Ph.D. in Environment and Sustainability

Program Manual
2024-2025

https://www.ioes.ucla.edu/phd

Institute of the Environment and Sustainability
University of California, Los Angeles
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Note: Some contents of this manual derive from the University General Catalog and various Graduate Division publications.

This manual is intended as a resource for graduate students in the Institute of the Environment and Sustainability (IoES) at UCLA. Students are strongly encouraged to read the relevant sections of the University Catalog and other formal UCLA documents that provide updated details regarding University regulations and policies and to discuss any questions or concerns with the Graduate Programs Coordinator or the Program Chair.

FOREWORD

The purpose of this manual is to provide essential information for graduate students about life in the Ph.D. Program in Environment and Sustainability at UCLA. A wide range of information is included to help students find out what questions to ask as well as where to get questions answered. This manual is updated yearly to include changes that have taken place in the preceding year.

Some of the material contained in this manual is quite formal and has been condensed from a wide variety of sources that explain regulations affecting students' progress toward their degree. This world of rules and regulations can be confusing. Advisors, the Program Chair, and the Graduate Programs Coordinator are available to help students navigate the bureaucracy as smoothly as possible.

Please feel free to direct any comments for improving this manual to Harrison Levy, Graduate Programs Coordinator. This is a living document and our hope to make it as useful as possible for IoES graduate students.

Contents

Introduction

The Institute of the Environment and Sustainability

The Institute of the Environment and Sustainability (IoES) was formed in 1997 when 51 UCLA faculty signed a proposal to create a new center for research and education. "The environment for life on Earth will be one of the major concerns of society through the 21st century," they wrote, adding that environmental issues are "multifactorial and multidisciplinary" — including aspects of science, health, policy, law and other areas of study and practice. Starting with a single undergraduate program and four faculty, IoES has since grown to include around 50 faculty and three graduate programs, with research centers and special initiatives to address everything from energy systems, ocean-based economies to environmental narratives.

Under UCLA rules, a Center for Interdisciplinary Instruction is an official designation that allows the unit to do almost everything that a normal department can do. There are special rules for faculty members with joint or split appointments in a Center for Interdisciplinary Instruction. For details, see https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-15-joint-and-split-appointments.

Since 2010, IoES has reported the Dean of the School of Physical Sciences in the College of Arts and Sciences at UCLA. In September 2020, Dr. Marilyn Raphael was appointed the Interim Director of IoES (a position similar to a departmental chair).

IoES has around 50 faculty members representing many departments on campus. Senate faculty who have full or partial appointments in the Institute are responsible for providing service to IoES including chairing academic programs and committees, and reviewing their IoES peers. In addition to Senate faculty members, the majority of faculty members are Affiliate faculty members who are UCLA faculty who do not have formal appointments but who are "friends of the IoES" and engage in research and/or teaching and may serve on graduate student committees. The IoES also has Adjunct faculty who conduct research, teach for IoES, and may serve on graduate student committees. Emeritus faculty are faculty members who are retired from UCLA, but they may continue research activities and serve on student committees. For additional details, see https://www.ioes.ucla.edu/people/affiliated-faculty/ IoES relies on all of its faculty, regardless of where their appointments are located, and encourages all faculty to be involved in the governance and daily life of the Institute.

Like other interdisciplinary environment and sustainability programs, the IoES addresses a broad range of subjects, using a diverse set of concepts, frameworks, and methods. The Institute strives to bring together methods and concepts from the social sciences, the natural sciences, social sciences, law, policy, and the humanities in order to develop novel, solutions-focused approaches to some of the most pressing challenges of our time.

IoES currently includes eight research centers and partnerships throughout the UCLA network, allowing it to achieve national and global reach. Click here to learn more: https://www.ioes.ucla.edu/centers-and-initiatives.

IoES faculty and students also partner with groups across campus, such as the Law School's Emmett Institute on Climate Change and the Environment, the Luskin Center for Innovation, The Sustainable LA Grand Challenge, and the Graduate School of Education. These cooperative efforts allow us to develop teams with diverse talents to address some of today's most urgent problems.

Although IoES faculty and students work all over the world, the Institute is deeply committed to Los Angeles and California, working to address pressing problems faced by residents in LA and California and using these efforts as opportunities to develop solutions for the broader world. IoES also embraces the fact that it is part of one of our country's great public research universities, and seeks to cultivate a strong commitment to service among students, faculty, and staff. Finally, IoES works to ensure that all of its students, faculty, and staff are committed to equity, diversity, and inclusion in all of its efforts and to advancing racial, economic, and environmental justice as a core part of its approach to environment and sustainability.

PhD in Environment and Sustainability | Overview and Aims of the Program

IoES established a PhD in Environment and Sustainability in 2018. The Environment and Sustainability PhD program aims to recruit and train students whose ambition and curiosity cannot be satisfied by doctoral programs in traditional disciplines. Our program encourages students to develop innovative approaches to major environment and sustainability challenges by building expertise and skills that go beyond a single discipline. Students are expected to acquire and utilize concepts, methods, and tools from multiple disciplines, positioning them to advance novel insights and new areas of inquiry. Students have significant freedom to choose their research paths and mix of advisors.

Graduate students are a core part of the scholarly and scientific community that constitutes the IoES. Their research and teaching contributions are regarded as central to its mission.

Key objectives of the Ph.D. program include:

- Bringing graduate students as rapidly and fully as possible into the collegial, scholarly, scientific, and teaching life of IoES;
- Providing a common foundation for graduate research in environment and sustainability that socializes students into the Institute and the broader UCLA campus as fully as possible;
- Providing a variety of courses within IoES that are relevant to student research and training needs and providing information and guidance on courses outside of IoES;

- Providing opportunities for students to become familiar both with current research within environment and sustainability (especially as practiced within IoES) and with the culture of research presentation and criticism as related to the work of others but also to their own work;
- Supporting as far as possible the financial needs of graduate students through a variety of teaching and research assistantships, fellowships, and stipends. IoES is committed in this respect to doing everything it can to ensure that its Ph.D. students will not incur any additional educational debt during their time in the IoES Ph.D. program.
- Cultivating a deep commitment to service and to equity, diversity, and inclusion in environment and sustainability.

The program seeks to prepare students for a range of careers in academia, government service, the non-profit sector, and the private sector. Regardless of their career paths, all graduate students are encouraged to take advantage of opportunities to present their research in research colloquia at IoES and around campus, at scholarly meetings, and at public meetings. Graduate students are also encouraged to publish their work and to work with the IoES communications team to make sure their ideas reach a wider audience.

IoES Graduate Program Leadership - Who We Are

IoES leadership consists of IoES Director Marilyn Raphael, a Ph.D. and ESE Graduate Committee, an Admissions Committee, the IoES Associate Director, the Graduate Programs Coordinator, and the IoES Director.

IoES Graduate Program Leadership

Marilyn Raphael
IoES Director
https://www.ioes.ucla.edu/person/marilyn-raphael/

Stephanie Pincetl
Chair, PhD Committee
https://www.ioes.ucla.edu/person/stephanie-pincetl/

Alan Barreca
Chair, Admissions Committee
https://www.ioes.ucla.edu/person/alan-barreca/

Cully Nordby
IoES Associate Director
https://www.ioes.ucla.edu/person/cully-nordby/

Harrison Levy
Graduate Programs Coordinator
https://www.ioes.ucla.edu/person/harrison-levy/

Royce Dieckmann
Student Affairs Officer
https://www.ioes.ucla.edu/person/royce-dieckmann/

Faculty Advisors

To promote interdisciplinarity as the core of the PhD program's identity, each student's program of study and dissertation research will be guided by two advisors, from distinct areas of research and scholarship.

Advisors will typically be drawn from IoES faculty, including affiliate faculty. If appropriate, advisors may also be drawn from other UCLA faculty, who represent a vast range of expertise across the physical and life sciences, humanities, fine arts, social sciences, and major fields of professional training.

The faculty advisors assist students with planning their program of study. Students are expected to meet regularly with their faculty advisors and to complete a yearly assessment of progress (see below). Once admitted to the program, students need to work with their advisors to constitute a Doctoral Committee according to UCLA's regulations governing Doctoral Committees (see below). The faculty advisors will typically serve as co-chairs of the Doctoral Committee. **One of the co-chairs must be an IoES core faculty member**. The Chair of the IoES Ph.D. Program, can provide assistance with policy and procedure and, where necessary, act to resolve any conflicts that arise.

Graduate Studies at UCLA

UCLA provides materials and resources for graduate students on rules and regulations as well a range of issues that are likely to arise during a student's course of study. Key resources include:

UCLA Student Code of Conduct

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the University community. UCLA students assume these privileges and responsibilities upon admission and cannot use ignorance of these policies as a justification for violating community standards.

UCLA's reputation for academic excellence and institutional integrity is among our most valued assets; as such, academic integrity is of paramount importance to our institution and it is vital that the institution do all within our power to maintain these standards.

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The regulations within the *UCLA Student Conduct Code* have been developed to create and maintain a safe, supportive, and inclusive campus community that engages students in order to foster their academic success, personal growth and responsible citizenship. Students are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. The student conduct process has been established to respond to incidents involving allegations of inappropriate behavior within our community. This process provides educational opportunities which encourage students to evaluate their own actions, consider their own decision making, and acquire new skills to improve their choices in the future.

Students may contact the Office of Student Conduct or Student Legal Services for advice concerning these policies. More information is available here: https://www.deanofstudents.ucla.edu/Individual-Student-Code

UCLA's Student Conduct Code:

> UCLA students are proud to be members of this community. They take pride in the reputation of our faculty; they take pride in our unparalleled programs and services; they take pride in the wealth of diversity of our community members; and they take pride in our beautiful campus. Intertwined with our core values, Bruin Pride is at the very heart of what it means to be a TRUE BRUIN. Bruins are committed to the values of Respect, Accountability, Integrity, Service, and Excellence. Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community. Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

Sexual Violence Prevention and Response, Title IX Resources, and Title IX Compliance Training for Graduate Students

Everyone at the University of California — students, faculty, staff and administrators — has the right to a safe learning and working environment. Each of us plays a critical role in ensuring the university is a safe place, and should know the rules of being part of the UC community.

1. UC is committed to fostering a community where everyone works and learns together in a place free of harassment, exploitation and intimidation.

2. UC will respond promptly to reports of sexual violence and take appropriate action to prevent it and when necessary, take disciplinary action.

3. UC expects everyone to take university education and training courses on sexual violence prevention. Faculty, other academic appointees and staff are required to take sexual harassment prevention training.

UC Policy on Sexual Violence and Sexual Harassment

The University of California has updated the systemwide student adjudication process for cases involving sexual violence or sexual harassment allegations. While many aspects of the process remain the same, the recent revisions allow for a broader evidentiary appeal hearing in cases involving a suspension or dismissal sanction. Complainants and Respondents currently involved in student cases can expect to receive communication from the Title IX Office shortly about any potential impacts on their case. There will be more information to come, so please check back here for updates or with Title IX staff as the University implements these changes.

For further information on these changes, you can review our Interim Framework, specifically Interim Appendix F.

UC's policies and codes of conduct spell out the rights and responsibilities of students and employees in ensuring that UC is a safe environment, and how the university addresses reports of sexual violence and sexual harassment.

- Policy on Sexual Violence and Sexual Harassment (August 14, 2020)

- Policy on Sexual Violence and Sexual Harassment (7/31/2019)

- Policy on Sexual Violence and Sexual Harassment (Effective 1/1/2016)

- Procedures for Handling Allegations of Discrimination, Harassment, or Retaliation

- Policy on Student Conduct and Discipline (August 14, 2020)

- Policy on Student Conduct and Discipline

- UCLA Student Conduct Code

- Faculty Code of Conduct (APM 015)

- Policy on Nondiscrimination in Employment (APM 035)

- Statement of Ethical Values

- Standards of Ethical Conduct

- Principles of Community

- Adjudication Framework for Senate and Non-Senate Faculty (August 14, 2020)

- Adjudication Framework for Staff and Non-Faculty Academic Personnel (August 14, 2020)

- Interim Appendix E (3/1/2019)

- Appendix E (7/31/2019)

- Interim Appendix F (August 14, 2020)

UCLA Title IX Compliance Training

UCLA is obligated under law and policy to provide our graduate and professional school students with sexual violence prevention education. Title IX prohibits discrimination on the basis of sex under any federally funded education program. In addition, the University of California's Interim Policy on Sexual Violence and Sexual Harassment (**July 31, 2019 Policy | August 14, 2020 Interim Policy**) requires each UC campus to provide mandatory annual training and education about Prohibited Conduct and how such conduct can be reported, to all students, faculty, other academic appointees, and staff per applicable State and federal law, and University policies.

For more information, visit the UCLA Sexual Violence Prevention & Response – Policy page. On this page, you will find the links to the 2019 SVSH Policy and the 2020 Interim SVSH Policy.

UCLA Office of Equity, Diversity, and Inclusion

UCLA's Office of Equity, Diversity, and Inclusion (EDI) works to foster an inclusive campus community and advocates for equitable programs and resources — to provide pathways of success and dignity for all. The EDI Office conducts research, provides training, and conducts investigations on a range of matters related to equity, diversity, and inclusion. The EDI Office includes a new Civil Rights Office that

includes three investigative units: the Discrimination Prevention Office, the Title IX office, and the Staff, Diversity & AA/EEEO Compliance Office. More details on the EDI Office including resources and guidance can be found here: https://equity.ucla.edu.

UCLA Standards and Procedures for Graduate Study

With respect to academic requirements for graduate students, UCLA's Standards and Procedures for Graduate Study provide detailed information and set forth general policies, many of which derive from the Academic Senate and its Graduate Council, regarding completion of degree requirements, masters and doctoral committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, in-absentia registration, withdrawal, normal degree progress and a number of other matters are also included. https://grad.ucla.edu/gasaa/library/spfgs.pdf.

For New UCLA Students
New Graduate Student Handbook & Orientation

The UCLA New Students' Orientation Handbook contains information regarding University policies, deadlines, and resources for graduate students. You can access the handbook here: https://grad.ucla.edu/academics/graduate-study/newstudents-orientation.

The UCLA Graduate Students Association and the UCLA Graduate Student Resource Center sponsor a campus-wide New Graduate Student Orientation each September. This comprehensive orientation includes lunch, a resource fair, and workshops that provide information to ease your transition into graduate school, introduce you to campus services and involvement opportunities, and show you just how much UCLA has to offer. More information is available at https://grad.ucla.edu/life-at-ucla/events/2016-new-graduate-student-welcome.

Graduate Student Resource Center

The UCLA Graduate Student Resource Center (GSRC) is a Graduate Students Association (GSA) initiative that is managed by Student Affairs. The GSRC is a resource, referral and information center for graduate and professional school students. They offer advice and assistance in dealing with the challenges of graduate school, as well as a number of workshops and programs conducted in collaboration with campus partners. The GSRC works with GSA to organize the campus-wide Graduate Student Orientation and the Equity, Inclusion & Diversity Graduate Welcome Day. We are also the home of the Graduate Writing Center. https://gsrc.ucla.edu/Graduate-Student-Resources

UCLA Sustainable Resource Center

The UCLA Sustainable Resource Center was established by the Graduate Student Association to promote sustainability through the provision of resources, information, and education to the graduate student body, campus and community. Their services include a library, online resource site, networking events, guest speaker presentations, career services, and funding. They encourage a multidisciplinary approach to sustainability through communication and collaboration across sectors. http://gsa.asucla.ucla.edu/sustainable-resource-center.html

Curriculum

This section provides some background and basics on curriculum and courses at UCLA as well as background and guidance on IoES required courses and the broader curriculum from which IoES Ph.D students can choose classes.

Course Numeration at UCLA
- **100s** – Upper division undergraduate level courses
- **200s** – Graduate level courses
- **ENVS 290** – Graduate seminar
- **ENVS 297** – Graduate special topics seminar
- **495** is the departmental TA training course. It must be taken before or during the first quarter you TA. There is only one section.
- **596** is graduate research for students who have not yet advanced to candidacy. Students enroll in the section assigned to their research advisor.
- **599** is Dissertation Research and Writing, for students who have advanced to candidacy. Students enroll in the section assigned to their research advisor.

Deadlines
The Academic Calendar & Deadlines for graduate students, faculty, and staff can be found at
http://www.gdnet.ucla.edu/asis/deadlines/default.asp.

Course Enrollment
Each student must enroll in at least 12 units each quarter to maintain status as a registered student. Students should enroll first in any courses they plan to take, and then make up the difference with research units. Students who have not yet advanced to candidacy should enroll in their advisor's 596 section for research units. Those students who have advanced to candidacy should enroll in their advisor's 599 section for research units, which is for "Dissertation Research." To find an advisor's 596 or 599 enrollment numbers to register for research units each quarter, go to the registrar's Schedule of Classes website at https://sa.ucla.edu/ro/public/soc. Select the current term and home department, and then scroll down to find the advisor's enrollment number. Students must enroll in classes by Friday of the second week of classes each term. Failure to do so will result in a $50 late fine levied by the Registrar's Office, being dropped from classes, and the cancelling of fellowship funds and academic apprenticeship employment contracts (TAs, GSRs, etc). This deadline as well as others is listed on the registrar's calendar at http://www.gdnet.ucla.edu/asis/deadlines/default.asp.

Note that students must be enrolled in at least four units before financial aid checks can be disbursed, and students employed as graduate student researchers must be enrolled in at least 12 units to obtain full fee remissions.

IoES Required Courses

Environment 200 A/B: Issues and Methods in Environment and Sustainability (4 units each).
Examination of interdisciplinary approaches to environment and sustainability, with attention to scientific, social, economic, political, philosophical, ethical, historical, cultural, and policy dimensions. This sequence seeks to enlarge and challenge students' understanding of the different disciplines that come together, and sometimes collide, in interdisciplinary approaches to questions of environment and sustainability. It works to uncover the basic assumptions, conceptual frameworks, and methods entailed in different disciplinary approaches. Depending on the Professor, case studies may be used to illustrate different qualitative and quantitative methods from natural sciences, social sciences, and humanities.

Seminar (2 units): Enrollment in the Environment 290 seminar series every quarter in residence for a minimum of 6 quarters (this course may not be applied toward the 36- unit requirement).

Analytical Tools and Methods Elective (one course) (4 units): Courses that introduce students to the tools and methods required for interdisciplinary research such as probability and statistics, decision analysis, life cycle analysis, remote sensing, geographical information systems (GIS), numerical analysis and experiment and survey design, archival research, urban planning, architectural design, ethnographic field work, communications studies, media studies, visual and textual analysis and interpretation. Other courses may be approved by petition to satisfy this requirement. The IoES maintains a list of courses approved for this requirement, and students may propose additional courses by petition.

Guided Electives (4 units each): Students entering without a Masters degree must take 24 elective units (6 courses). Students entering with a Masters degree in one of the program areas must take 16 elective units (4 courses). Elective courses will be chosen to support the student's dissertation research by ensuring that the student has the substantive knowledge and analytical skills necessary to perform publishable original research. Students are strongly encouraged to include in their elective courses at least one course in culture and values that fits with or informs their dissertation topic. A student's graduate committee must approve all elective course selections. With the approval of a student's graduate committee and the Chair of the Ph.D. Program a student may be allowed to substitute previous coursework or research experience as elective subjects.

Student Success and Annual Reviews

Students are expected to meet regularly with their co-advisors to discuss their courses, research, and the logistics of advancing to candidacy and finishing their dissertations. IoES recognizes that the frequency of such meetings will depend in part on the advisors and students and the norms of particular disciplines. At a minimum, IoES expects that students will check with their co-advisors **twice** per quarter and will meet in person during the spring quarter to assess the student's progress. Satisfactory progress means meeting the requirements of the program in a timely manner and producing work of a sufficient quality. This annual assessment will be formalized in an annual Spring Review form, to be signed by the student and the advisors. The form will be available from the Graduate Program Coordinator.

The Ph.D. Degree

In order to receive a Ph.D. in Environment and Sustainability, students must complete their coursework, pass the University Oral Qualifying Examination and advance to candidacy, submit their dissertation, and successfully defend their dissertation. The key steps in this process include:

Step 1: Constituting a Doctoral Committee

Doctoral Committee Requirements
Before a student can take the Oral Examination, they must nominate a Doctoral Committee. Doctoral committees are nominated through a formal process that requires approval of the Department and Graduate Division. Students should consult with the Graduate Programs Coordinator when ready to nominate committee members. The Nomination of Doctoral Committee form can be found here: https://grad.ucla.edu/academics/doctoral-studies/nomination-of-doctoral-committee/.

There are requirements for who can serve on the doctoral committee. Students should review this site for all requirements: https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/. **The IoES PhD program has additional requirements that two of the UCLA faculty members must hold either a full, split, joint, adjunct, or affiliate faculty appointment in the IoES. The Chair of the Doctoral Committee must be an IoES faculty member.**

Any student who wishes to add, remove, or replace members of an existing doctoral committee should consult with the Graduate Programs Coordinator, Harrison Levy, about the reconstitution process. The Reconstitution of Doctoral Committee form can be found here: https://grad.ucla.edu/academics/doctoralstudies/reconstitution-of-the-doctoral-committee-andor-change-in-final-oral-examination-requirement/.

Step 2: Qualifying Examination
Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to advancement to candidacy for a PhD. Under UC Academic Senate regulations, the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee. In addition to University requirements, some graduate programs have other pre-candidacy examination requirements. This section specifies the requirements for IoES PhD students.

The purpose of the qualifying exam is to help the student succeed in completing their dissertation and becoming an expert in their chosen field(s).

Completion of the examination demonstrates that the student:
- o Has a deep understanding of the existing work related to their proposed research
- o Has identified gaps in existing knowledge
- o Has an accomplishable plan for the dissertation
- o Possesses expert knowledge on the research methods of their chosen field(s)

The student and their co-advisors should consult informally, starting at the time of the satisfactory progress review at the end of the first year, regarding the planned scope of the qualifying examination. These consultations should continue through the second year, and include the additional committee members as they are identified.

Contents of the Qualifying Exams: One written document and one oral exam

1.   **Written product: The student submits to their co-advisors a written document with a literature review or field statements and a dissertation proposal.**

   (a) Literature Review/Field Statements
   - o A critical review and discussion of major works, concepts, and methods relevant to the planned dissertation.
   - o Identify gaps in the literature and how the student's proposed research will address any of these gaps.
   - o In view of the interdisciplinary nature of the PhD program, this will typically include materials drawn from more than one conventionally disciplinary field of study.
   - o The scope and major components of the literature review are agreed in advance by discussion of the candidate with their co-advisors.

   (b) Dissertation Proposal
   - o A written statement of a clear, well-posed research question or scholarly thesis that the student plans to address in their dissertation.
   - o A practical, moderately detailed plan of how they intend to pursue it.
   - o The statement should include some degree of detail on methods, concepts, data sources to be used, as appropriate for the topic.
   - o A discussion of the broader importance of the topic.
   - o Research conducted to date. Although it is not necessary to have completed any of the proposed research, to the extent that preliminary research has been conducted this should be discussed in the proposal as it could be helpful in making the case that the student is ready to proceed.
   - o There is no required length for the dissertation proposal, but we expect the typical length will be between 10 and 20 pages, varying with the main disciplinary areas most closely related to the student's planned dissertation.

2.   **Oral presentation: The oral examination will be a presentation by the student and a discussion with the committee.**

   (a) Student presentation
   - o Students will typically schedule the presentation once their advisors have agreed the written material is sufficient.
   - o Written materials should be submitted and the oral presentations should be scheduled with at least 2 weeks advance notice in order to give committee members enough time to read through the student's materials.
   - o The student's presentation will typically present an abridged version of their written product.
   - o The format of the presentation will vary by discipline and should be agreed upon with advisors at least 2 weeks prior to the presentation

   (b) Discussion by faculty
   - o After the student presentation, faculty will ask the student questions and/or provide suggestions on how to proceed.
   - o The primary purpose of the discussion period is to help faculty and student identify ways to improve and facilitate the successful completion of the research proposal

- o The secondary purpose of the discussion period is to assess the students' understanding of the material.
- o Faculty will ask students to leave the room and discuss the outcome (see below) and path forward for the student.
- o After the faculty-only discussion, student will be asked to return to the room to discuss the outcome.

Outcome of the Qualifying Exam:

- o Grad Division defines the possible official outcomes of qualifying examinations as Pass, Conditional Pass (in which case the student may attempt the qualifying exam one more time), and Fail (in which case the student may not continue in the program).
- o The authority to decide the outcome of the qualifying exam lies principally with the committee.
- o As a practical matter, there is one additional possible outcome of the examination prior to reporting an official outcome to Grad Division: a pass subject to specific, usually minor, requests for additional work or modifications required by the committee. In this case, the committee's signing to verify that the student has passed will be delayed until the additional requested work is satisfactorily completed. The committee may, at their option, choose to meet with the student again to make this determination, or may delegate this subsequent determination to the co-advisors.
- o The official outcomes "Conditional Pass" and "Fail" should rarely or never happen, because it is the responsibility of the co-advisors to ensure the student is ready to proceed and to succeed before scheduling the oral examination. But in those rare cases, the Grad Division rules apply: A student who does not pass the qualifying examination on the second attempt after a "Conditional Pass" on the first attempt, or a student who fails the qualifying examination, will not be allowed to continue in the program.

After Candidacy

After the student qualifies, the annual review and satisfactory progress determination will be similar in structure to that before qualifying – involving a student report, consultation with co-advisors and committee, and co-advisor report.

After advancing to candidacy, however, these reviews will focus specifically on the status of work toward completing the dissertation: e.g., recent progress, current challenges, forward plans, and anticipated trajectory to completion.

In Progress Masters Degree

IoES does not offer a stand-alone Masters Degree. Like some other Ph.D. programs at UCLA, however, IoES does offer what is known as an "in progress" masters degree. This allows students who enter the program without a master's degree to obtain such a degree as they progress toward the Ph.D. if they so choose. This is an option for students. It is not a requirement. However, if a student does not make sufficient progress in the program but has fulfilled course requirements and submitted sufficient work that is not of publishable quality, but shows application, the student will be eligible for a terminal MA. For students wishing an in process masters, however, the following are the steps to fulfill.

<u>Courses</u>
The minimum program of study consists of at least **nine graduate and upper division courses (36 units)** completed while in graduate status. **At least five of those courses (20 units) must be graduate-level courses**. For the M.A., M.S., and M.A.T., **the five graduate courses may be in the 200 series (graduate courses and seminars) and, in limited number, the 500 series (directed individual study or research)**. For the Capstone Plan, 500 courses may not be applied to 9 course requirement. For the Thesis Plan, up to two 500 courses may be applied to the 9 course requirement. For other master's degrees, they may be in the 400 series (graduate professional courses) as well as the 200 and 500 series. Many master's programs, especially professional programs, require more courses/units than the University minimum.

<u>Grades</u>
Only courses in which a grade of 'B' or better is received may be applied toward graduate degrees.

<u>Transfer of Credit</u>
A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may apply to UCLA master's programs. Two courses would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five-graduate-course requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit.

<u>Capstone Plan</u>
In addition to the course requirements, under the capstone plan, there is a comprehensive written examination covering the subject matter contained in the program of study. The examination is administered by a comprehensive examination committee, which may conduct an oral examination in addition to the written examination. In case of failure, the examination may be repeated once with the consent of the graduate adviser.

<u>Thesis Plan</u>
Every master's degree thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.

In addition to the course requirements, under the thesis plan students are required to write a thesis on a research topic in environment and sustainability supervised by the student's graduate advisers. The student's doctoral committee reviews and approves the thesis.

No oral examination is required.

The normative time to degree for completing the M.S. program is 6 quarters. There is no maximum time to degree for completing the M.S. degree as receipt of this degree is optional for students admitted to the Ph.D. degree.

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
M.S.	6	6	9

Master's Thesis Committee Regulations
Master's thesis committees consist of a minimum of three faculty members from UCLA. Master's thesis committee members must hold one of the following academic ranks:
1. Professor (any rank, regular series)
2. Professor emeritus
3. Professor-in-residence (any rank)
4. Acting professor (any rank)

The chair of the committee and at least one other member must hold academic appointments in the student's department or, in the case of a student in an interdepartmental degree program, must be selected from a list of faculty members who actively participate in the program.

Advancement to Candidacy
Students should submit the Master's Advancement to Candidacy (MATC) petition to their major department no later than the 2nd week of the quarter in which the student expects to receive the degree.

Graduate Advisors send MATC forms to the Registrar's Office for processing by the 2nd week of the quarter. Petitions and transcripts pertinent to the master's program need to be attached to the ATC form. Per Standards and Procedures for Graduate Study at UCLA (page 9): "The advancement to candidacy forms must be received at the Registrar's Office no later than the Friday of the second week of the quarter. Students may not advance to candidacy while using a Filing Fee."

Capstone Plan
Under the capstone plan, there is a comprehensive written examination covering the subject matter contained in the program of study. The examination is administered by a comprehensive examination committee, which may conduct an oral examination in addition to the written examination. In case of failure, the examination may be repeated once with the consent of the graduate adviser.

Thesis Plan
Every master's degree thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research. In addition to the course requirements, under the thesis plan students are required to write a thesis on a research topic in environment and sustainability supervised by the student's graduate advisers. The student's doctoral committee reviews and approves the thesis. No oral examination is required.

Graduate Certificates

Graduate Certificate in Writing Pedagogy
The Graduate Certificate in Writing Pedagogy addresses the need of UCLA graduate students for more specialized training in undergraduate teaching and professional development. The certificate provides opportunities for graduate students in all fields of study to enhance their teaching abilities, their theoretical knowledge of language and composition pedagogies, and their job market potential. More information: https://wp.ucla.edu/wp/students/graduate-certificate.

Leaders in Sustainability Graduate Certificate
Graduate students seeking an edge in future careers need look no further than the national award-winning Leaders in Sustainability graduate certificate. Companies, consumers and governments across the world increasingly focus on making products, services, operations and lives more sustainable. This cross-disciplinary program gives students the tools to make that happen in a collaborative, action-oriented setting. More information: https://www.ioes.ucla.edu/lis.

Funding

IoES is committed to ensuring that students admitted to the Ph.D. program will not incur any additional educational debt during their time in the program. This involves working with students who are making satisfactory progress in the program to secure funding (tuition, fees, and salary) for the duration of their studies. We expect this funding to be derived from one or more sources including:

1. TA for IoES courses. This is a great experience that expands students' knowledge and is usually fun because UCLA undergrads are remarkable. The amount of work varies across courses.
2. TA for non-IoES courses. Some departments are always looking for TAs and IoES can help connect students with these opportunities.
3. GSR on a grant that pays students to do their own dissertation work. This is the most desirable type of GSR funding because of the flexibility that it provides.
4. Fellowship that pays students to do their own work. An example of this is the Cota Robles fellowship. More information is here: https://grad.ucla.edu/asis/stusup/gradsupport.pdf
5. GSR on a grant that pays students to work on a project that is not their own. This provides salary and experience, and is a way to get to know other faculty, expand horizons and knowledge, and possibly publish with the PI on the grant.

Getting paid during the "school year"

- Fall quarter = October-November-December (with a couple of days of Sept. at the start)
- Winter quarter = January-February-March
- Spring quarter = April-May-June
- Summer quarter = July-August-September

So, for example, a student who is a TA in Fall Quarter is paid for the three months of October, November, and December. The UCLA fiscal year starts July 1st to coincide with this calendar.

Travel and Conference Expenses

UCLA Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research (DTG): Each eligible new and continuing UCLA doctoral student will be provided up to $1,000 total reimbursement that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements. Please visit https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/ for more information.

Travel, Publication and Dissertation Funding:

IoES has a pool of $25,000 per year for graduate students.

IoES Policy
1. Students are entitled to $1,000 from Grad Division, these should be used first, before the student applies for funding from the Institute.
2. IoES Eligibility requirements to apply from the $25,000 fund follow the UCLA Division of Graduate Professional Development and Off Campus Research criteria.

- Doctoral students may or may not be advanced to candidacy at the time of travel.
- The funding can be used to present at a conference, or to conduct field work for the dissertation.
- Students must engage in the activity and seek reimbursement within seven years of entering the doctoral program.
- Students in their eighth doctoral year and beyond are not eligible for this funding.
- Students must consult with and obtain the signature of their faculty mentor before submitting the reimbursement request(s).
- Students must not have any unresolved incompletes (I grades) on record at the time the travel took place.
- Students must have been registered/enrolled in a minimum of 12 units during the academic term in which the activity took place and for which reimbursement is being requested. For summer travel, the students must have met this requirement in the previous Spring quarter and register/enroll in the subsequent Fall. In absentia
- registration is acceptable.
- Students on Filing Fee are not eligible for reimbursement of expenses incurred
- while on Filing Fee.
- Students also cannot be reimbursed while on Filing Fee even if the travel
- expenses occurred prior to the Filing Fee status.
- Students cannot request reimbursement for expenses incurred during an approved leave of absence, while lapsed (unapproved leave), or after withdrawing from the university.

Further: Students who have already been awarded travel funds through the Cota-Robles2, the Graduate Summer Research Mentorship (GSRM), the Graduate Research Mentorship (GRM), the Research Travel Grant Program and/or the conference/travel research funding from their department that utilized Division of Graduate Education funds will be eligible for the difference between $1,000 and the total of those travel awards.

Policy for IoES graduate student discretionary funding of dissertation work conference attendance to present papers and publication fees

The goal of the discretionary research fund is to remove barriers to completing the dissertation by providing funds for travel, conferences and research. The funds are not intended to provide income to students to help free up time to work on their dissertation or cover expenses related to longer-term professional development. The funds are not intended for projects or research that is unrelated to dissertation research. The funds are available to both PhD and ESE students.

Some examples:
- Travel/mileage for primary data collection (per UCLA Travel guidelines)
- Participation in a conference to present a paper or be on a panel
- Honorarium for study participants
- Secondary data, e.g., government administrative data
- Lab materials
- Computer programs
- Paper publication costs

Expenses not covered by this fund:
- Students time or income

Each graduate student can ask for up to $2,500 per year. Priority each year will be for students who have not received previous funding, but if there is enough funding in the pool to assist students more than once, then funding will be prioritized for students closer to being on the job market so they can be seen at their important conferences (but not after year 7).

Process for approval
- Student writes short memo (1-2 paragraphs) with:
    - a description of how the funds will be used,
    - an explanation of how the item(s) are necessary to the dissertation, and
    - internet links or pdf of the exact prices for each item of expense.
- Advisor endorses the request
- Send request to the graduate program coordinator (Harrison) and PhD chair or ESE chairs
- PhD program or ESE program chair(s) approve funds.

IoES Fellowship in the First Year – the IoES provides a fellowship award in the first year (fall, winter, spring, summer) of the program so that students do not need to work and can focus on acclimating to the program. The amount is typically tied to the income level of a Graduate Student Researcher 1. For the current academic year, that amount is $8,641 per quarter.

Salary vs. Fellowship – When you TA, you receive a salary. That means you are being paid for a percentage of your time, either 50% (20 hours a week) or 25% (10 hours per week), on average. If you TA at 25% or more, your tuition and fees are covered. GSR positions are also paid as salary in this way. A fellowship, on the other hand, gives you income that is applied for and granted by the University. It is

not internal to the IoES. The funds allow you to live (pay rent, buy food) so you can devote yourself fully to research and coursework.

Salary/Fellowship and Taxes - UCLA Personnel such as the Graduate Student Advisor and Program Chair are prohibited from giving individual income tax advice on personal income tax issues. **However, fellowships are not taxed by UCLA, therefore, you should always consult a tax advisor for information on the taxability of payments received**. Please visit this page for more information: https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/u-s-citizens-residents/.

Tax Preparation Assistance - VITA at UCLA is a Volunteer Income Tax Assistance Program that assists UCLA staff and students as well as anyone in nearby communities prepare their tax returns. please visit this site for more information: https://www.finance.ucla.edu/tax-records/tax-services/tax-preparation-assistance

Summer funding – summer funding is available from a variety of sources. Students are allowed to be employed by the university up to 100% time during the summer.

Filing Fee
Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive exam, and who do not want to register (and pay fees) for an academic quarter or summer session. Graduate students who meet the criteria below can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. During the Filing Fee Usage Period, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services. For a full list of suspended and continued services, as well as eligibility and requirement, please visit: https://grad.ucla.edu/academics/graduatestudy/filing-fee-application.

BruinBill
To manage your student account and to generate your fellowship stipend, loan, and other need- and merit-based aid payments, UCLA uses a readily accessible financial system known as BruinBill.

The University tracks all of your billing - fees, tuition, Student Health Services (Ashe Center) charges, etc., and your UCLA aid payments, through your individual account. You can access your Bruin Bill on MyUCLA. Any aid funds, including TA and GSR fee remissions (not salary), fellowships, training grant payments, loans, and other awards, will automatically apply towards the payment of your fee and tuition bills first. If any funds remain, they will be issued to you as a credit refund through Bruin Direct. Check with Harrison Levy if you have questions about your statement, or tuition and fee payments. For more information about the system, visit www.sfs.finance.ucla.edu.

All Ashe Student Health Center charge questions should be directed to their billing office at (310) 206-0947.

Housing and Family Services

[Apply for housing online](#) and get more detailed information about graduate student and family housing at UCLA.

Single Graduate Student Housing
Weyburn Terrace is a brand new seven-building, 840-unit complex that contains studio apartments, two-bedroom/two-bath apartments, and two-bedroom/two-bath townhouses for single graduate students. New graduate/professional students as designated by their academic department are guaranteed a one-year contract with the option to renew for another year. One-year contracts for the remaining spaces are offered to new and current single graduate/professional students through a general lottery process on a space-available basis.

Family Housing
University Apartments offers housing designed especially to meet the needs of families, married students, graduate students, and students with same-sex domestic partners. Five complexes are located in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is located in Westwood Village. Eligibility varies according to the complex.

Child Care
UCLA Early Care and Education operates three centers providing child care for children two months to five years old.

University Parents Nursery School
The University Parents Nursery School (UPNS) is a cooperative school for 2- to 5-year-old children of UCLA students, faculty, and staff. Parent participation is a requirement for membership in the school.

University Employment

Employment and Fee Remission
TAs and GSRs working at least 25% time receive regular tuition and student services fee remission, as well as health insurance. GSRs employed at 45% or more may be eligible to receive Nonresident Supplemental Tuition remission. As student employees, TAs and GSRs must not be employed more than 50% time during an active quarter. However, student employees may work up to 100% time during university breaks and during summer. Additionally, during the regular active school term, TA/GSRs may petition to work up to 75% time by Graduate Division exception approval. If you are interested in making an exception request, please contact the Graduate Programs Coordinator   .

Eligibility Requirements for Teaching Assistants

In order to serve as a TA, students must meet the following eligibility requirements:

- Minimum cumulative 3.0 GPA
- Must be registered and enrolled in 12 units (continuously through the academic quarter/semester) by the end of the 3rd week of the term.
- Satisfactory Academic Progress towards degree.
- Certain students hired under the TA's series must take the Test of Oral Proficiency (TOP).
- Actively supervised by a UCLA faculty member.
- New TAs must attend course 495 during the first term that they are employed. This course is supported by the Center for Advancement of Teaching.

IoES and Other Resources

Conference Rooms
The IoES has three conference rooms available for reservation by emailing Harrison Levy or Royce Dieckman for reservation requests. There is a large and small conference room at the IoES in La Kretz 300, and one small room in Life Sciences 2316. Please note that rooms are subject to availability and in rare cases your reservation may need to be withdrawn. Please leave these rooms clean and orderly, turn out lights and be sure all doors are locked when you leave.