



University of California, Berkeley
Department of Nuclear Engineering

GUIDELINES & PROCEDURES FOR GRADUATE STUDENTS

For entering class Fall 2024 and earlier



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[Graduate Peer Support Providers](#)

[Back-Up Child Care](#)

[Berkeley Basic Needs Support Center](#)

[Support](#)

[Disabled Students' Program](#)

[Counseling and Psychological Services \(CAPS\): book a same-day appointment on eTang or by calling CAPS at \(510\) 642-9494](#)

[CAPS satellite offices: 241 Bechtel Engineering Center & 422 Sutardja Dai Hall](#)

[Night Safety Services](#)

[Self-Care and Mental Health Resources](#)

[Graduate Peer Support Provider](#)

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GUIDELINES & PROCEDURES FOR GRADUATE STUDENTS

2024 - 2025

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About the Program

The [Graduate Program in Nuclear Engineering](#) at Berkeley offers instruction, research, and professional education in nuclear energy (fission and fusion), nuclear science, nuclear waste and materials management, and biomedical, bio-nuclear and radiological science. Established in 1958, the Department provides a graduate program consisting of the principal fields of:

- reactor theory, reactor engineering, including thermal hydraulics and safety;
- nuclear materials;
- nuclear reactions and instrumentation;
- thermonuclear fusion;
- nuclear waste management;
- risk and systems analysis;
- nuclear security and proliferation;
- biomedical imaging;
- radiation physics and dosimetry.

There are about 90 graduate students and 90 undergraduate majors in the Department. Graduates find opportunities for employment and professional careers in the United States and abroad. Recent graduates are employed in academia, industry, national laboratories, and state and federal agencies.

The Department has strong relationships with Lawrence Berkeley National Laboratory, Lawrence Livermore National Laboratory, Sandia National Laboratories, and Los Alamos National Laboratory. A number of faculty and students collaborate with researchers in these laboratories, and use their facilities in their research projects.

Advising

The *Student Services Advisor* counsels students on campus policies, regulations and procedures, monitors degree progress, and assists students with administrative problems related to the completion of degree requirements. The advisor also maintains student records, schedules examinations, clears milestones, and makes referrals to campus partners for specialized support.

Guidelines & Procedures for Graduate Students (For entering class Fall 2024 and earlier) - 6

Updated 06/26/2025



The *Head Graduate Advisor* (HGA) is Bethany Goldblum. The HGA ensures there are appropriate processes in place, provides feedback to faculty, signs off on Program Cards, approves exceptions for Qualifying Exams and dissertation committees, and approves coursework exceptions (e.g. transfer credit).

Each student also has an *academic advisor* and *research advisor*. In most cases, the research advisor and academic advisor will be the same person. The *academic advisor* is responsible for general academic counseling, monitoring the student's overall academic progress, helps determine the major and minor fields and program of study, and chairs the thesis or dissertation. The *research advisor* directs the student's day-to-day technical work, e.g., a lab scientist or a research engineer.

Advisors meet with their students at least once a semester to review and approve the student's proposed course of study for the next semester, sign the student's Program Card, and discuss the student's general progress through the program.

NOTE: New graduate students should determine course enrollment and consult with their academic/research advisor or HGA (if you're not sure who your advisor is) at the start of the first semester.

NOTE: Students pursuing the Medical Physics track should also meet with Professor Adam Cunha each semester.

Registration & Enrollment Requirements

Graduate students must enroll in 12 units each semester (see detailed policy [here](#))—this includes a combination of coursework, independent study (NE 299), and a one-unit NE 298 research seminar. Students who have advanced to Ph.D. candidacy usually enroll in 12 units of NE 299 and 1 unit of NE 298 with their *research advisor*. Additionally, all students should enroll in NE 295, the department colloquium.

1 unit of NE299 ("research unit") is equivalent to approximately 3 hours of work per week, including study and laboratory work associated with the student's individual research. This is a general guide. Like any other class, sometimes more or less study is necessary to meet the expectations of successful performance. Grades are determined



primarily based on the progress made toward the PhD degree, including intellectual progress, research findings, development of research-related skills, data collected, etc.

Students at UC Berkeley enroll in courses by using the [CalCentral](#) system, described on the [Student Information System](#) (SIS) website. You can view your enrollment schedule on your CalCentral dashboard. CalCentral may also be used to add and drop classes through the third week of classes. Changes in your study list, including addition or deletion of classes, change of grading option or change in the number of units of a variable unit course (e.g. independent study courses) may be changed after the third week of classes by submitting an approved [Graduate Petition To Change Class Schedule](#) form (signed by your Faculty Advisor) to the Student Services Advisor. NOTE: Fees associated with adding and dropping will be assessed to your CalCentral account. Students must maintain enrollment in a minimum of 12 units at all times.

It is more difficult to petition to change your class schedule after the semester has ended. However, if you find such a petition to be necessary, please see the Student Services Advisor. The final decision rests with the Graduate Division Dean's Office.

After your first semester as a graduate student at Berkeley, you will receive an email notification that CalCentral appointment times are available in late March (for Fall) and early October (for Spring).

There is no prescribed course of study for the NE program. The student's *academic advisor* generally makes recommendations for specific course work. Students are expected to enroll in courses and seminars relevant to their major and minor fields.

Courses in the 300 series or higher do not count toward the unit requirements for either Plan I or Plan II Master's degrees.

For MEng students who later apply and get accepted into the PhD program

2XXM (e.g., Mezzanine for MEng students) courses can be used toward PhD requirements, but only count as upper division courses (1XX). *Only one course can be used between an upper division and its equivalent M course (e.g., NUC ENG 120 and NUC ENG 220M only count as one course, not two).* In other words, the undergraduate



version and M version of a course are considered the same for counting purposes and no double-counting is allowed.

For PhD students

Courses with an “M” suffix are reserved for MEng students. The above rule governing M courses is specific to MEng students who later enroll in the PhD program. If a course has both an undergraduate and Mezzanine level, PhD students should enroll in the undergraduate version.

To view courses offered for a specific semester, review the curated NE Schedule of Classes in the NE-Student-Services Google Drive (you’ve been given access; if you run into technical issues, please contact the Student Services Advisor).

- [Schedule of Classes](#): comprehensive list of courses offered across UC Berkeley
- [Enrollment Rules and CalCentral Instructions and Information](#)
- [Student Calendar](#)
- [Student Privacy Regulations](#)

If you have questions or issues regarding CalCentral or your registration status, please view the [Registrar’s website](#) for your options to get support in resolving the issue.

Summer Registration

In most cases, students should not enroll in units during the summer. Summer registration is generally not required for students to maintain their status. Students who wish to enroll in courses or units during the summer will need to pay the appropriate fees charged by the [Summer Sessions unit](#).

The most common scenarios for students that require summer registration are:

- Students who were on filing fee and did not file by the spring deadline. These students should plan to enroll in at least one unit of 299 research units with their Faculty Advisor.
- Students that had not been registered and intend to file their dissertation or MS thesis in the summer. These students should plan to enroll in at least one unit of 299 research units with their Faculty Advisor.



Students should enroll in the Course Number corresponding to their Faculty Advisor. Please note they are updated every semester and should not be used more than once.

In addition, the fees associated with summer session units either need to be paid directly by the student, or you can discuss payment with your faculty advisor.

First-Year Requirements

All first-year graduate students must:

- Take at least 2 letter-graded NE courses. There may be some exceptions for students who completed our BS and/or MEng programs and later enrolled in the PhD program. In such a case, this should be discussed with your *academic/research advisor* and/or *HGA*.
- Enroll in and attend the weekly colloquium (NE 295) held on Monday afternoons to get acquainted with various research topics related to nuclear engineering.
- (if applicable) If you are hoping to engage in teaching as a Graduate Student Instructor (GSI), known at other universities as a Teaching Assistant (TA), you need to take INDENG 375 during your first semester of teaching. This is a teaching pedagogy course offered by the Department of Industrial Engineering and Operations Research (IEOR). The course covers teaching techniques and professional development for scientists and engineers.

International Students

The University defines [full-time study for international students](#) (required to meet the terms of a student visa) as 12 units. Generally, international students must take a full program of 12 units to meet the visa terms and to satisfy the Graduate Division rules.

International students should consult the [Berkeley International Office \(BIO\)](#) or 510-642-2818 for further information on academic issues or personal counseling.

Graduate students who have advanced to candidacy for the doctorate are eligible for a [full reduction of the nonresident tuition fee](#), subject to the understanding that: (a) a doctoral student may receive the zero nonresident tuition rate for a maximum calendar



period of three years; and (b) any such student who continues to be enrolled or who re-enrolls after the three-year period will be charged the full nonresident tuition rate that is in effect at the time.

Master of Science/Master of Public Policy Degree Program Requirements

Background

The Goldman School of Public Policy and the College of Engineering's concurrent degree program began in 1980. The purpose of the MS/MPP program is to provide a pathway for expedited completion of both degrees. Students must be admitted independently to GSPP and to the Department of Nuclear Engineering within the College of Engineering.

Requirements

To complete the MS/MPP degree program, students must complete all coursework required for the MPP, plus the MPP capstone, as well as all coursework required for the MS (Plan I or Plan II), plus the MS thesis or project. Requirements are summarized in the following table:

	Goldman/MPP	NE/MS
Units	Consult with MPP	20 (for Plan I) 24 (for Plan II)
Capstone	Yes	Yes
Master's degree plan type	Plan II	Plan I or Plan II (student decides)
Website	https://gspp.berkeley.edu/programs/masters-of-public-policy-mpp	https://nuc.berkeley.edu/master-of-science-program/

Approvals

By the end of the second week of residency, each MS/MPP student shall submit to each department's graduate advisor a program of study for both years, signed by his or her engineering and public policy advisor, that satisfies the requirements above. Changes to this program must be approved in writing by both advisors. The program must note substitutions and options where relevant.

Graduate Certificate in Security Policy

This add-on program prepares masters students to think critically about security policy and equips students with the tools and knowledge to engage in security dilemmas associated with their academic and professional specialization.

Master of Science Degree Program Requirements

Students pursuing the MS Degree have two program options: [Plan I](#) or [Plan II](#).

[Plan I](#) requires at least 20 semester units of upper division (100 level) and graduate courses (200 level), plus a thesis.

[Plan II](#) requires at least 24 semester units of upper division and graduate courses, followed by a comprehensive final examination administered by the department. In Nuclear Engineering, the "examination" takes the form of a project presentation and a written report (typically structured in the style of an advanced laboratory report or scientific journal article). For example, the report may include sections on Introduction/Motivation, Background/Theory, Experimental Methods, Results and Discussion, Conclusion/Summary.

MS Plan I requirements

- (a) Complete a minimum of 20 units, and the following requirements must be met:
 - (i) A minimum of 8 units of graduate level (200) courses in NE. No more than 2 units of 299 courses may count towards these 8 units. All 8 units must be taken for a letter grade (except for the 299 units).

- (ii) A minimum of 12 units of graduate or upper division undergraduate (100) courses in NE or another department. No more than 2 units of 299 courses may count towards these 12 units.
 - (iii) The major field advisor must approve all coursework each semester.
 - (iv) NE 298 (research seminar) units do not count towards the 20-unit requirement.
 - (v) Must have a cumulative GPA of 3.0 or higher to receive the degree.
 - (vi) Two thirds of the total 20 units must be letter graded.
- (b) [Thesis Requirement](#)
- (c) [Committee Requirement](#)
- (i) Students must have a properly constituted thesis committee that includes three NE faculty members, all of which must be Academic Senate members.
 - (ii) If a proposed committee member does not belong to the Academic Senate (i.e. LBNL or LLNL), you are required to include a request for an exception (and the CV) together with the application for advancement to MS candidacy.
 - (iii) Contact the Student Services Advisor if you require an exception request for a committee member, as you will be required to upload the exception memo and the committee members' CV when submitting the eForm in Cal Central.

MS Plan II requirements

- (a) Complete a minimum of 24 units, and the following requirements must be met:
 - (i) A minimum 12 units of graduate level (200) courses in NE. No more than 2 units of 299 courses may count towards these 12 units. All 12 units must be taken for a letter grade (except for the 299 units).
 - (ii) A minimum 12 units of graduate or upper division undergraduate (100) courses in NE or another department. No more than 2 units of 299 courses may count towards these 12 units.
 - (iii) The major field advisor must approve all coursework each semester. NE 298 (seminar) units do not count towards the 24-unit requirement.
 - (iv) Must have a cumulative GPA of 3.0 or higher to receive the degree.

- (v) Two-thirds of the 24 units must be letter graded.
- (b) Research/Capstone Project Requirement
 - (i) Completion of a project culminating in a written report (10-50 pages) and an oral presentation (30 minutes) before a committee.
 - (ii) The written report must be submitted to the committee chair and the Student Services Advisor at least one week prior to the oral presentation.
 - (iii) Approval by the professor in charge of the research project, all members of the MS committee and the HGA is required.
- (c) Committee Requirement
 - (i) Students must have a properly constituted research/capstone project committee that includes three individuals:
 - (1) At least one of them needs to be an Academic Senate member
 - (2) At least one of them should have no direct vested interest in the student's success (e.g., the student is not the reviewer's GSR or collaborator), and
 - (3) All must be affiliated with UC Berkeley.
 - (ii) Contact the Student Services Advisor if a proposed committee member does not belong to the Academic Senate (i.e. LBNL or LLNL), as you must prepare a request for an exception and CV for approval by the HGA.

Transferring Coursework

Master's students may transfer up to 4 semester units or 6 quarter units of course work completed as a graduate student at another institution (see detailed policy [here](#)). The student must have received at least a B in the course(s) and have a GPA of at least 3.3 or higher at both Berkeley and the other institution. Students cannot use units from another institution to satisfy the minimum unit requirement in 200 series courses.

Berkeley undergraduates who take graduate coursework during their last undergraduate semester may petition to backdate graduate standing in order to receive graduate credit for that course work. Graduate standing may be backdated for only one semester, and students may petition for credit only for coursework that was not required for the undergraduate degree.



All petitions require approval by the HGA before the request can be submitted to the Graduate Division's Associate Dean for review and final approval.

PhD students may petition for up to two courses taken at another institution to count toward NE major and/or minor requirements. Students must:

- (1) have received at least a B in the course(s)
- (2) have a GPA of at least 3.3 at both Berkeley and the other institution
- (3) not present coursework previously used to satisfy requirements for another degree program at Berkeley, or at another institution

The petition requires HGA approval. The approved petition should be submitted together with a completed and approved (signed) PhD Program Card to the Student Services Advisor to note the approval on your internal record.

PhD students cannot formally transfer credit from other institutions. The Department of Nuclear Engineering may informally recognize coursework completed at other institutions by allowing for up to two courses to be counted towards major and/or minor requirements (if approved), but no unit(s) will be officially transferred for the doctorate.

Doctor of Philosophy (Ph.D.) Degree Program Requirements

Students must successfully complete the following three milestones:

- Required coursework—major and minor requirements
- Departmental Exams—first year screening exams and the oral qualifying exam
- Dissertation

Major Field Requirement

The major field is always defined as “Nuclear Engineering”, not the student's specific research area. All six courses required for this field must be NE courses in the



department. Occasionally students may petition to include courses taught by NE faculty in other departments.

Major Field Requirement

- 6 NE courses, of which 4 must be graduate level (200) NE courses taken at UCB.
- Major courses must be taken for a letter grade.
- A minimum 3.0 GPA is required for all major courses.

Minor Requirements (two minors required)

In addition to a major field, each student must select two minor fields that serve to broaden the base of the studies and lend support to the major field. Each minor program field should have an orientation different from the major program. Typically, at least one minor field consists of regular courses taken outside the department (i.e., no 298 or 299 independent studies or non-graded courses). Each field must contain at least 6 units of course credit.

Outside Minor Requirements

- Should be in a distinct technical area and named (e.g., "Numeric Analysis", "Heat Transfer", "Plasma Physics", "Medical Physics")*
- 3 upper division courses; or 1 graduate level course and 1 upper division.
- Consist primarily of courses from outside of the department.
- Must be taken for a letter grade.
- 6 unit minimum.
- Minimum 3.0 GPA required.

Second Minor Requirements

- Can be in Nuclear Engineering.
- 2 courses, one of which must be a graduate level course.
- Must be taken for a letter grade.
- 6 unit minimum.
- Minimum 3.0 GPA required

*Students intending to obtain the CAMPEP-approved certificate in medical physics in order to meet the didactic requirements to enter a CAMPEP-accredited residency program are required to choose medical physics as one of the minor fields and to fulfill all requirements as described on the [medical physics website](#).

The didactic education in the core topics above will be considered satisfied by taking the following courses. (Provided the prerequisite upper division undergraduate physics courses have already been completed. See Qualifications subsection.)

UCB NE 107	Introduction to Imaging (3)
UCB NE 162	Radiation Dosimetry (2)
UCB NE 262	Radiobiology (2)
UCB IngeBi 131	General Human Anatomy (3)
UCB BioEng 100	Ethics in Science and Engineering (3)
UCSF RadOnc 235A	Radiation Therapy Physics I (3)
UCSF RadOnc 235B	Radiation Therapy Physics II (3)
UCSF RadOnc 235C	Radiation Therapy Physics III & Clinical Rotation (3)

In addition, students are required to have a strong foundation in basic physics. This shall be demonstrated either by an undergraduate or graduate degree in physics, or by a degree in an engineering discipline or another of the physical sciences and with coursework that is the equivalent of a minor in physics (i.e., one that includes at least three upper-level undergraduate physics courses that would be required for a physics major). If a student does not have these requirements fulfilled, it is their responsibility to ensure the necessary classes are taken before the certification can be transferred.



Departmental Exams Required for the PhD

Screening Exams

During the first year of graduate study, students must pass the screening exam milestone, consisting of four written exams in four different subject areas from the following eight subject areas:

- (1) Radiation Detection
- (2) Heat Transfer and Fluid Mechanics
- (3) Nuclear Physics
- (4) Neutronics
- (5) Fusion Theory
- (6) Nuclear Materials
- (7) Radioactive Waste Management
- (8) Radiation Biophysics

All graduate students, whether MS or PhD, must pass four screening exams during their first year of study *if they wish to be admitted to, or continue in, the PhD program*.

The exams are offered twice a year; prior to the start of classes in January and right after the end of the spring semester. Students can choose how to distribute the exams, but need to complete all four exams within the first year. Each exam can be attempted twice. Upon failure of the first attempt, the exam must be retaken in the same subject area. Borderline exam results may require an oral exam, typically scheduled within one week of the initial screening exam.

Toward the end of each semester, the Student Services Advisor will email eligible students and ask them to sign up for the subject area(s) they wish to take. The exam is closed book and 75 minutes.

Oral Qualifying Exam (QE)

After completing the required coursework for the PhD program, the student takes the oral Qualifying Exam (QE). For visual or auditory learners, you may want to watch [this](#)



[video](#) kindly shared by the Department of Public Health. Please note that it was created specifically for DrPH students and not all information will be applicable to Nuclear Engineering doctoral students. Always check with a Department representative to ensure that your understanding of our policies is correct.

There are several important things to note:

1. The student must be registered for the semester in which the exam is taken (or, during winter or summer break, be registered in either the preceding or following semester); have completed at least one semester of academic residence; and must have no more than two courses on his or her record graded incomplete.
2. Students must submit the application to the Graduate Division—using the *Higher Degree Committees Request --> Qualifying Exam* eForm found in Cal Central—to take the qualifying exam no later than three weeks before the exam date.
3. Students are required to list at least three subject areas that they will cover during the examination, as well as the members of their exam committee. The three subject areas should include the major (Nuclear Engineering), and both minors.
4. Students may not take the exam before the Graduate Division sends notice that admission to the exam has been approved.
5. Eligibility to take the qualifying exam is valid for 18 months.

In addition, for the Department of Nuclear Engineering, students are asked to do the following:

1. Email the Student Services Advisor with the date of the QE so that a conference room can be reserved.
2. Submit a completed PhD program card, signed by their academic and/or research advisor and HGA.

Committee Composition

The four-member committee conducting the QE must be approved by the Graduate Division. The student determines the members of the QE exam committee in accordance with the examination fields. The exam committee is *usually* composed of three members from the department, and a non-departmental faculty member who represents an outside minor. The chair of the committee and an additional committee member must



belong to the Berkeley Division of the Academic Senate (see detailed policy [here](#)). Under certain circumstances, a non-Senate member may be appointed as a QE committee member if they offer expertise not otherwise available among regular faculty. Students must include a CV for the non-Senate member, with a request for an exception explaining why a non-Senate member is being requested. Consult with the Student Services Advisor prior to submitting the eForm in Cal Central.

NOTE: The QE Committee Chair cannot also serve as Chair on the student's Dissertation Committee. The entire committee must be present for the entire QE exam.

Exam Structure

The examination usually lasts three hours. Consult with your academic and/or research advisor about the form and content of the examination, which is usually a presentation of the student's research and questions relating to coursework in the outside minors. The intent of the oral examinations is to ascertain the breadth of a student's knowledge and preparation for writing his or her thesis. Students should be able to exhibit their knowledge and understanding of the fundamental facts and principles that apply to their work. The faculty examiners judge whether students have the ability to think incisively and critically about both the theoretical and practical aspects of their subject areas, and whether students can, in all likelihood, design and produce acceptable dissertations.

Advancement to Candidacy

After passing the QE, students should submit the Application for Advancement to PhD Candidacy using the eForm found in Cal Central. Once submitted, the system routes the eForm application to the Student Services Advisor and the Graduate Degrees Office. *You should submit the application for advancement to PhD candidacy no later than the end of the semester following the one in which the student passed the qualifying examination.*

When a nonresident PhD student advances to PhD candidacy, they are eligible for a waiver of the nonresident tuition fee for a maximum calendar period of three years.

Candidacy for the doctorate is only valid for a limited time. The Graduate Division will inform students when they advance to candidacy of the number of semesters they are eligible to be a PhD candidate. Students who do not file their dissertation within that

time, plus a two-year grace period, will have their candidacy lapsed. The Graduate Division usually will not accept qualifying examinations more than five years old as representing current knowledge unless the student gives other evidence of continuing scholarly activity besides research for the dissertation.

Doctoral degrees are awarded in December and May, plus August for summer degree conferral. *The Graduate Division's deadline to file a dissertation is the last working day of the semester.* However, students should submit the dissertation to his or her committee members at least two months before the Graduate Division deadline. In order to receive a degree in any given term, students must complete all the PhD degree requirements before the last day of the semester, and **make sure the term that the dissertation is filed is the same as the Expected Graduation Term (EGT) that appears in Cal Central.** Students must be registered or on Filing Fee status the semester that they file their dissertation and receive their degree. For summer degree conferral, the Graduate Division requires student registration the previous spring semester.

Ph.D. Dissertation

A dissertation on a subject chosen by the candidate, bearing on the principal subject of the student's major study and demonstrating the candidate's ability to carry out independent investigation, must be completed and receive the approval of the dissertation committee and the Dean of the Graduate Division. The committee consists of three members, including the instructor in charge of the dissertation and one member outside the candidate's department. This committee shall guide the candidate's research and arrange for conferences as may be necessary for the complete elucidation of the subject treated in the dissertation. Consult ["Dissertation Writing and Filing"](#) for details.

Changing or Adding a Degree Goal

Beginning in Fall 2016, the Graduate Division's policy is that any current graduate student wishing to change their department or add a degree in a different department (e.g. an MEng student in Nuclear Engineering wishing to add the Ph.D. program in Nuclear Engineering) must do so by [submitting an application](#) as though they were an incoming applicant.



The Department of Nuclear Engineering asks that such applicants submit three letters of recommendation, including one from the faculty member who would be the student's advisor in the department; a current Berkeley transcript; an undergraduate transcript; a statement of purpose; and a personal statement. The letter from our faculty member should clarify what the funding source for this student will be. In general, M.S. students in our department do not receive funding.

The University of California does not support duplication of degrees, so you should be aware that students who already have an M.S. or a Ph.D. in a field closely allied to Nuclear Engineering will probably not be allowed to earn a second M.S. or Ph.D.

Withdrawal

The Graduate Division requires that students be registered continuously until a degree is completed. If you are enrolled in classes and you do not plan on attending that term, you must submit a Withdrawal Request Form in [CalCentral](#) > My Dashboard > Add a Withdrawal Request. Also, don't just vanish—notify your Faculty Advisor and Student Services Advisor by email. NOTE: If you are an international student, you must also see an advisor at the [Berkeley International Office](#).

If you submit your form before the first day of instruction for the term, your request will be processed as a Cancellation. You will be dropped from all classes, and all term fees will be de-assessed. There will be no notation of the cancellation on your transcript. When you cancel or withdraw, you will no longer be eligible to attend for that semester or any future semester until you successfully complete the [Readmissions process](#).

Please note that the percentage of refund depends on the effective date of your withdrawal. More information is included on the Registrar's website: [Refunds After Withdrawal](#).

Students on a GSR or GSI appointment that receive fee remissions should also keep in mind that they should not file their dissertation or MS Thesis until near the end of the semester they plan to graduate. Filing too early in the semester can cause fee remissions to be revoked.

Readmission

Note: Readmission is not guaranteed.

To apply for Readmission you will need to submit the following materials to the Student Services Advisor *at least* six weeks before the start of the semester you hope to return:

- A Statement of Purpose which includes:
 - What you believe has changed since you were last enrolled
 - What your plans for research and financial support are upon your return.
- If you plan to use courses more than 7 years old in fulfillment of degree requirements, you must submit a petition justifying the use of these courses in your program of study.
- Official transcripts if you have attended school since you left Berkeley.
- A letter of academic, research and financial support from a faculty member who will serve as your advisor.

Grading and Evaluation

Grades are awarded for courses at the discretion of the professor responsible for the course. Graduate students are required by University regulation to maintain at least a 3.0 grade point average. Students who fail to meet this standard, or who in other respects do not make normal progress toward the degree, are subject to dismissal after the first year or at the MS level.

Graduate students have no time limit for replacing incomplete ("I") grades. Students must replace incompletes with letter grades or S/U before they are advanced to candidacy, unless the Head Graduate Advisor specifies in writing for each incomplete that (1) the course work is neither necessary nor closely related to the degree and (2) removal of the I grade would only delay completion of the degree. Students are permitted a maximum of two "forgiven" incompletes at the time they apply for Ph.D. candidacy; any other incompletes must have been replaced by letter grades at that time.

Graduate Division will block your employment as a Graduate Student Instructor or Researcher if you have more than two incompletes at one time. Graduate Division, in addition, may place you on probation if you accumulate more than two "I" grades.



To have an incomplete replaced by a grade, do not register for the course a second time. Students should discuss with the instructor that assigned the incomplete grade a plan and timeline with mutually agreed upon parameters. Once those conditions have been met, the instructor of the course may submit a corrected grade change in CalCentral to replace the incomplete grade.

Academic Dishonesty

Copying all or part of another person's work or using reference material not specifically allowed are forms of cheating and will not be tolerated. A student involved in an incident of cheating will be notified by the instructor and the following policy will apply:

The instructor may take actions such as:

- Requiring repetition of the subject work
- Assigning an F grade or a 'zero' grade to the subject work
- For serious offenses, assigning an F grade for the course

The instructor must inform the student and the Department Chair, in writing, of the incident, the action taken, if any, and the student's right to appeal to the Student Grievance Committee or to the [Office of Student Conduct](#). The instructor must retain copies of any written evidence or observation notes. The Department Chair must inform the Office of Student Conduct of the incident, the student's name, and the action taken by the instructor. The Office of Student Conduct may choose to conduct a formal hearing on the incident and to assess a penalty for misconduct.

Appeals Procedure

The Department of Nuclear Engineering handles problems of an academic nature through a process of discussion and decision-making identical to that followed in the discussion and settlement of any aspect of a given student's program. Should a problem develop, the student arranges to meet with his or her academic advisor to discuss the matter. Failing a resolution of the problem, the matter is referred to the Head Graduate Advisor and Student Services Advisor. If the situation remains unresolved, it is then passed to the Department Chair for evaluation. If the student is not satisfied with the outcome of the appeals procedure, he or she may consult with the Associate Dean for Graduate Degrees in the Graduate Division at 424 Sproul Hall or seek the advice of the Student Ombudsperson (510-642-5754).

Time to Degree and Residence Requirements

Students in Nuclear Engineering are subject to the University's [Normative Time Policy](#) and are required to (a) be registered each semester, and (b) satisfy all requirements for the Ph.D., from entrance with either a BS or an MS to completion of the dissertation, within a period of five years. An additional two semesters of "withdrawal" (i.e., semesters in which the student is not registered) may be added. The University defines Normative Time as "the elapsed time", calculated to the nearest semester that students would need to complete all requirements for the doctorate, assuming that they are engaged in full-time study and making adequate progress toward their degrees. Students are considered to be making satisfactory progress if they complete the MS degree within two years after admission and complete all PhD requirements except the dissertation within five years of admission. This allows for two years, plus two semesters' non-registered (withdrawn) status, for the writing of the dissertation. The dissertation should be completed no more than five years after completion of the Qualifying Exams.

If a student withdraws, he or she must apply for [readmission](#) in order to register for a subsequent semester. Consult with your academic advisor, Student Services Advisor and/or Head Graduate Advisor. Applications for readmission are considered petitions that must be approved by the Head Graduate Advisor; approval of the petition is not automatic.

Academic Residence Requirement

Graduate Division defines academic residence as enrollment in at least 4 units of 100 or 200 series courses per required semester of academic residence. MS students must complete a minimum of two semesters of academic residence at Berkeley. Doctoral students must complete a minimum of four semesters of academic residence at Berkeley. To complete both an MS and a Ph.D., graduate students must complete six semesters of academic residence at Berkeley.

California Residency

All non-resident students who are U.S. citizens or permanent residents should plan to become legal California residents as soon as possible. Most University fellowships and awards will pay nonresident tuition for the first year of graduate study only.

Eligible students should begin the process, not always simple and straightforward, of establishing California residency as soon as they arrive on campus. Students should apply for residency through Residence Affairs. It is the student's responsibility to establish California residency (if eligible). If the student fails to do that within the first year, the student will be charged the difference between the resident and non-resident tuition.

Continuous presence

You must have established your residence in California for 366 days immediately prior to the residency determination date (the first day of classes of the semester for which you wish to be classified as a resident). Your physical presence in California must be demonstrated on a weekly basis. You are presumed to be present in the state of California during the academic periods you attend UC Berkeley. You should keep all dated material that proves your presence in the state, including:

- airline tickets
- paycheck stubs from work
- credit card receipts
- bank and credit card statements showing ATM, credit card, and debit card activity (the credit card receipts need not be signature copies)

Please note that the above items are primary indicators of physical presence and will be weighed heavily in determining your status. **Items such as copies of lease agreements, rent, or utility checks are much lesser indicators of physical presence and are not acceptable alone.** Your intent will be questioned if you leave California for more than 6 weeks during the period in which you are establishing resident status for tuition purposes. Graduate students doing research outside California for more than 6 weeks during non-academic periods should visit the Residence Affairs Office (39 Sproul Hall) to seek advice prior to leaving and filing for classification.

Intent to make California your permanent residence must be established for one full year immediately before the residency determination date. You must show proof of your intent by doing such things as:

- Registering to vote within 30 days of arriving and voting in California elections
- Obtaining a California driver's license or ID card within 30 days of arriving
- Registering your car in California within 30 days of arriving
- Filing California resident tax forms
- Establishing California bank accounts, remaining in California during non-academic periods, etc.
- Filing out-of-state income tax returns as a nonresident or part-year resident for income earned before arriving in California
- Cutting the above legal ties with your home state

Evidence of intent must be dated for one full year before the term for which you seek resident classification. If these steps are delayed, the one year period will be extended until you have demonstrated both presence and intent for one full year.

Financial independence

You are presumed by law to be financially independent if you are at least 24 years of age by December 31 of the year for which you request residency. If your parents are not California residents, you must show evidence that you have been financially independent during the calendar year January-December immediately preceding the semester for which you wish to claim resident status and for the current calendar year. Any out-of-state student who is claimed as a dependent on someone else's income tax returns will continue to be classified as a nonresident. However, Graduate Student Instructors and Graduate Student Researchers appointed for a minimum of 48 percent time (or awarded the equivalent in University-administered funds, e.g. , grants, stipends, fellowships) for the semester for which they wish to be classified as a resident are exempt from meeting the financial independence criterion.



More detailed information on establishing residency and documenting financial independence is available online at UC Berkeley's [Office of the Registrar's](#) website.

Non-US citizens

If you are not a U.S. citizen, you cannot be classified as a California resident unless you are a permanent resident of the U. S. or are in the process of adjusting your status to permanent resident (you must be in a valid immigration status during the entire adjustment process). **International students with F-1 or J-1 visas must pay nonresident tuition during their entire graduate careers.** Doctoral candidates, however, may be eligible for a 100% waiver of nonresident tuition for the three years after they advance to candidacy.

This summary is not a complete explanation of the law regarding California residency. Please note that changes may be made in the residency requirements, and we will do our very best to keep you apprised of any changes.

Filing Fee

The Filing Fee permits eligible doctoral or master's students to pay only a small portion of the university registration fee instead of full in-state registration fees the semester they file their theses or dissertations or take a final examination required for the degree. International students are also eligible for the Filing Fee. Filing Fee status is approved only once per degree for eligible students.

If the student does not complete the degree requirements during the Filing Fee eligibility period, the fee is forfeited and students must apply for readmission via the eForm found on Cal Central, and will be required to pay regular registration fees during the semester the degree requirements are completed, and or thesis or dissertation is submitted.

Students must apply to the Graduate Division for Filing Fee status. Applications are submitted using the eForm found in Cal Central. Filing Fee status is not equivalent to registration, and students on Filing Fee status are not registered students, and will no longer have access to use University facilities not available to the general public. The



most important factor the Graduate Division considers in determining Filing Fee eligibility is the student's registration history. The Graduate Division expects students to have met the University's requirement for continuous registration (which includes a maximum of two semesters of approved withdrawal). If a student has more than two semesters of approved withdrawal, he or she is usually not eligible for Filing Fee status. Students on Filing Fee may not hold positions as GSRs, TAs or Readers.

Doctoral students may apply for the Filing Fee when all degree requirements have been completed except for the final reading and the filing of the dissertation. If students have not been registered while carrying out research and writing on the dissertation (except for the two semesters of approved withdrawal), detailed written justification from the dissertation chair, endorsed by the Graduate Advisor, must accompany the application.

Financial Assistance

The Department of Nuclear Engineering makes every effort to help students secure funding during their first year of study. Students are typically offered a financial package that covers tuition and fees as well as employment as a Graduate Student Researcher. The department has a limited amount of fellowship funding available to students. This is usually used to supplement teaching assistantships and pay tuition and fees for incoming students where no other funding is available—and only in rare cases. The department will not provide support for non-resident tuition after the first year, as students are expected to establish residency. It is the student's responsibility to find a research position with one of the faculty to cover his or her financial support at Berkeley for subsequent years. You are also encouraged to research external fellowships.

Health Insurance

The Student Health Insurance Plan (SHIP) provides medical coverage for the fall semester (August 1-December 31) and the spring semester (January 1-July 31). Additional information can be found on the [University Health Services \(UHS\)](#) website.

Academic Student Employees (ASEs)

The Graduate Division has an entire section on their website dedicated to [Graduate Student Researcher \(GSR\) and Academic Student Employee \(ASE\) appointments](#), which includes Graduate Student Instructors (GSIs) and Readers. GSIs and GSRs must be

registered for a minimum of 8 units and may not be appointed for more than 50 percent time during academic semesters. They must meet minimum GPA requirements (3.0) and may have no more than two incomplete grades in upper division or graduate level courses. They are expected to make satisfactory progress toward their degrees within the Normative Time framework. Students may not serve as GSIs in courses for which they are enrolled, and only graduate students who are advanced to candidacy may evaluate the work of or offer formal instruction to other graduate students. There is a limit of eight semesters of service as a GSI. By exception a student may be appointed beyond the eighth semester if he or she has been advanced to candidacy for the Ph.D.; under NO circumstances may a student serve as a GSI for more than six years. A student may not hold concurrent appointments as a GSI and Reader for the same course, nor may a student serve as a Reader in a course in which he or she is enrolled. Readers must be advanced to doctoral candidacy to be appointed to a graduate course.

GSI/TA Appointments

Effective in 2023, the Graduate Student Instructor (GSI) term was replaced with the more formal Teaching Assistant (TA) title. However, the two terms are used interchangeably. Please see [Graduate Division policy on Teaching Assistant positions](#).

A half-time (50% time, or 20 hours per week) GSI/TA appointment typically entails responsibility for two discussion or laboratory sections per week, holding office hours, preparation and grading of assignments and examinations, and other duties as assigned by the faculty member in charge of the course.

Graduate students will be notified via email of the application deadline and hiring decisions. Hiring paperwork will be completed with ERSO.

GSI positions are covered by a collective bargaining agreement between the University and the United Automobile Workers. Graduate students who are registered, enrolled, and in good academic standing are entitled to full fee remission and other applicable benefits provided that they have a minimum 25% appointment, as set forth in the Agreement. Step level will depend on prior GSI service. This is calculated at the time of appointment.



The current [UAW Academic Student Unit contract](#) is available on the Berkeley People and Culture website.

[GSI and Reader pay scales](#)

Minimum Requirements

In order to be a GSI/TA, you must:

- be registered and enrolled in a minimum of 12 units
- have a GPA of at least 3.0.
- have no more than two Incomplete grades
- be making satisfactory progress toward your degree goal
- for non-native English speakers, you must satisfy the oral English proficiency requirement

Additional One-Time Requirements

1. [New ASE Orientation](#): If your GSI/TA appointment is also your first ASE (Academic Student Employee) assignment (i.e. you haven't been a GSI/TA, Tutor or Reader at UC before), you must attend a New ASE Orientation for the semester you have been appointed. These orientations are sponsored by the Office of Labor Relations. Failure to attend will make you ineligible for an ASE appointment in subsequent terms until you have attended this orientation.
2. [300-level Seminar](#): All UC Berkeley students appointed as GSIs/TAs must enroll in a 300-level seminar on teaching concurrent with, or prior to, your first appointment. These courses provide unit credit for your preparation for teaching. Since many graduate students have never taught before, the seminar is an invaluable tool, presenting effective teaching techniques, alternative forms of instruction, and special methods for teaching key concepts to undergraduates. The seminar takes the form of weekly seminars and discussions led by departmental faculty and experienced GSIs/TAs.
3. [Teaching Conference](#): First-time GSIs/TAs must attend the Teaching Conference for new GSIs/TAs, offered by the GSI Teaching and Resource Center, before classes begin. International GSIs/TAs appointed for the first time must also attend the teaching conference for new international GSIs/TAs, offered in the fall semester before classes begin. Pedagogy is the focus of the conferences. If a

GSI/TA misses the conference, then they need to do a makeup session listed on the Labor Relations site.

4. Online Course: First-time GSIs/TAs must successfully complete a course in person or online on professional standards and ethics in teaching before they interact with students. To enroll in the online course, please go to the Graduate Division's [GSI Teaching and Resource Center](#).

Important note on GSI vs GSR compensation

If you have a combined GSI/GSR appointment, or a GSI only appointment, then it is possible that a salary difference exists due to different pay scales for GSIs and GSRs. Please consult with your Principal Investigator (PI) and the Student Services Advisor before you decide to accept a joint GSI/GSR appointment.

You should keep the following points in mind:

25% GSR + 25% GSI = 50% GSR salary only if:

- A. For fall, previous summer has active GSR appointment that ends mid-August,
- B. For spring, subsequent summer has active GSR appointment that starts mid-May.

Otherwise a salary difference exists, and the PI will work with the department to get the difference balanced.

Graduate Student Researcher Policy

Graduate student minimum support in the Department of Nuclear Engineering is the equivalent of 50% for fall and spring semesters and 50% for the summer term (GSR Step 4 for first-year students).

We have broken down what this looks like for the 2024-2025 academic year.

STEP 4 GSR					
Fall 2024					
Aug	Sep	Oct	Nov	Dec	Total
\$ 1,639.15	\$ 3,387.59	\$ 3,603.38	\$ 3,603.38	\$ 3,603.38	\$ 15,836.86

Guidelines & Procedures for Graduate Students (For entering class Fall 2024 and earlier) - 33

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Spring 2025					
Jan	Feb	March	April	May	Total
\$ 3,603.38	\$ 3,603.38	\$ 3,603.38	\$ 3,603.38	\$ 1,162.38	\$ 15,575.88
Summer 2025					
May	June	July	Aug		Total
\$ 2,441.00	\$ 3,603.38	\$ 3,603.38	\$ 2,324.76		\$ 11,972.50

Appointment as a GSR also includes full payment of tuition and fees and other applicable benefits.

This salary level is a commitment made by the department to the students of the incoming class. As most students advance, their funding will be provided through the mechanism of research appointments and their research advisor's resources. It is expected that future appointments will adhere to these minimum support (stipend/fee) guidelines.

Students with other primary funding sources, such as fellowships, may require an appointment at the percentage listed above. Additionally, the terms and conditions of some fellowship and traineeship awards may limit and/or prohibit a student from holding a payroll appointment or from receiving a supplement. However, when a student's monthly fellowship stipend is less than the minimum as determined by the percentages detailed above, the research advisor will work with the Student Services Advisor to ensure that the minimum funding commitment is met.

Withholding Tax

Salaries are paid monthly and are subject to Federal Withholding Tax. When the individual is on an immigrant (visa) status of F, J, M, or Q, Scholarship/Fellowship awards in excess of the qualified educational tuition and fees are subject to federal tax withholding at the rate of 14%, unless the student is eligible for a tax treaty exemption. More information is on the [UC Berkeley Controller's Office](#) website.



ERSO

The [Engineering Research Support Office](#) (ERSO) provides all research administrative support services for the faculty in the College of Engineering and for the [Operation Research Units](#) (ORUs) within the College of Engineering. They will be working with you when you are hired as a Graduate Student Instructor or a Graduate Student Researcher, when you want to be reimbursed for money you've spent on research-related expenses or for travel reimbursement. Be sure to check with your Faculty Research Advisor before spending money that you want to have reimbursed.

Continuing PhD students should apply for GSRs directly through [ERSO Student Hiring](#). Questions on the hiring process, payment dates, or required paperwork may be directed to [ERSO Student Hiring](#).

International students may not be employed more than 50% time without jeopardizing their visa status.

Professional Development

Professional development is the continuous process of acquiring and developing new skills and competencies to optimize one's professional growth. The key components of professional development include:

- completing academic milestones
- career exploration and planning
- skills development
- preparing for careers and job searches

As a graduate student, you will develop new skills through your academic program and coursework, as well as through intentional steps you take to prepare for your future career. It is important to [explore career paths that may be a good fit for you](#), including both careers within and beyond academia, so that you can be sure to develop relevant skills during your time in the program. This section walks you through the key on- and off-campus resources and opportunities available to support you through your career exploration and professional development.



Where can I find support or more information?

Department

Your department and academic advisors can be a valuable source of guidance. Faculty mentors can provide guidance on professional development for academic careers in their field. Aim to proactively develop a network of advisors and mentors who can support different aspects of your professional process. You may review [this mentoring checklist](#) to get a sense of what you can expect and ask of your primary advisor. You may also work with your faculty advisor to complete an Individual Development Plan (IDP), which can help you define and achieve your career goals. You may use an [IDP template developed by Berkeley QB3](#) or the [free MyIDP tool](#) (geared towards STEM graduate students).

GradPro

There are a variety of other opportunities and resources on campus for your professional development. GradPro is the campus *Graduate Student Professional Development Resource Hub*, and supports students through all stages of exploring and preparing for a wide range of careers. Topics that GradPro can help students with include:

- creating an individual development plan
- making use of career exploration tools
- exploring career paths outside of academia
- preparing for careers and developing new skills
- time management and organization
- working with advisors and mentors
- professional networking

You can sign up for a [one-on-one consultation](#), join semesterly [Check-in Groups](#) for peer accountability and goal setting, or attend [GradPro workshops](#) on topics including planning your semester, networking, career exploration, and more. You may also explore GradPro's online [Graduate Student Professional Development Guide](#), which can assist you in developing key competencies to help you succeed in graduate school and beyond, or



[GradPro resource lists](#). To stay up to date on upcoming professional development opportunities and events, sign up for the bi-monthly [Professional Development Digest](#).

Career Engagement

[Career Engagement](#) offers [one-on-one appointments with career counselors](#) who can provide guidance and feedback on job market materials, such as resumes, CVs, and cover letters. Career Engagement also typically offers workshop series on the academic job search in the late Summer and early Fall semesters, along with other career preparation workshops and career fairs to meet potential employers throughout the year. Explore [events on Handshake](#) to learn about upcoming Career Engagement events. The graduate-student-run organization [Beyond Academia](#) is another key resource, offering an annual conference in the spring where you can learn about the experiences of graduate students who have gone onto a variety of careers.

Other Offices

Key offices on campus can help you to develop important skills in writing, teaching, mentoring, and data analysis. [The Graduate Writing Center \(GWC\)](#) helps students develop the writing skills needed to complete their graduate programs and prepare for the writing they will do in future careers. The GWC offers workshops on academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. The center also offers one-on-one consultations, the Graduate Writing Community, writing groups, boot camps, and a graduate-level course on academic writing, GSPDP 320. [The Graduate Student Instructor Teaching & Resource Center \(GSI-TRC\)](#) prepares graduate students for teaching at UC Berkeley and for the teaching they will do in future careers, within and beyond academia. The GSI-TRC offers teaching conferences, [workshops](#), seminars, [consultations](#), classroom observations, grants, awards, an online teaching guide, a web-based course on professional standards and ethics in teaching, and a [Certificate in Teaching and Learning in Higher Education](#). To develop your skills in data analysis methods and tools, the D-Lab offers [consultations](#) and [skill-building workshops](#).



Not sure where to start with your professional development?

[Make an appointment](#) with GradPro to receive individualized guidance and resource referrals, or set up a meeting with your academic advisor.

Forms

[Program card MS Plan I & II](#)

[Program card PhD](#)

Resources

[NE GUIDE: Grad Student Resources](#)

Graduate Division Information & Resources

[New Graduate Student Guide](#)

[Degree Deadlines](#)

[Forms & Applications](#)

[GSI Teaching & Resource Center](#)

[Resources & Services for Graduate Students](#)

[Graduate Student Mental Health](#)

[Graduate Peer Support Providers](#)

[Back-Up Child Care](#)

[Berkeley Basic Needs Support Center](#)

Support

[Disabled Students' Program](#)

[Counseling and Psychological Services \(CAPS\)](#): book a same-day appointment on [eTang](#) or by calling CAPS at (510) 642-9494

[CAPS satellite offices](#): 241 Bechtel Engineering Center & 422 Sutardja Dai Hall

[Night Safety Services](#)

[Self-Care and Mental Health Resources](#)

[Graduate Peer Support Provider](#)

[Sexual Violence and Sexual Harassment](#)

[Discrimination, Harassment, and Affirmative Action in the Workplace](#)

[Community Crises/Suicide Prevention Hotlines](#)