathematics) within the University have made contributions.

Projects that are taken on by the SCC loosely fall into two categories: Service or Collaboration. Service describes projects that utilize standard statistical methods, both well-known and less well-known to the clients. Collaboration describes projects where there is some aspect of novelty either in the development or application of statistical methodology.

The Statistics Department at UC-Riverside offers a *mandatory* two sequential quarter class on Statistical Consulting (Stat 293) offered in Fall and Winter for both MS and PhD graduate students. A great majority of the material covered in the Consulting Class is related to SCC projects. Client visitations provide opportunities for the students to gain experience listening to clients and eliciting information that helps formulate objectives for the projects. Students are assigned to work on consulting projects independently and also in small groups. Lectures provide the students the necessary background they need to complete tasks associated with the projects. Throughout the duration of their work on the projects, students schedule meetings with the Director and/or Associate Director for additional direction and advice. Typically, students will have at least one interim meeting with the client before delivering a final presentation to them. The Director formulates homework exercises relating to each of the projects being addressed in the class. The Consulting Class is a letter grade class, and includes a final exam that covers the statistical methodology relating to the consulting projects that were discussed during the quarter.

TEACHING ASSISTANTSHIPS

The department has a limited number of Graduate Teaching Assistantships (TA's) each year to help with teaching responsibilities and provide a vehicle for teaching training. Teaching Assistants are assigned to assist in undergraduate courses on the basis of class enrollments. Dr. Linda Penas is the Director of TA's and is in charge of assigning TAs to the various classes.

Teaching assistants must maintain a GPA of 3.25 and should enroll in Stat 302, College Teaching Practicum. For more information, you may contact Dr. Linda Penas.

GRADUATE RESEARCH ASSISTANTSHIPS

Graduate Research Assistantships (GRAs) are available through grant funds made available through faculty grants. A few research assistantships are available with the faculty members who are principal investigators on funded grants. GRAs must maintain a GPA of 3.0.

Grading

I. A-F

Courses are graded on an A-F grading system with an A carrying a grade point of 4.0. Minus grades carry three-tenths grade point less per unit, and plus grades (excluding A+ which is counted as 4.0) carry three-tenths grade points more than unsuffixed grades. An A+ on a student's record represents extraordinary achievement even though it does not carry a higher grade point value.

II. S/NC

Students in good standing may undertake courses on an S/NC (satisfactory/no credit) basis subject to the following limitations. The grade "S" shall be awarded for satisfactory work, that is, work equivalent to a GPA level of 2.0 or higher at the undergraduate level and GPA 3.0 or higher at the graduate level, for unit credit in meeting degree requirements. Units are assigned for courses graded "S" but it has no grade point equivalent and does not enter the grade point average.

III. Posting of grades

Because of the Privacy Act we are not allowed to post student's grades outside offices. Students may obtain their grades *on GROWL. Check the schedule of classes for dates.*

M.S. in Statistics

The Master of Science in Statistics degree emphasizes a broad understanding in Statistics and its application. The M.S. students are required to have fundamental statistical knowledge in probability theory, linear models and experimental design, have the ability to use fundamental statistical techniques to formulate problem and solution in diverse real-world application, the ability to use at least one statistical software package to conduct statistical data analysis and the ability to communicate with researchers in statistical community and other disciplines by using graphical methods to display and interpret information.

Admissions

Students entering the Master's program must have completed a bachelor's degree with a strong background in Statistics and sufficient training in Mathematics or take the following undergraduate upper division courses, which are not counted towards the Master's degree units:

STAT160A, 160B, 160C, Elements of Probability and Statistical Theory, 4 units each.

STAT 161, Introduction to Probability Models, 4 units.

STAT 170A, Regression Analysis, 4 units.

STAT 170B, Design of Experiments, 4 units.

STAT 171, General Statistical Models, 4 units.

Students must also meet the other requirements for admissions as specified by the Graduate Division. The program is Plan II (comprehensive examination) described in the Graduate Studies section of the catalog. No foreign language is required.

The M.S. Requirements

The general requirements of the Statistics Graduate Program include:

- Completion of coursework: Graduate students in Statistics must take (or have taken) appropriate courses in Mathematics to give them the proper background for graduate work in Statistics. Important areas include Calculus (at least MATH 009A, MATH 009B, MATH 009C, and MATH 010A) and Linear Algebra (at least MATH 131).
- Course Requirements – 37 units
- Completion of written comprehensive qualifying exams

The normative time for completion of the M.S. degree requirements is 6 quarters (2 years) with minimum 37 quarter approved units of graduate (200 level) work.

The following is a guide to achieving these goals and other requirements:

1. **Complete course requirements:**

STAT 288, Literature Seminar, 1 unit

STAT 201 A, B, C, Theory of Probability and Statistics, total 12 units

STAT 207, Statistical Computing, 4 units

STAT 209 A, Statistical Data Mining, 4 units

STAT 293, Statistical Consulting and Data Analysis, two consecutive quarters of 4 units each

In addition at least 8 units must be from:

STAT 200A, STAT200B, Advanced Design and Analysis of Experiments, 4 units each

STAT203A, STAT203B, Bayesian Statistics, 4 units each.

STAT205, Discrete Data Analysis, 4 units.

STAT215, Stochastic Processes, 4 units.

STAT216A, STAT216B, Time Series Analysis, 4 units.

STAT220A, STAT220B, Multivariate Analysis, 4 units each.

STAT230, Sampling Theory, 4 units.

STAT240. Nonparametric Methods, 4 units.

STAT255, Seminar on Topics in Applied Statistics, 4 units can be counted but require approval from graduate advisor and graduate division.

- 2. Complete Comprehensive Examinations:** MS students must pass a single MS level qualifying exam which consists of two types of questions: Theoretical and Methodological. The exam is offered two times, approximately 1 month into the spring quarter and then a second time near the end of spring quarter. All students are advised to take their exam for the first time in the Spring of their 2nd year, however exceptions can be made for well-prepared students. If any student fails their first attempt at the exam, they have the opportunity to take the entire exam one more time. No more than two attempts are allowed to pass the written exams. If a MS student fails on their 2nd attempt, they will be dismissed from the program (see qualifying exam process policy on page 31). **Students must be enrolled or be on Filing Fee status in order to take the exams.**

MS students are advised to have command of topics covered in 170A, 200A, 201ABC, 205, 207, and 293.

A program proposal is not required.

- 3. Satisfactory Academic Progress:**

For all students, evaluations of progress are carried out each spring by the Graduate Advisor, who is responsible for making specific recommendations to the Graduate Division concerning the student's progress. Students are notified in writing of the results of the annual evaluation, and copies are forwarded to the Graduate Division and in the student's file.

Unsatisfactory Academic Progress:

It is hoped that you will make good progress in your degree program. Failing to do so will have serious consequences for your career in graduate school. If your GPA drops below the minimum level of 3.00, if you have 12 or more units of "I" grades, or if your advisor feels that you are not advancing as you should, the Graduate Division can and will block your registration.

- 4. Advancement to Candidacy in the Master's Program**

The forms for advancement to candidacy are obtained at:

<http://graduate.ucr.edu/advancement2.html>

Completed applications are returned to the Graduate Student Affairs Officer (Perla Fabelo) and processed through the Graduate Advisor and Graduate Division for approval. Students can't graduate with a Grade Delay or Incomplete grades.

Petition to Change Degree Objective from the MS to the Ph.D: Petitions to Change Degree Objective are submitted a year in advance and no later than **January 5th** for consideration to start the Ph.D. the following fall quarter. Two new letters of recommendation from UCR Statistics faculty are required with the petition. The department will determine eligibility based on the following requirements: Pass comprehensive exams Part I at Ph.D. level and Part II, excellent performance in classes, completion of Ph.D. required coursework and strong recommendation by faculty on student's ability to conduct research. Students with marginal pass on Part II comprehensive exams will be requested to submit extra evidences for eligibility. The MS students would have to compete with new Ph.D. applicants and the final admission decision will be made by the department graduate admissions committee.

Forms Needed Towards End of Degree: There are several forms that M.S. students will need to complete, such as *Advancement to Candidacy* and *Graduation forms*. For international students additional forms may include *Optional Practical Training (OPT)* and *Curricular Practical Training (CPT)*.

Submit these forms to Perla Fabelo (not the Graduate Advisor), at least two weeks before the deadlines to ensure time to process for review and approval by the Graduate Advisor. If forms are submitted less than two weeks, approvals may not be guaranteed. Avoid any delays and submit your forms early.

MS advancement to candidacy due: **Last week in March**

Commencement Petition Form due by: **Last week in March**

OPT due: **(90 days in advance of your completion date and when you plan to begin to work, and up to 60 days after your completion date)**

CPT due: **At least two weeks before completion of degree.**

(These forms will be voided if students do not pass comprehensive exams)

Ph.D. in Applied Statistics

The Doctor of Philosophy degree is awarded in recognition of high scholarly attainment as evidenced by a period of successful advanced study, the satisfactory completion of prescribed examinations and the development of an acceptable dissertation covering a significant, original aspect of Statistics.

Ph.D. students are required to demonstrate proficiency in fundamental areas in statistics including probability theory, statistical inference methodologies, statistical computing techniques, multi-disciplinary collaborations and are able to apply such knowledge to address complex problems in Applied Statistics.

Normative time to degree is 15 quarters (5 yrs).

Admissions

Students in the Ph.D. program must normally have completed a Bachelor's degree or a Master's degree in Statistics, Computer Science, Mathematics, or some other quantitatively based discipline. Students who are admitted to graduate standing with some deficiencies may be required to take appropriate courses selected by the Graduate Advisor. Students also have to meet the general requirements listed in the Graduate Studies section of the UCR Catalog.

The Ph.D. Requirements

The general requirements of the Applied Statistics Ph.D. Program include:

- Completion of coursework
- Completion of written comprehensive qualifying exams
- Completion of three quarters of teaching
- Completion of dissertation research proposal and passing the oral qualifying exam
- Preparation of the Ph.D. dissertation
- Successful defense of the dissertation

The normative time for completion of the Ph.D. degree requirements is fifteen quarters (5 years). During the second academic year, students are encouraged to start thinking about their research project and identify a Major Professor, so that students will have sufficient time to prepare for oral qualifying exam after passing the written qualifying exams. Most coursework and preparation for written and oral qualifying examinations are during the first three years. The remaining 2+ years are devoted to research, writing the dissertation and defense. Students continue to participate in graduate seminars and may take additional coursework during this period.

Achieve the following goals:

1. Maintain a 3.5 GPA in order to retain your fellowship during the first year.
2. Pass the written and oral qualifying examinations. International students should advance to candidacy during the 3rd year to qualify for reduced NRT. Otherwise non-resident tuition will need to be paid on the next term until student advances to candidacy.
3. Prepare an original written dissertation proposal.
4. Produce and file your dissertation by the end of your fifteenth quarter.

The following are the program requirements:

1. Complete course requirements:

(A) Core Requirements:

STAT207, Statistical Computing, 4 units.

STAT209A, Statistical Data Mining, 4 units.

STAT210A/B, Advanced Theory of Probability and Statistics, 4 units each.

STAT 288, Literature Seminar, 1 unit.

STAT 293, Statistical Consulting and Data Analysis, two consecutive quarters of 4 units each.

- #### (B) 16 units of additional 200 level Statistics courses not graded S/NC, excluding STAT201A/B/C and STAT231A/B.

(C) Breadth requirement: 12 units of breadth requirements. Of the courses listed below, the following courses fulfill the breadth requirements:
STAT200A, Advanced Design and Analysis of Experiments, 4 units each.
STAT203A, Bayesian Statistics, 4 units.
STAT215 Stochastic Processes, 4 units.
STAT216A, Time Series Analysis, 4 units.
STAT220A, Multivariate Analysis, 4 units.

(D) Substantive Fields: 12 units in Substantive Fields (or equivalent) with a minimum GPA of 3.00 appropriate to the student's interest. The requirement may be waived if the student already has the background in the Substantive area. Suggested courses would be:

BIOL201, BMSC252, BPSC234, CS234, ECON205C, ECON285E-K, EDUC212, EDUC213, EDUC218, EDUC234, EDUC287, GEN220, GEN 240A, GEN240B, MGT 202, MGT203, MGT205, MGT211, MGT233, MGT235, SOC203B.

Courses outside of the suggested list above would need to be approved by the Graduate Advisor.

No foreign language required.

2. **Complete teaching requirement:** A minimum of three quarters of service as a Teaching Assistant regardless of whether financial support comes from Fellowship or Research Assistantships, etc. All students will participate in the Graduate Division's Teaching Assistant Development Program (TADP). All new UCR Teaching Assistants must attend the mandatory new TA orientation. TADP offers one-in-person orientation per year. That means, even if you are not TA'ing until winter or spring quarter, you need to attend the September orientation. **TADP will no longer offer make-up online orientations.** Failure to attend the orientation will make you ineligible to TA at UCR. See the TADP website for schedules and contact information: tadp.ucr.edu. You may also contact the TADP Coordinator by email at tadp@ucr.edu.

Each quarter, Statistics Department Teaching Assistants are required to attend a mandatory TA orientation conducted by the department. Failure to attend this orientation may result in the loss of your TA position. All Teaching Assistants are required to be available for work from the first day of the quarter through the last day of the quarter (last day of Final Exams week).

SPEAK TEST: All international students must take the SPEAK test and obtain a passing grade before they can be appointed as a TA. Students receiving a “*clear pass*” on the SPEAK test (scores ≥ 50 out of 60) have no further requirements and can be appointed to TA positions. Students receiving a “*conditional pass*” (scores of 40-45) can be appointed as a TA for three quarters, but are required to take English classes at the Learning Center and retake the test. Their TA appointment is on a probationary basis with the approval of the Graduate Dean. Students receiving a “*no pass*” (scores of 20-35) may not be appointed as a TA until they have retaken the test and obtained a clear or conditional pass. Contact Stacy Sweeney at the UCR Extension Center for more information regarding the SPEAK test: (951) 827-1701 (esl@ucx.ucr.edu).

- 3. Complete Written Qualifying Examinations:** Ph.D. students must pass a single Ph.D. level qualifying exam which consists of two types of questions: Theoretical and Methodological. The exam is offered two times, approximately 1 month into the spring quarter and then a second time near the end of spring quarter. All students are advised to take their exam for the first time in the Spring of their 2nd year, however exceptions can be made for well-prepared students. If any student fails their first attempt at the exam, they have the opportunity to take the entire exam one more time. No more than two attempts are allowed to pass the written exams. If a Ph.D. student fails on their 2nd attempt but received M.S. pass on either the first or the second attempts and has not received an M.S. degree in statistics from elsewhere, he/she leaves the program with an M.S. degree, otherwise he/she is out of the program without degree (see qualifying exam process policy on page 31) **Students must be enrolled or on Filing Fee status in order to take the exams.**

PhD students are advised to have command of topics covered in 210AB, 205, 207, 200AB, 293.

In preparation for the written qualifying examinations, a student can register for up to 6 units of STAT 291 (individual studies in coordinated areas) only during quarters that the student actually participates in qualifying examinations. After passing the written exams the student will work with advisor to prepare for the oral Examination. Advancing to Candidacy takes place when students complete all the course requirements for the Ph.D. program and passes the written and oral exams. **We encourage students to take comprehensive exams in the spring of their 2nd year to ensure completion of degree requirements and begin working on research.**

4. **Oral Qualifying Exam:** Oral qualifying examination conducted by the Qualifying Committee in accordance with the regulations set forth in the UC Riverside Graduate Student Handbook. The Qualifying Committee, consisting of at least five members, nominated in consultation of the Graduate Advisor and the student's Major Professor and will be officially approved by the Graduate Dean.

The Major Professor is the chair of the Qualifying Committee. One member of the Qualifying Committee, not from the Student's academic unit, will be designated as the outside member. The Committee reads and evaluates the research proposal and conducts the examination. Oral exams typically last about 2-3 hours, consisting of a short (50 minutes) presentation of the research proposal by the student, followed by a question and answer period. No more than two attempts to pass the oral examination will be allowed (see oral qualifying exam procedures on page 29).

5. **Work on the Dissertation:** The Dissertation Committee will be chaired by the student's Major Professor. Typically, three members of the committee will be selected (additional member may be added) from the faculty who were on the Oral Qualifying Committee. The student is required to submit a written dissertation proposal to the Dissertation Committee for comments and approval. Normally, this is in the format of an appropriate funding agency (e.g., NIH, NSF, etc.) and including detailed descriptions of the proposed research. For more information on the dissertation format, graduation deadlines and how to submit an electronic copy go to: <http://graduate.ucr.edu/dissertation.html>
6. **Dissertation Defense:** Before the dissertation is given final approval, the student must meet with the Dissertation Committee for a public oral defense on the dissertation research in accordance with the regulations of the **Graduate Division**.
7. **Maintaining Satisfactory Academic Progress:** Normative time for the Ph.D. degree in Applied Statistics is fifteen quarters (five years). Normative time is defined as the period of full-time registration required to earn the degree, assuming that the student enters with a bachelor's degree and has no course deficiencies or need to take any remedial work. For most programs at UCR, this falls between five and seven years. Because the Ph.D. is a research degree, the University gives programs considerable latitude in establishing degree requirements.

Students approved to change degree objective from the M.S. to the Ph.D. typically finish in 9 additional quarters. In the Applied Statistics Graduate Program the individual student's program of study is planned in consultation with the Graduate Advisor, who supervises the student's progress prior to the appointment of the major professor. After the student advances to candidacy, the dissertation committee oversees the student's progress in the final stages of his or her degree program.

Student's evaluation of progress are carried out each academic year by the Graduate Advisor, who is responsible for making specific recommendations to the Graduate Division concerning the student's progress. The Graduate Advisor may also approve exceptions to the normal time schedule occasioned by unusual circumstances. Students are notified in writing of the results of the annual evaluation, and copies are forwarded to the Graduate Division.

Unsatisfactory Academic Progress: It is hoped that you will make good progress in your degree program. Failing to do so will have serious consequences for your career in graduate school. If your GPA drops below the minimum level of 3.00 (3.50 for Fellowship recipients during first year), if you have 12 or more units of "I" grades, or if your advisor feels that you are not advancing as you should, the Graduate Division can and will block your registration. In addition, opportunities for receiving funding through the Program become severely limited.

Obtaining an M.S. Degree While in the Ph.D.: Students who have satisfied all the requirements for the Master's degree, may apply for the M.S. degree, while completing requirements for the Ph.D. program.

Change Degree Objective to the M.S. Degree: Students terminating the Ph.D. that have satisfied the M.S. degree requirements, can leave with a M.S. degree. Complete a petition to change degree objective to graduate with a M.S. degree.

Ph.D. Forms: Submit all [Graduate Division Forms](#) to Perla Fabelo (not the Graduate Advisor), at least two weeks before the deadlines to ensure time to process for review and approval by the Graduate Advisor. Avoid any delays and submit your forms early. This is especially important when preparing for the Oral Qualifying Exam and submitting the faculty committee nomination.

Advancing to Candidacy
Ph.D. in Applied Statistics
Oral Qualifying Exam Procedures

- **Nominating Qualifying Committee:** Five committee members are nominated which most are affiliated with the program and should normally be voting members of the UC Academic Senate. The first three faculty members are from the Statistics Department, the fourth faculty member is from a Substantive Field and the fifth member is designated as the “Outside Member” not holding an appointment in the student’s graduate program that will ensure fairness as ‘third party’. The outside member’s field may be unrelated to the student’s field of study and other committee members. Exceptions must be supported by a memo of justification from the Graduate Advisor.
- Notify Perla Fabelo, Graduate Student Affairs Officer, by completing the online form at: <https://ucrbgsac.wufoo.com/forms/statphd-oral-exam-request-form-copy/> at least four weeks prior to the Qualifying Examination. The Qualifying Committee must be approved by the Graduate Advisor and the Graduate Division prior to the Oral Qualifying Examination.
- Note: International students need to advance to candidacy by the first day of instruction of fall quarter of the third year to qualify for reduced non-resident tuition. Otherwise non-resident tuition will need to be paid on the next term until student advances to candidacy.
- The Graduate Student Affairs Officer completes the Report of Departmental Requirements for the Ph.D. degree, which the Graduate Advisor certifies that the student has fulfilled all course requirements and notes any remaining deficiencies.
- The Graduate Student Affairs Officer will prepare the Report of the Qualifying Examination Form ‘3’ and give the form and the student’s academic file to the Chair of the student’s Qualifying Committee a few days before the oral exam.
- Upon completion of the exam, the committee chair obtains the committee members’ signatures on the Form ‘3’ report and returns it with the student’s file to the Graduate Student Affairs Officer, who then forwards it to the Graduate Division. This must be done within 48 hours after the exam is completed. Advancement paperwork is then processed. Once completed, the student is charged a fee which will later be used to microfilm the student’s dissertation.

The Dissertation Committee Chair (and the rest of the committee, if possible) should be named at the time of the Oral Qualifying Examination and avoid a registration hold.

Outline of Target Dates for Ph.D. degree

Name _____

Entered degree program _____

	Target Date	Date Completed:
Year 1		
Courses	Fall quarter	_____
Courses	Winter quarter	_____
Courses/Annual review of progress	Spring quarter	_____
Year 2		
Courses	Fall quarter	_____
Courses	Winter quarter	_____
Courses/Written qualifying examination/Annual review of progress	Spring quarter	_____
Year 3		
Oral qualifying examination	Any quarter during year 3	_____
Courses	Fall quarter	_____
Courses	Winter quarter	_____
Courses/ Annual review of progress	Spring quarter	_____
Year 4		
Research Units/Meet with dissertation Committee	Fall quarter	_____
Research Units	Winter quarter	_____
Research Units/Annual review of progress	Spring quarter	_____
Year 5		
Research Units/Meet with dissertation committee	Fall quarter	_____
Research Units/Meet with dissertation Committee	Winter quarter	_____
Annual review of progress /Defend Dissertation	Spring/Summer	_____

Qualifying Exam Policy

Process Policy

All graduate students must demonstrate their proficiency in statistical theory and methods by passing a comprehensive qualifying exam.

Students must be enrolled or on Filing Fee status to take exams in order for them to count.

There is a single qualifying exam for each student that they must pass – a PhD level qualifying exam for Ph.D. students and a M.S. level qualifying exam for M.S. students.

Both M.S. and Ph.D. comprehensive qualifying exams consist of two types of questions: Theoretical and Methodological. The M.S. level qualifying exam is a proper subset of the PhD level qualifying exam. Questions for the qualifying exams are composed by a qualifying exam committee within the Department.

Both M.S. and Ph.D. comprehensive qualifying exams are offered twice each year during the Spring quarter approximately 1 month into the spring quarter and then a second time near the end of spring quarter.

All students are advised to take their exam for the first time in the Spring of their 2nd year, however exceptions can be made for well-prepared students.

Students need to sign up with Paula Lemire four weeks before the exam. If a student needs to withdraw the exam that they signed up for due to certain circumstance, the student will need to inform Paula Lemire and the graduate advisor at least one week in advance and obtain approval from the graduate advisor.

If any student fails their first attempt (either Not Pass or M.S. Pass for Ph.D. students and Not Pass for M.S. students) at the exam, they have the opportunity to take the entire exam one more time. No more than two attempts are allowed to pass the written exams. If a Ph.D. student fails on their 2nd attempt but received M.S. pass on either the first or the second attempt and has not received M.S. degree in statistics from elsewhere, he/she has earned the M.S. degree, but is out of the Ph.D. program. If a M.S. student fails on his/her 2nd attempt, he/she is out of the program without degree.

M.S. students can opt to take the Ph.D. qualifying exam if they are interested in changing their degree objective from M.S. to Ph.D. within one year after finishing the M.S. program. If the an M.S. student is interested in going into the Ph.D. and passes the Ph.D. qualifying exam, the department admission committee will meet and recommend either for an approval or denial to change degree objective.

Ph.D. students can opt to take just the M.S. qualifying exam if they plan to change degree objective from Ph.D. to M.S. within two years of entering the Ph.D. program.

Feedback Policy

The aforementioned qualifying exam committee reads the exam and makes a Pass or Fail determination for each student.

Students taking either the M.S. or Ph.D. qualifying exam will be informed by the Graduate Advisor whether they passed or failed at M.S. or Ph.D. level.

Students can request a meeting with a suitable faculty member to discuss their performance on the qualifying exam. Particularly in the cases where a student has failed an exam, this meeting is encouraged by the Department so that the student can understand what areas of the exam were poorly performed. A students' solution to an exam will be permanently retained as part of their student file.

Appeal Policy

Graduate students who have failed an exam on their second attempt have the opportunity to appeal the failed decision. However, valid grounds for appeal are limited to three areas:

- 1) Evidence of a procedural error.
- 2) Evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy.
- 3) Evidence of medical and/or family hardships that interfered with their preparation and/or performance during the exam.

Students who wish to appeal should submit a written request for appeal, along with pertinent evidence that justifies the request, to the Graduate Advisor or the Department Chair within 6 weeks after the exam.

The written appeal request should, at a minimum, clearly specify the grounds for the appeal request. Additional supporting documentation, as pertinent, should be included in the appeal request.

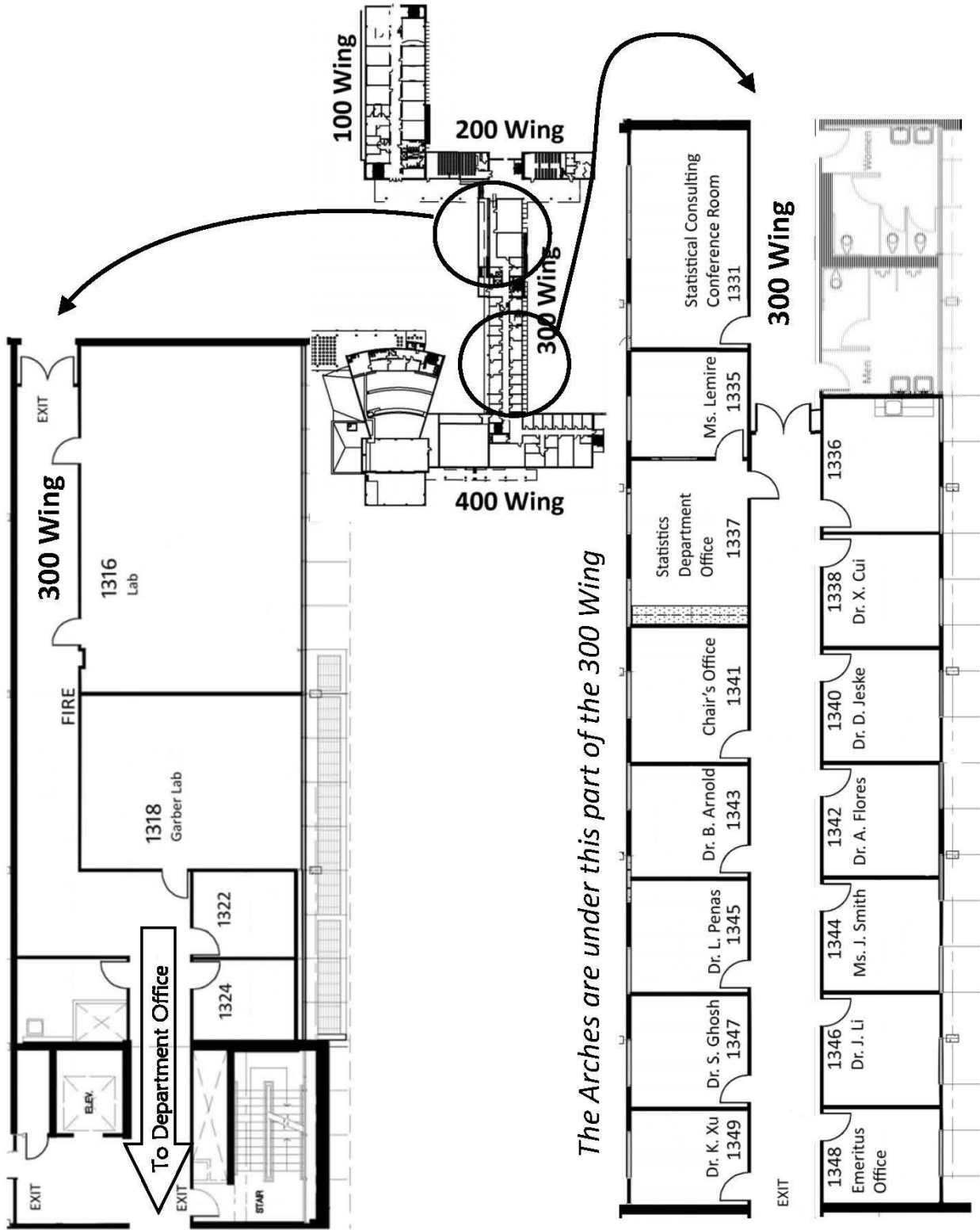
The standing appeals committee including graduate advisor and two department faculty appointed at the start of each academic year, will review the appeal request within 7 days of the submission date and vote on Accepting or Rejecting the appeal request.

In the cases where the appeal addresses areas (1) or (2) above, the Graduate Advisor or the Department Chair will immediately inform the student of the decision that was reached. If the appeal is approved, the student will be granted an opportunity to take either the next offering of the exam, or the offering after that. If the appeal is rejected, the student will be advised they have the right to appeal the decision to the Graduate Dean.

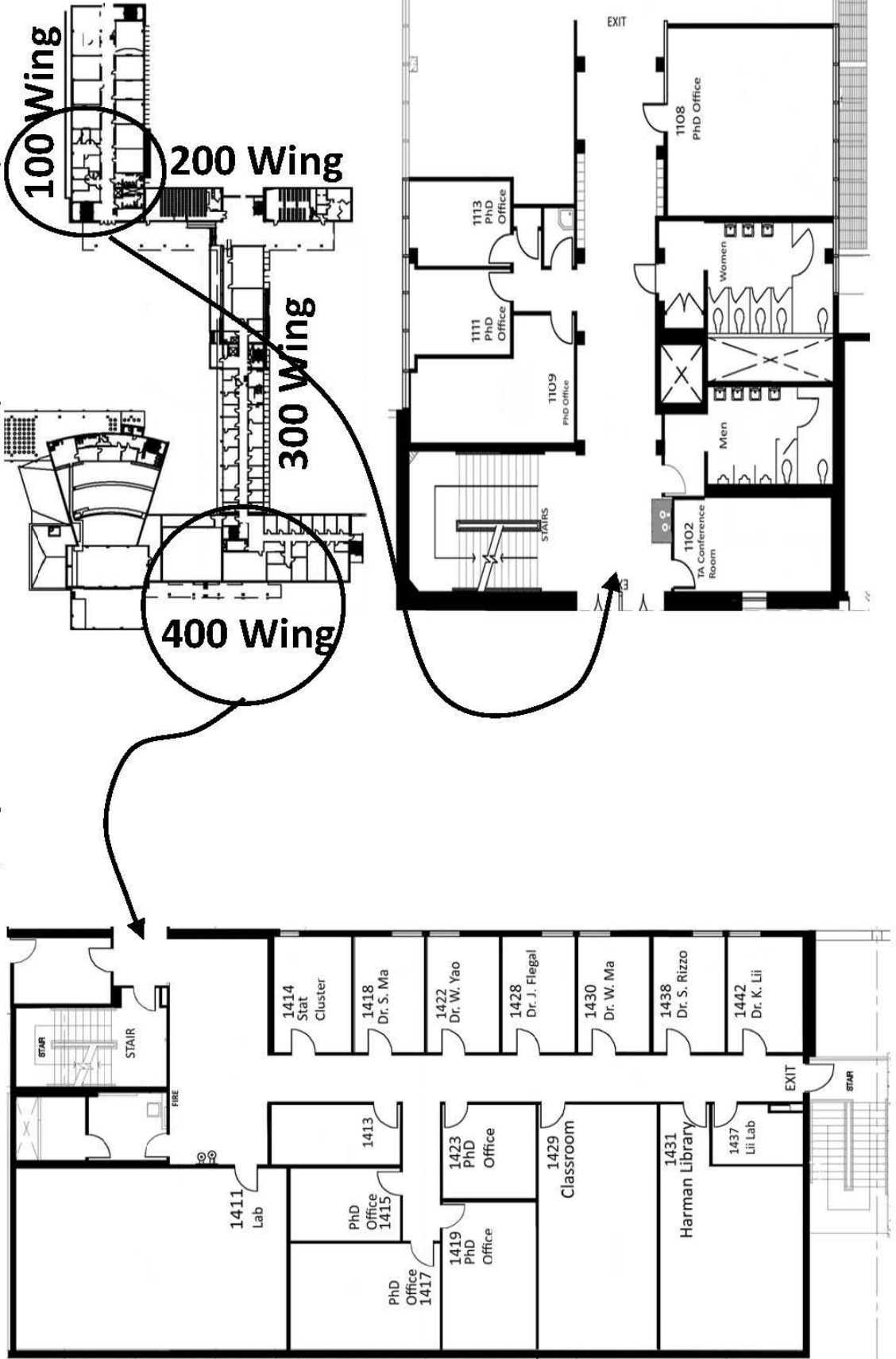
In the case where the appeal addresses area (3) above, the Graduate Advisor or the Department Chair will immediately inform the student and the Graduate Division of the Department recommendation that was reached. The student will also be informed that the Graduate Division will review and consider the Department recommendation and render a final decision on the appeal. If the Graduate Division approves the appeal, the student will be granted an opportunity to take the exam either at the next offering of the exam, or the offering after that. If the Graduate Division does not approve the appeal, the appeal process terminates.

HEALTH, SAFETY, AND EMERGENCY INFORMATION

1208 and 1212 Classrooms



Olmsted Hall (OLMH) has four separate sections, up to three floors, plus the theatre group. All Room numbers begin with the floor number followed by the section number and ending in the room number. As an example, the Statistics Department office is in OLMH 1337. You will find it on 1st floor, 300 section. Basement level rooms do not have a floor number, only the section and room numbers (OLMH 420 or A127).



Health Information

UC Riverside is a Smoke/Tobacco-Free Environment

Effective January 2, 2014, University of California, Riverside is a smoke/tobacco-free environment. This means that tobacco products, including e-cigarettes are prohibited on all property owned or leased by UC Riverside including parking lots and sidewalks. The policy and associated procedures are intended to provide a healthier, safe and productive work and learning environment for the entire campus community. For more information about the policy and smoking cessation resources, please go to tobaccofree.ucr.edu.

Health Tips from the Centers for Disease Control

Health Care

- Find a health care provider at your school or local health clinic for routine check-ups and when you have health concerns. Check-ups can help ensure you stay healthy and can help identify and correct any health concerns early.
- Vaccinations help prevent diseases and save lives. Be sure to ask your health care provider about getting vaccinated for meningitis, human papillomavirus (HPV), tetanus, flu, and other diseases. **GET YOUR ANNUAL FLU SHOT!**
- Wash your hands or use hand sanitizers frequently.
- If you have a cold, please cough or sneeze into your elbow, not into your hands.

Fight Fatigue and Sleep Deprivation

Insufficient sleep is associated with a number of chronic diseases and conditions, such as diabetes, cardiovascular diseases, obesity, and depression. Students who are working or studying long hours may experience episodes of sleep deprivation. This can cause daytime sleepiness, sluggishness, and difficulty concentrating or making decisions. Teens and young adults who do not get enough sleep are at risk for problems, such as automobile crashes, poor grades and school performance, depressed moods, and problems with friends, fellow students, and adult relationships.

Quick Tips:

- Avoid stimulants like caffeine and nicotine. The stimulating effects of caffeine in coffee, colas, teas, and chocolate can take as long as 8 hours to wear off fully.
- Have a good sleeping environment. Get rid of anything that might distract you from sleep, such as noises or bright lights.
- Stick to a sleep schedule. Go to bed and wake up at the same time each day, even on the weekends.
- See your health provider if you continue to have trouble sleeping.
- Avoid pulling an all-nighter to study.

Get Physical Activity

Be active for at least 2½ hours a week. Regular physical activity helps improve your overall health and fitness, and reduces your risk for many chronic diseases. Include activities that raise your breathing and heart rates and that strengthen your muscles. Find something you enjoy, such as riding a bicycle, walking, hiking, running, dancing, yoga, or playing sports.

Safety Information, What All Students at UCR Need to Know

We're excited you chose UCR! This campus is a great place to be, and we want all memories of your student life to be positive. This page will give you some ideas about how UCR students can contribute to a safe and healthy environment for everyone on campus.

Personal Safety Tips from the Campus Safety Escort Service (CSES)

- Avoid walking alone at night unless absolutely necessary.
- Walk only well lighted, commonly traveled routes.
- Avoid shortcuts and dark, isolated areas.
- Walk purposefully, know where you are going, and project a no-nonsense image.
- Avoid potentially dangerous situations.
- If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.
- Have your door keys ready; carry them in your pockets, not buried in a purse.
- **It's easy to have your belongings stolen when you are not aware of people around you or distracted by listening to music and talking on the phone.**

The Campus Escort Service has added an electric cart to enhance the ability of escorts to provide more timely escorts, multiple escorts and a greater number of escorts.

<http://wrc.ucr.edu/escortservices//index.html>. Also, Transportation and Parking Services provides two "point to point" shuttles that provide transportation for students from campus to the surrounding community during the hours of darkness. <http://parking.ucr.edu/shuttle/>.

There are four ways one can get an escort:

- Pick up any **red phone** on campus that says Campus Safety Escort Service on it and it will automatically connect you to the Dispatcher Desk.
- Go to the Dispatcher Desk located at the HUB information desk or go to Rivera Library dispatcher desk and ask for an escort.
- Call the Dispatcher Desk at **(951) 827-3772** and ask for an escort.
- If you see an escort on campus, just wave them down and they will walk you to your destination.

CSES Operating Hours

The CSES operates from dark to 11:30 p.m., Sunday through Thursday. After 11:30 p.m., call UCR Police at 951-827-5222. The Campus Safety Escort Service (CSES) at the University of California, Riverside is located in the Women's Resource Center. Although appointments are preferred, walk-in hours are standard. When the Service is not in operation, you can contact the Campus Police Department non-emergency line at 951.827.5222 for an escort.

Injury Prevention

- **Keep your personal items off the floors!** Backpacks, books, and papers left on the floor create trip hazards.
- Do not run in the hallways.
- Please wipe up your liquid spills on the floors and in the hallways.
- Bicycles are not allowed in the department.
- Scooters and skateboards cannot be ridden or left in hallways or aisles. If you use one, they must be carried to your office.

Emergency Information

Emergencies ONLY DIAL 9-1-1

For all Non-Emergencies, call 951.827.5222 UC Riverside Police Department
3500 Canyon Crest Drive Riverside, CA. 92521
Campus Safety Escort Service 951.827.3772
Counseling Center 951.827.5531 · Student Health Center 951.827.3031

WE ARE IN EARTHQUAKE COUNTRY!

Never Attempt To Exit a Building DURING an Earthquake!
Do Not Stand in a Doorway!

Remember these simple rules:

Drop: to the floor.

Cover: TAKE COVER next to a sturdy desk or table

Hold On: HOLD ON to it firmly

Emergency Evacuation Drills

UCR is required to have several Emergency Drills per year. We are timed on how rapidly and safely we can exit the building. Please familiarize yourself with the layout of the Stats Building on the next page, noting the emergency exits. Our department is required to gather in front of the Theatre on the patio.

During a drill, please assist us with the following:

- Follow the Department and Building emergency staff directions for evacuation.
- If you are in charge of a lab or a discussion, lead your students out of the building. Request that one of your students close the lab or classroom door after everyone is out of the room.
- Bring the roster of the students with you that are in your lab or discussion.
- If you are in your office, grab your keys, leave your office then close your door. Exit the building Do not attempt to gather your belongings first. You are more important than your belongings!

Review emergency plans online at <http://www.ehs.ucr.edu/services/emergency.html>

Topics include:

Emergency Communications	Suspicious Packages
Earthquakes	Disturbances
Medical Emergencies and First Aid	Utility Failure

The Statistics Department has an Emergency and Safety Committee chaired by Paula Lemire. In addition, Paula is a member of the Olmsted Building Emergency Staff. In case of emergency, we are here to help you.

If you are interested in becoming a member of the committee, please contact Paula Lemire.