

ENVIRONMENTAL STUDIES

GRADUATE STUDENT HANDBOOK



University of California, Santa Cruz

Last Updated: September 2008

WELCOME TO ENVIRONMENTAL STUDIES

This handbook contains information on the department, the requirements for the Ph.D., and the UCSC campus. If you have questions about details of the program or other matters not covered in this handbook, please consult: your major professor, the on-line Graduate Student Handbook (available at <http://envs.ucsc.edu/graduate/>) produced by the Division of Graduate Studies, or the Environmental Studies Graduate Program Coordinator.

The department administrative offices are located in the Interdisciplinary Sciences Building (ISB), with additional offices and laboratories in the adjacent Natural Sciences 2 (NS2) building. Check the listings at the back of this handbook for specific office locations, and responsibilities of individual staff members.

Office Space and Graduate Student Facilities

All graduate students are assigned shared office space. In addition, there is a common room used as a lounge and reading room (432 NS2). Computers and printers for graduate student use are located in room 449 NS2 and 421 ISB, and the copy machine and mailboxes are located in 410 ISB. The copy machine is primarily for instructional and administrative use. Faculty research account cards may be set up for research use. Additionally, copy cards may be purchased for your personal copying needs at any of the campus libraries.

Mail

Off-campus mail should be addressed to you as follows: Your Name, Department of Environmental Studies, 1156 High Street, University of California, Santa Cruz, CA 95064. For on-campus mail, your mail stop is ENVS. Campus mail and official off-campus mail can be sent from the mailbags in the mailroom. Personal mail (this includes pretty much anything you put a stamp on) may not be placed in the mailbags. There is a US Post Office in the basement of the Baskin Engineering building, and a USPS drop box in Quarry Plaza.

Phones

You can call other campus numbers by dialing the last five digits of the number (e.g., 9-0011). To get an outside line, dial 6.

Computing

Computer support is provided by Information Technology Services on campus. You can get help by making an on-line request at <http://itrequest.ucsc.edu> or calling the Helpline at 9-4357.

The department provides Mac and PC computers for shared use in 421 ISB and 449 NS2. In addition, there are PC computers available in the GIS Research and Teaching Labs in 486 and 450 ISB. Please contact our GIS Coordinator to obtain access to these labs. There are additional computer labs in Applied Sciences, College Eight, Crown College, Ming Ong Lab at Merrill College, Porter College, and in Social Sciences I (<http://ic.ucsc.edu/labs/>). The Science and Engineering Library provides the S.H. Cowell Computer Room for library research and web access.

If you do not already have your UCSC email account set up you can do it by logging on to: <http://my.ucsc.edu>. Note: your account will remain active unless you do not pay your fees on time or you take a leave of absence.

DEPARTMENTAL REQUIREMENTS FOR THE Ph.D. PROGRAM

Prerequisites

In planning your course schedule and research activities for the first year, please remember that the interdisciplinary nature of the program requires rigorous preparation at the undergraduate level and you are expected to have completed at least one course in the following areas: economics; ecology/genetics; statistics; and either anthropology, sociology, politics, or political economy. Unless we have approved the fulfillment of these courses by review of your transcripts, you should plan on taking these requirements during your first year.

Courses

All students are required to complete the following courses before advancing to candidacy:

1. ENVS 201A – Keywords and concepts, part 1 (Fall of first year)
2. ENVS 201B – Keywords and concepts, part 2 (Winter of first year)
3. ENVS 201M – Interdisciplinary Research Methods (Spring of first year)
4. ENVS 201N – Interdisciplinary Research Design (Spring of first year)
5. Either: ENVS 210 – Political Ecological Thought and Environment or
ENVS 240 – Public Policy and Conservation
6. Either: ENVS 220 – Conservation Biology or
ENVS 230 – Agroecology and Sustainable Agriculture
7. An upper-division or graduate course in quantitative methods to provide a basis in research design and analysis. (A partial list of campus courses that could fulfill the requirement includes: AMS 115, 131, 132, 162, 202, 205B, 206, 207, 212, 214, 215, 221, 223, 245, 256, 261; BIOE 286/L; EART 111; ECON 113, 114, 186, 201; ETOX 120; PSYCH 181, 204, 214A; SOC 204).
8. ENVS 290 – Interdisciplinary Research Seminar (every quarter, until the first quarter after advancing)
9. ENVS 290L – Graduate Research Seminar (all three quarters in first year, two quarters in second year)
10. ENVS 292 or 297 – Topics in Research in ENVS (every quarter until the first quarter after advancing to candidacy. Third year and beyond students are encouraged to attend.)

In the first year, you are required to enroll in the 2-quarter sequence of ENVS 201 A-B, which introduces basic concepts in ecology and the social sciences, and their applications in environmental studies.

These conceptual foundations are complemented by two courses of one quarter each, in interdisciplinary research methods (ENVS 201 M) and interdisciplinary research design (ENVS 201N).

The requirement for a quantitative methods course provides training in research design and the selection of appropriate quantitative tools for research and analysis. You are required to take a minimum of two Area Specialization courses, one each from the social sciences (ENVS 210 or ENVS 240) and the natural sciences (ENVS 220 or 230). These courses are designed to ensure that students acquire disciplinary depth in their chosen research fields, gain experience of their research communities, and refine the research skills necessary to perform successfully in the professional arena. You are expected to bring to the course a solid undergraduate foundation in the area.

All students are required to be registered for and participate in the department seminar (ENVS 290) and research group meetings (either ENVS 292 or ENVS 297) until the quarter after advancing to candidacy. You can enroll in ENVS 292 research group meetings with your major professor, with other professors in

the department, or both concurrently. For ENVS 297 Independent Studies, the Petition for Graduate Individual Study must be completed. The permission numbers required for registering for 292 or 297 can be obtained from Marissa Maciel. If you are having trouble enrolling in any of your classes, she can help you.

Enrollment and fees

It is important to remember that every quarter your fees must be paid and you must also enroll in your classes by the deadlines noted in the quarterly schedule of classes. By the first day of classes, you will be able to access enrollment verification information regarding payment of fees and enrollment status via the Student Portal/AIS system at <<https://myucsc.edu>>. This is the final opportunity to check your status to avoid paying late fees.

Departmental Seminar

All Environmental Studies graduate students, before and after advancing to candidacy, are expected to attend the weekly Environmental Studies seminar, held from 12:30-1:40 in 221 ISB. Before advancing to candidacy, student must enroll in ENVS 290 to receive credit for attending the seminar. Students that have advanced to candidacy may register for ENVS 290 if they wish. Attendance is required to pass the course.

TA service requirement

Students must complete two quarters of TA service before advancing to candidacy. In addition, the requirements in the TEACHING ASSISTANT TRAINING section (pg. 13-14) must be completed within the stated timing.

Annual Review, Good Academic Standing, and Normative Time

The academic progress of each continuing graduate student will be reviewed annually in the spring quarter. A student is considered in good academic standing so long as:

1. The student takes a minimum of 10 credits (before advancing to candidacy) or 5 credits (after advancing to candidacy, usually thesis research ENVS 299),
2. The student has completed, or is on track to complete, the Pre-qualifying and Qualifying Exams by the end of their third year,
3. The student completes the doctorate, or is on track to completion, within a normative time of seven (7) years. The Financial Aid Office requires that students complete their degrees three (3) years after advancing to candidacy, otherwise the department must contact the Graduate Studies Division and indicate that you are making good progress to the degree. This is done to make sure that you will still remain eligible for financial aid (fellowships, loans, TA/GSR positions, etc.). If the degree is not completed within (7) years after advancing to candidacy, your candidacy will lapse and you will have to re-take the qualifying examination.
4. The student is considered to be making adequate progress towards the degree by their advising committee during the annual review. Students are required to complete their exams and advance to candidacy by the end of their third year.

Recognizing that students will vary in their rate of progress depending on previous preparation and particular interests, Graduate Committee suggests the following as a general guideline for normal progress towards the Ph.D. degree in Environmental Studies:

Event	First Year			Second Year			Third Year			Fourth Year			Fifth Year			Sixth Year			
	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	F	W	S	
Coursework																			
Teaching Assistant				2 Qs of TA in years 2&3															
Prequalifying Exam																			
Qualifying Exam																			
Finish																			

All graduate students will submit an annual review form provided by the Graduate Committee that describes their academic activities over the previous 12 months and describes a plan of study. The plan of study will be two-to-three pages in length and describe the student's (1) learning and research foci, and two areas of planned (or achieved) expertise, one each in social science and natural science; (2) professional goals; and (3) (for first-year graduate students) initial bibliographies in areas of interest. This form will be reviewed by your Guidance Committee and, along with earlier work plans, will form the basis of a meeting between you and the Committee early in the spring quarter. The meeting will review progress to date as well as generate guidance for future activity. Your plan of study will be used as a basic reference for the evaluation of the subsequent annual report.

Refer to the Division of Graduate Studies' Graduate Student Handbook for more detailed information and the regulations regarding academic progress.

Incomplete (I) Grade Notations

The department strongly discourages the issuing of incomplete grade notations in its graduate courses. We also recommend that graduate students in Environmental Studies do not request incomplete grades for courses taken outside the department. Requesting and issuing an incomplete grade may be appropriate in some instances, particularly in cases of serious medical and personal emergencies. In such cases, the department strongly urges all graduate students to submit the required course work to the instructor before the end of the sixth week of instruction in the following quarter. In any case, following University policy, if the course work is not completed within one calendar year, the incomplete will automatically revert to a grade notation of *unsatisfactory (U)*, or *fail (F)*. Failure to complete course work in a timely manner can severely hamper a student's progress toward the degree and will reflect unfavorably on their performance during the scheduled periodic reviews.

Paperwork Guide for Ph.D. Progress

Read the guide for Ph.D. Paperwork at <http://envs.ucsc.edu/graduate/PaperworkGuide.php>

EXAMINATION REQUIREMENTS

Pre-qualifying Examinations

The Written and Oral Pre-qualifying Examinations test mastery of the scholarly areas of greatest importance to the student's dissertation goals, and the ability of the student to effectively articulate and critically analyze key ideas and controversies in those areas. Students may substitute up to two of the three written exams with field statements, if appropriate (see next section). Pre-qualifying exams must be completed by the end of the winter quarter of the third year of graduate study. In consultation with your major advisor, you need to construct a three-member Pre-Qualifying Exam Committee. Of the 3 members, one must be from the social sciences and one from the natural sciences, and the Chair must be someone other than your major advisor. A third member from outside the department may be selected, but the member must at least be affiliated with the department, and may not chair the committee. Once the committee is established, a record of its membership must be on file in the Department Office.

Although the scope of the material to be examined may change as the examination approaches, the areas of expertise, reading lists, coursework plans, and other aspects of preparation for the Pre-qualifying Examination should be agreed upon between you and each member of the Pre-qualifying Examination Committee roughly six months in advance of the examination.

The written Pre-qualifying Exams are designed to be answerable in three days. Each of the three examiners will ask questions that should be answerable in an 8-hr working day. Each examiner must specify if his/her questions are to be answered with or without consulting the literature (i.e., open or closed book).

The specific format of the exam is flexible, but a student should not be expected to write more than 5000 words total per examiner (10 pages at 1.5 spacing), exclusive of quotations and bibliographies. This could take several forms; some examples (but not an exclusive list) include:

- Two essays of similar length (approximately 2000-2500 words each)
- A single 5000-word maximum essay with multiple components
- One or two longer essays, plus a short (single paragraph) question (total < 5000 words).
- Quantitative exercises that require a similar investment of time

Although the written component of the pre-qualifying exam is designed to complete in three days, all students will have a fourth full day (96 hr total) to complete it. The goal is to provide adequate time to compose thoughtful, well-written responses to the questions.

All members of the committee should receive the answers to all exam questions, preferably as an electronic attachment to email. A standardized guide for the timing and administration of the pre-qualifying exam is provided below.

Approximately one week after the written exam, you and the pre-qualifying exam committee meet for the oral component of the exam. Each member of the committee then examines you on extensions of the written work (for example if an answer was not entirely satisfactory, you can interactively improve your former answer to the question) and on related topics that test disciplinary strength within the areas of expertise. Plan on a 3-hour block for the oral exam.

At the conclusion of the oral exam, the committee will meet to evaluate your overall performance on the written and oral portions of the exam. To pass these exams you must demonstrate:

- Sufficient knowledge of at least one subject field to undertake advanced research in the field and teach at the graduate level;
- Sufficient knowledge of at least one other subject field to integrate advanced research in those fields into an interdisciplinary research program;
- An ability to engage effectively in a scholarly communication on the two fields and their interdisciplinary connections with a committee of professors. Effective engagement entails responding to questions in a way that demonstrates advanced knowledge of the field(s) under discussion, comprehension of the questions asked, an ability to form and state clearly independent opinions or positions, an ability to defend, modify, or abandon the opinions or positions as appropriate, and an ability to critique other opinions and positions.

The Chair communicates the results of the pre-qualifying exam with a Report On Pre-Qualifying Examination form, which contains signatures of each of the committee members, by submitting it to the Department Office within one week after the oral exam.

Field Option for Pre-Qualifying Exam Graduate students will have the option of substituting up to two of the three pre-qualifying exams/papers (each of which normally consist of two questions), with field statements. Students may opt for one field statement and two written exams (e.g., one field statement plus four essay questions); or two field statements and one written exam (two field statements plus two essay questions). For each field statement a student chooses to do, the 4-day allowed examination time will be reduced by 1.33 days. Word limits for the written pre-qualifying exam do not apply to field statements.

Graduate students planning on taking up the field statement option must make a written request to the chair of their committees at least two quarters prior to the proposed date of their pre-qualifying exams. If the request is approved, students will have the option to revert to the written exam option in the area in which they propose to write their field statements as long as they make the request to the chair of the examining committee one quarter prior to the examination.

The purpose of a field statement is to ensure breadth of demonstrated expertise in an area of environmental studies, deepen the nature of that expertise, and render more practical the tangible products that result from the expertise. A field statement should have the following characteristics:

- *Comprehensive* – a thorough review of the literature in a given field
- *Analytical* – a taxonomic presentation of the issues raised in the literature, along with an assessment of the strengths and weaknesses therein
- *Lucid* – a demonstration of clarity of thought and elegance of expression.

Each field statement should be a product of at least two quarters of supervised work, and the amount of reading should minimally be equivalent to that expected of a written exam. While lengths of field statements will vary, a benchmark for a social science statement should be about 5,000 words. For interdisciplinary or natural science field statements, the benchmark will be that of a literature survey normal to that field. The length of the field statement should be negotiated between students and their committees prior to embarking upon the project.

Recommended Pre-Qualifying Exam Procedure

- ☑ The examinee sets the time of the pre-qual exam with her/his committee.
- ☑ The examinee notifies the Graduate Coordinator, via e-mail or written memo, of the scheduled date and time of the pre-qual exam.
- ☑ The pre-qual committee Chair receives questions from other committee members as an electronic file sent via e-mail no less than 3 days before the administering of the exam. The Chair is responsible for reviewing the questions for redundancy, appropriateness and clarity.
- ☑ Student, Chair and Graduate Coordinator negotiate the timing and sending of the exam (i.e., who will send the exam and when).
- ☑ Responses to the pre-qual questions are sent out to all committee members by the examinee after the 96-hour time allotted.
- ☑ These responses are discussed and evaluated within the pre-qual committee at least 24 hours before the oral exam.
- ☑ A Report on pre-qualifying Examination form is submitted to the Graduate Coordinator by the Chair of the pre-qual exam committee within a day of the completion of the oral exam.

Qualifying Examination

The qualifying exam, required by the end of year three, is an oral exam to defend a written research proposal. The qualifying exam follows successful completion of the pre-qualifying exam. The proposed research must lay the foundations for an original, significant, scholarly contribution to a topic area related to one or more of our areas of emphasis. You must demonstrate your ability to justify and think critically about the proposed research within the context of an oral examination based upon the proposal.

At least six (6) weeks prior to the date of the Qualifying Examination, you are required, in consultation with your major advisor, to recommend to the Graduate Division (via the department's Graduate Committee), a Qualifying Examination Committee consisting of four members, one of whom must be your major professor. Membership must include at least one Environmental Studies faculty member representing the social sciences, at least one Environmental Studies faculty member representing the natural sciences, and an outside tenured member in the student's disciplinary area of emphasis. The Chair of the Committee must be tenured unless a written request for an exception is granted by the Graduate Division, and must be someone other than your major advisor. The major professor is expected to take responsibility for determining the composition of the qualifying exam committee, for convening its meetings and, after consultation with the committee members, for setting the date of the qualifying exam. Committee nomination forms are available from Marissa.

Before the Qualifying Examination date is set, you must deliver a draft copy of the dissertation proposal to all Committee members. Within one (1) month of receiving the draft dissertation proposal, Committee members will review and comment on the dissertation proposal, and will confer with each other. Changes to the dissertation proposal may be requested. This process is repeated until the Committee agrees that the dissertation proposal is ready for the oral examination. At that point, a date for the exam will be set. If any final changes are made to the dissertation proposal following the setting of the exam date, you need to deliver the final draft dissertation proposal to all Committee members no later than two weeks before the examination date.

To pass the Qualifying Examination, you must justify and defend the research proposal as presented in the dissertation proposal to the satisfaction of your Committee and demonstrate the ability to:

- Identify an original research question appropriate in scope for a doctoral dissertation;
- Place the question in its scholarly context(s);
- Demonstrate thorough knowledge of the relevant bodies of academic literature;
- Describe and justify methods for exploring the question;
- Provide evidence that you are prepared to undertake the research; and
- Engage effectively in a scholarly exchange on the research question presented in the dissertation proposal. Effective engagement entails clearly presenting the research proposal, and responding to questions in a manner that demonstrates advanced knowledge of the academic fields in which the research project is embedded, comprehension of the questions asked, an ability to form and state independent opinions or positions, and an ability to defend, modify, or abandon the opinions or positions as appropriate.

At the conclusion of the oral exam, the committee evaluates your overall performance on the oral and written portions of the exam. Each internal and external committee member contributes a brief evaluation of your performance, and based on these appraisals, the committee decides if you have demonstrated sufficient knowledge and ability to pass the qualifying exam. If deficiencies are noted by the committee, it may require you to re-submit parts of the proposal or to re-take the exam. Within one week of the qualifying exam, the Chair communicates the results of the exam in a formal letter of evaluation addressed to the Department's Graduate Committee, with signatures of each of the committee members, by submitting it to the Department Office.

Students who will not manage to take their exams within the stated timeframe must submit written notice to the Graduate Committee Chair (via the Grad Coordinator), counter-signed by their major advisor, articulating reasons for the delay. Students who do not meet exam deadlines may receive lower priority for TA assignments and other department funding decisions.

ADVANCEMENT TO CANDIDACY (ATC)

Before applying for advancement to candidacy you must satisfy the language requirement (if applicable), pass the prequalifying and qualifying examinations, complete all required course work, clear all incompletes from your record, complete two quarters as teaching assistant, and submit a Dissertation Reading Committee form to the Dean of Graduate Studies for approval.

Advancement to Candidacy takes effect on the first day of the quarter following the receipt of the Qualifying Examination Report and the Dissertation Reading Committee Form, Language Requirement form (if applicable) and \$65 Advancement to Candidacy fee in the Graduate Studies office. Additionally, you must be registered for at least one quarter between advancing to candidacy and the awarding of the degree.

If the doctoral degree is not awarded within seven years from the date of Advancement to Candidacy, the student's candidacy shall lapse and the student will be required to pass a new qualifying exam prior to submitting the dissertation or undergo such other formal review as the student's department shall

direct, and the result of this examination or review shall be transmitted in writing to the Graduate Council.

IN-CANDIDACY FEE OFF-SET GRANT (ICFOG)

Students advanced to candidacy will automatically receive a grant that contributes to your campus fees (approximately \$300 per quarter). Students do not apply for these grants; they are awarded upon a student's advancement to candidacy by the Graduate Division. Candidates receive this grant through the conclusion of their 12th quarter (4th year) for full-time (registered) graduate study. Grants are dependent on the availability of funds.

FILING FEE

Filing Fee status is when you pay the fee instead of registration fees; it is half of the total registration fees you would normally pay. However, you can only get this for one quarter, you can't use any university services during this time, and can only be used once. Your dissertation reading committee will have read your dissertation and believe that you will submit the completed work by the end of the quarter. Then we would forward your Application for Degree, Application for Filing Fee, and your Filing Fee check to the Division of Graduate Studies by the end of the second week of the quarter.

A candidate in good standing for a doctoral degree need not be a registered student in the quarter in which he/she files the thesis or dissertation, and/or takes a formal final examination, if prior to the beginning of that quarter the candidate has met all the other requirements for the degree and is in good standing. Thus, instead of paying the full quarter fees and possibly nonresident tuition, the student is required to pay only the Filing Fee, amounting to one half of the regular term University Registration Fee (Section 7.c., Chapter 6060 of the Planning and Budget Manual).

In order to be eligible for filing fee, a student must have been either on an approved leave of absence or registered in the previous quarter. A student using the Filing Fee should submit the application for Filing Fee, signed by all members of the Reading Committee by the end of the second week of the quarter. These signatures signify that all members have read the thesis/dissertation and believe that the candidate will need to make only minor revisions and will submit the completed work by the end of the quarter. The Department Assistant will forward your Application for Degree, Application for Filing Fee, and your Filing Fee check to the Division of Graduate Studies by the end of the second week of the quarter.

A candidate on filing fee is not eligible to use University facilities (library, laboratory facilities, or faculty time except for the reading of the dissertation), nor is the student eligible for financial support (GSR, TA, Fellowships or need based financial aid or loan).

If, after paying the filing fee in any one quarter, a candidate should find it necessary to use the education facilities of the University or to impose demands upon faculty time other than for the final examination, or reading of the thesis/dissertation, the candidate must resume registration as a student. If this should occur during the quarter in which the student has paid the filing fee, the amount of this payment may be credited to the Registration Fee. A student who does not complete the thesis or dissertation, or who is required to repeat the final examination must either register as a student or apply for a Leave of Absence. Normally, students are expected to use the filing fee only once.

DISSERTATION READING COMMITTEE

The Dissertation Reading Committee requires three members, including at least one Environmental Studies faculty member representing the social sciences and at least one Environmental Studies faculty member representing the natural sciences. At least two of the committee members must be UCSC Academic Senate Faculty. You are not required to include any outside members from your qualifying exam committee on your dissertation reading committee. The ENVS Graduate Committee and the UCSC Graduate Dean must approve the committee.

NON-TERMINAL MASTER'S DEGREE

After you have advanced to candidacy, you can apply for a non-terminal Master's degree. Fill out the Master's degree application and have it signed by the graduate coordinator and faculty graduate representative; be sure it is received at the Graduate Division by the deadline (usually the second week of the quarter).

EXIT SEMINAR

At the end of your graduate career, you are required to present a seminar on your dissertation topic and major research results. The seminar is not meant to be a formal defense, but an informational, professional seminar that is nonetheless required of all students before the dissertation is filed and the Ph.D. is granted. Be sure to schedule your seminar at least a full quarter in advance.

THE DISSERTATION

You must prepare a professionally finished dissertation in format, style, spelling and appearance, abiding by the guidelines available from the Division of Graduate Studies:

http://www.graddiv.ucsc.edu/student_affairs/PDF/Diss_Guidelines2008.rev1.pdf.

The required number of copies of the thesis must be filed with the Division of Graduate Studies by the published deadline date of the Academic and Administrative Calendar.

We also require you to submit a bound copy of your dissertation to the Department Office. The Graduate Division requires that you complete your dissertation and graduate within nine quarters after you have advanced to candidacy.

Degree Requirements per Graduate Studies

The following requirements, as reviewed and approved by the Graduate Council (on 6/8/00), pertain to all applicants for a doctoral degree.

Residency

The minimum residency requirement for a Ph.D. degree at the University of California is six quarters. To receive a degree from UC Santa Cruz you must be registered at the Santa Cruz campus for at least three of the six quarters. A minimum of one quarter in residence must elapse between advancement to candidacy and the awarding of the degree. NOTE: These are University-wide minimum residence requirements. The exact number of courses required to complete the degree will depend on your preparation for graduate study and your departments' evaluation of your academic progress.

Language Requirement

Subject to the approval of the Graduate Council, each department determines the language requirement appropriate to its subject matter, and defines how this requirement is to be met (some departments have no language requirement). When the department's language requirement is satisfied it is the responsibility of your adviser to notify the department chairperson who, in turn, completes a Language Requirement Report Form and sends it to the graduate office. You must have satisfied the language requirement before taking the qualifying examination for advancement to candidacy for the doctoral degree.

Qualifying Examination

Before you can be advanced to candidacy you must pass an oral examination. A written examination may also be required. You must be a registered graduate student the quarter you take your qualifying examination. A committee consisting of at least four examiners administers the qualifying examination. The Chair of the Committee must be a tenured faculty member. Department policy determines whether or not the thesis advisor can be chair of the examination committee. The outside member should be a tenured faculty member either from a different discipline from the Santa Cruz campus or a tenured member of the same or a different discipline from another campus.

The procedure for nominating examiners varies, but in a typical situation the department would consult your adviser who would have already conferred with you on its composition. The department then submits its nomination to the dean of the Division of Graduate Studies for approval. Nominations must be forwarded to the graduate dean at least one month prior to the date of the examination. If your committee is approved you, your committee and your department will be notified.

The examination results should be written as soon as possible after the exam, within the week would be preferable, but at least within the month. The committee sends its report to the Division of Graduate Studies. If you pass the qualifying examination, the department forwards the examination report and your \$90 check for advancement to candidacy. If you fail the examination, you will be so informed, and a second (and final) examination will be arranged, unless the department successfully petitions the Graduate Council to waive your right to re-examination. Only under extraordinary circumstances will a committee's membership be altered between a failed examination and the second attempt. If the report of the qualifying examination is not unanimous, the graduate dean will investigate and present the case to the Graduate Council for a final decision.

Degree Requirements per Graduate Studies, continued

Advancement to Candidacy

Before applying for advancement to candidacy you must satisfy the language requirement (if applicable), pass the qualifying examination, complete all required course work, clear all incompletes from your record, and submit a Dissertation Reading Committee form to the Dean of Graduate Studies for approval. Advancement to Candidacy takes effect on the first day of the quarter following the receipt of the Qualifying Examination Report and the Dissertation Reading Committee Form, Language Requirement form (if applicable) and \$90 Advancement to Candidacy fee in the Graduate Studies office. Additionally, you must be registered for at least one quarter between advancing to candidacy and the awarding of the degree.

If the doctoral degree is not awarded within seven years from the date of Advancement to Candidacy, the student's candidacy shall lapse and the student will be required to pass a new qualifying exam prior to submitting the dissertation or undergo such other formal review as the student's department shall direct, and the result of this examination or review shall be transmitted in writing to the Graduate Council. This regulation will not affect students who advanced to candidacy prior to fall, 1992.

Dissertation

If you are a Ph.D. candidate you must prepare and submit a dissertation that is based on original research and meets the requirements of your department. A Committee to read and pass upon the dissertation is appointed by your department, subject to the approval of the Graduate Dean, and should be submitted to the Division of Graduate Studies with the report of the qualifying examination. The Dissertation Reading Committee must have a minimum of three readers, the majority of whom must be members of the Santa Cruz Division of the Academic Senate. The Graduate Dean must approve a change in the membership of the committee.

You must either be a registered student or on Filing Fee the quarter in which your degree is to be conferred (see Filing Fee). Submit your Announcement of Candidacy and Application for the Ph.D. Degree (and check payable to U.C. Regents if on Filing Fee status) to the Division of Graduate Studies by the end of the second week of the quarter in which your degree is to be awarded. All requirements for the degree must be met by the last day of instruction for the quarter in which you applied for the degree (see Academic and Administrative Calendar). You must prepare a professionally finished work in format, style, spelling and appearance, abiding by the dissertation guidelines available from the Division of Graduate Studies. The required number of copies of the thesis must be filed with the Division of Graduate Studies by the published deadline date of the Academic and Administrative Calendar.

ACADEMIC INTEGRITY

Academic dishonesty – plagiarism, cheating, fabrication, sabotage, misconduct – undermines the very foundation of an academic institution and the quality of scholars it creates. The core of graduate education and the scholarly enterprise is internalizing the scholarship that has come before, and then building on it with novel scholarship, while fairly recognizing the contributions of others. Fundamental to this academic process is academic integrity, often cited as maintaining high personal standards of honesty, trust, fairness, respect, and responsibility (e.g., <http://www.academicintegrity.org>). As a department and scholarly community, the department of Environmental Studies expects the highest standards of academic integrity of all its members.

We expect that all members of the Environmental Studies community (undergraduates, graduates, post-docs, and faculty) must be familiar with and adopt the norms of appropriate citation when referencing the words or ideas of others in all written work. There are a number of useful campus, web, and print sources that outline the accepted norms (e.g., UCSC Net Trail: <http://nettrail.ucsc.edu/ethics/index.html>; Plagiarism.org: <http://www.plagiarism.org/>; McMillan, VE. 2006. *Writing Papers in the Biological Sciences*, Bedford/St. Martin's).

The UCSC campus provides detailed guidelines on Academic Integrity Principles and the process for handling academic dishonesty cases:

http://www.ucsc.edu/academics/academic_integrity/graduate_students/.

Academic misconduct is defined there to include "cheating, plagiarism, fabrication, falsification, research fraud, or facilitating academic dishonesty." Violations of the principles of academic integrity will be enforced following the UCSC campus guidelines.

If you have any questions about any aspects of Academic Integrity, you are encouraged to consult the above resources, as well as faculty, and the Graduate Representative.

PARENTHETICAL NOTATIONS

Parenthetical notations are the equivalent of “minors” for doctoral study. They provide you with a framework for in-depth study in specialized fields in your area, and an opportunity for recognition of particular scholarly expertise. Environmental Studies currently has three approved parentheticals: Sociology, Latin American & Latino Studies, and Ecology & Evolutionary Biology. We are in the process of developing additional options with Politics, Anthropology, Applied Math & Statistics, Earth & Planetary Sciences, and Education.

Sociology Parenthetical

To receive a parenthetical notation in Sociology, Environmental Studies graduate students must complete the following requirements in addition to degree requirements for the doctorate in ENVS:

ENVS Graduate students have the option of obtaining a formal certification of "minor" level competence in Sociology

- Take two (2) courses from the following Sociology core courses:
 - SOCY 201 The Making of Classical Theory
 - SOCY 202 Contemporary Sociological theory
 - SOCY 203 Sociological Methods
- Take one (1) course from the following Sociology methodology courses:
 - SOCY 204 Methods of Quantitative Analysis
 - SOCY 205 Field Research Methods
 - SOCY 206 Comparative Historical Methods
 - SOCY 209 Analysis of Cultural Form
 - SOCY 241 Cross-National & Cross-Cultural Research
- Take three seminar courses covering topics in environmental sociology, offered by either department (ask your major professor for advice).
- Have a designated graduate advisor from among the faculty of the Sociology Department, who commits to serve on the qualifying exam committee and on the Ph.D. dissertation reading committee.

Latin American & Latino Studies Parenthetical

Graduate students in Environmental Studies may obtain a parenthetical notation in Latin American & Latino Studies (LALS) on their Ph.D. degree by meeting the following requirements:

1. The student must have a designated graduate advisor from among the LALS core, associate, or affiliated faculty. This advisor will be in addition to the graduate advisor in the Environmental Studies department. The LALS advisor must serve on the student’s qualifying examination committee and on the student’s dissertation committee.
2. The student must devote a significant piece of writing to the area of LALS in the doctoral dissertation.
3. The student must take five (5) graduate courses in LALS, including two from the following offerings in LALS Department: a) graduate core seminar in LALS; b) independent study with LALS faculty; c) the remainder can be selected from among the graduate offerings in LALS of any UCSC department. At least three (3) of these courses must be taught by a core, participating, or affiliated member of the LALS faculty. An annually updated list of regularly offered and approved graduate courses is available from the LALS office.

4. The student must serve as a teaching assistant in at least one LALS course or teach a LALS course independently in the regular curriculum or in summer session.
5. At the completion of all requirements for the parenthetical notation, the student should obtain the signed approval of her/his advisor in LALS and the Chair of LALS, and submit the completed form to the LALS Department Office. A copy will be sent to the Environmental Studies department as verification that all the requirements have been met.

Ecology and Evolutionary Biology Parenthetical

To receive a parenthetical notation in Ecology and Evolutionary Biology (hereafter EEB), Environmental Studies (ENVS) graduate students must complete the following requirements, in addition to the degree requirements for the doctorate in ENVS:

1. Take the following EEB core courses (required for all EEB graduate students):
 - BIOE 279 Evolutionary Ecology (5 credits)
 - BIOE 200B Advanced Organismal Biology (5 credits)
2. Attend EEB department seminars (enroll in BIOE 294, 2 credits) for one quarter
3. Attend a lab group seminar course (enroll in BIOE 281, 2 credits) for one quarter
4. Take at least two courses from any other graduate or appropriate upper division courses in Biology, for example:
 - BIOE 293 Readings in Ecology and Evolution (2 credits)
 - BIOE 295 Special Advanced Topics in Ecology and Evolution (2 credits)
 - BIOE 207 Population Genetics (5 credits)
 - BIOE 233 Exercise Physiology (5 credits)
 - BIOE 248 Quantitative Ecology for Conservation (5 credits)
 - BIOE 252 Community Ecology (5 credits)
 - BIOE 260 Marine Ecology (5 credits)
 - BIOE 269 Plant Ecology (5 credits)
 - BIOE 274 Evolutionary Game Theory (5 credits)
5. In all, students will be expected to complete at least 20 credits of EEB coursework.
6. Have a designated graduate advisor from among the faculty of the EEB department, who commits to serve on the qualifying exam committee and on the Ph.D. dissertation reading committee.

Applied Math and Statistics Parenthetical

This certification is supplied for those students who effectively do a Statistics M.S. on their way to a Ph.D. in another program. The course requirements are:

- AMS 205A Mathematical Statistics (Fall)
- AMS 206 Bayesian Statistics (Winter)
- AMS 207 Intermediate Bayesian Modeling (Spring)
- AMS 256 Linear Statistical Models (Winter)
- and one other course from a list of approved courses in AMS (currently 211, 221, 223, 241, 245, 261, 274 although others will be added in the future).

STUDENT EMPLOYMENT

Teaching Assistant (TA) Positions

Assigning teaching assistants (TAs) to courses is a very complicated procedure. Course enrollments, financial support commitments to graduate students, budgetary constraints, and faculty needs must be considered. Overall department instructional needs must take priority over faculty and student requests.

A teaching assistant is a registered graduate student in full-time residence. TAs generally lead two weekly discussion or lab sections each quarter to clarify lectures, conduct lab exercises, go over homework and answer student questions. TAs attend the lectures for the primary course, hold regular office hours, and attend TA training activities. The TA assists the faculty member in grading homework and exams and in preparation of course materials. TAs draft student narrative evaluations but are not solely responsible for writing them. TAs spend an average of 16-20 hours per week at their assignments. There may be times when a TA works less and times when more is needed, particularly during midterms and finals.

Graduate students voted to unionize and a Memorandum of Understanding between the University and the UC/UAW establishes terms and conditions of employment. The contract can be viewed at <http://www.ucop.edu/humres>.

A portion of your registration fees are paid by the University during the quarters you are employed as a Teaching Assistant. For example, for the year 2007-08 registration fees were \$3,576.66 per quarter, and reduced by \$3,269.00 when you TA; you owe the balance of \$307.66 per quarter. There is no reduction in your non-resident fees (unless you are advanced to candidacy).

TA Training

1. **General TA training.** Required attendance at the Campus-wide TA training prior to first TA position, preferably in the first year as a space in the training cannot be assured after the first year. Students are also to be directed to excellent resources at the UCSC Teaching Toolbox, <http://ic.ucsc.edu/CTE/teaching/idr.html>, including the UCSC TA Handbook.
2. **ENVS-focused training.** The first several weeks of ENVS 290L in the fall quarter will be dedicated to TA training, focusing on issues particularly important in ENVS courses, such as communications across disciplines, resources available in and outside our department, scholarship and activism, teaching reading, writing and quantitative skills useful in our courses, etc. The topics will be designed to complement, rather than repeat campus-wide TA training. Required of all students taking 290L.
3. **Practicum.** Students will attend a discussion section of ENVS 100 as observers. Other courses that might be observed are ENVS 23, 24, 25, or 190 as schedules or need make appropriate. Required of all students in first year.
4. **Mid-quarter Teaching Pizza sessions.** Each quarter we will hold an evening Teaching Pizza session to discuss teaching issues. The fall session will follow and discuss experiences in the ENVS100 discussion sections. Winter and spring sessions will vary in topics, but could focus on teaching writing, quantitative skills, technical aspects of teaching, preparing syllabi, developing a teaching philosophy, etc. Strongly encouraged for all students.

5. **Campus-wide training.** We will strongly encourage students to participate in the regular campus-wide brown-bag teaching sessions, or in the Writing Tutor training seminar.
6. **TA mentor.** Winners of the departmental Outstanding Teaching Assistant awards will be asked to serve as TA mentors in the year following their award. This would involve attendance at the Pizza sessions, and being available for new TAs to consult for advice.
7. **Faculty mentor.** In addition to mentoring from the course instructor, the Chair of the Graduate Committee will be available as a faculty mentor for TAs. The Faculty mentor will participate, along with other faculty, in the ENVS-focused training and the Teaching Pizza sessions.

Graduate Student Researcher (GSR)

A number of research assistantships are available to Environmental Studies graduate students during the academic year and over the summer. The appointments are funded primarily by individual faculty research grants. The duties associated with these appointments will vary depending on the focus of the research project and the specific needs and work habits of the principal investigator. In particular, different positions will involve different levels of participation in original collaborative research. Most research assistants also can expect to perform a variety of routine tasks such as clerical work (e.g., typing, filing, photocopying and professional correspondence) and basic library research (e.g., literature searches). Students should discuss their responsibilities in detail with project supervisors before accepting any research position.

During the quarters you are employed as a Graduate Student Researcher (GSR) at 25 percent time or higher, all of your registration fees and non-resident tuition are paid for you. If you are hired at 24.99 percent time or lower, you must pay registration fees.

Refer to the registration and financial information sheet sent to you in August by the Division of Graduate Studies for information regarding registration fees, payment options, deferred payment plans, and fellowship payments. Further information regarding your salary and fee payments while hired as a GSR or a TA can be directed to Ben Ruwe at the Social Sciences Division, 9-3994.

ALTERNATIVE ENROLLMENT OPTIONS

Leave of Absence

You may find it necessary to take a leave of absence. However, taking a leave for fall quarter is strongly discouraged since the budget allocated to the department to support graduate research depends on the number of students registered in the fall. In addition, once you are advanced to candidacy and take a leave of absence, the registration fee reduction is no longer effective upon your re-admission.

While on a Leave of Absence you are not considered a student, and the University does not permit you to use any University resources or services such as email, the library, the bus, etc.

In addition, all financial aid, including Teaching Assistantships, Graduate Student Researchships and fellowships terminate when you are on leave. This includes any funds that are given to you via the university or the department whether or not they are generated from non-university sources.

Applications for Leave of Absence are available from the Graduate Division and from the ENVS Graduate Coordinator.

In Absentia Status

Students whose research or study requires them to remain outside the state of California for the entire quarter are eligible to apply for In Absentia Registration status. In Absentia Registration allows graduate students to take research or coursework leaves outside of California and remain enrolled in the University, while paying 15 percent of the combined Educational and Registration Fees, including Health Insurance fees and non-resident tuition, if applicable.* Students must be enrolled full-time in regular UC units to be eligible for the reduced in absentia fee. Students are eligible to apply for and receive University fellowships and research assistantships, but not teaching assistantships during the in absentia period.

*Students registered in absentia will have access to all benefits associated with their student health insurance plan, however students can waive their student health insurance if they prove they are insured by another plan (contact the Student Health Center 831-459-2389). Non-resident tuition, if applicable, will still be required of students taking In Absentia Registration.

Part-Time Status

A part-time graduate student is one who has approval to enroll for one-half (or less) of the regular course load of ten units. Graduate degree programs will permit part-time study when, in the opinion of the faculty, there is clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions. Part-time graduate students will accrue time-to-degree at one-half the rate of full-time students, under the Normative Time-to-Degree Policy, for those quarters during which they are approved for part-time study. You will pay the full Registration Fee and one-half the Educational Fee paid by full-time students. Nonresident students will pay one-half the nonresident tuition charge. Part-time students will be eligible for fellowship support at their department's discretion; but University employment in student titles, such as Teaching Assistant and Graduate Student Researcher, cannot exceed 25% full time employment (FTE). A student approved for part-time status will remain in that status until:

- He/she no longer meets the criteria for part-time status, or
- He/she petitions for full-time status, or

- His/her department withdraws its general approval of part-time study.

Any applicant or continuing student who desires to enroll on a part-time basis will be required to provide a detailed written justification to the faculty graduate representative and the graduate program coordinator/advisor. Financial considerations or the desire to enroll in one class only will not, in themselves, be considered sufficient justification for part-time status. The department, if it has determined that it can accommodate part-time students, will evaluate the application and forward its recommendation to the Graduate Dean for final action.

Filing Fee Status

A candidate in good standing need not be a registered student in the quarter in which he/she files the thesis or dissertation and/or takes a formal final examination, if prior to the beginning of that quarter the candidate has met all the other requirements for the degree and is in good standing. Thus, instead of paying the full quarter fees and possibly nonresident tuition, the student is required to pay only the Filing Fee, amounting to one half of the regular term University Registration Fee (Section 7.c., Chapter 6060 of the Planning and Budget Manual).

In order to be eligible for filing fee, a student must have been either on an approved leave of absence or registered in the previous quarter.

A student using the Filing Fee should submit the application for Filing Fee, signed by all members of the Reading Committee by the end of the second week of the quarter. These signatures signify that all members have read the thesis/dissertation and believe that the candidate will need to make only minor revisions and will submit the completed work by the end of the quarter. The graduate program coordinator will forward your Application for Degree, Application for Filing Fee, and your Filing Fee check to the Division of Graduate Studies by the end of the second week of the quarter.

Important: *A candidate on filing fee is not eligible to use University facilities (library, laboratory facilities, or faculty time except for the reading of the dissertation), nor is the student eligible for financial support (GSR, TA, Fellowships or need based financial aid or loan).*

If, after paying the filing fee in any one quarter, a candidate should find it necessary to use the education facilities of the University or to impose demands upon faculty time other than for the final examination, or reading of the thesis/dissertation, the candidate must resume registration as a student. If this should occur during the quarter in which the student has paid the filing fee, the amount of this payment may be credited to the Registration Fee. A student who does not complete the thesis or dissertation, or who is required to repeat the final examination must either register as a student or apply for a Leave of Absence. Normally, students are expected to use the filing fee only once.

IMPORTANT DETAILS

Fellowships

Any portion of your fellowship that does not apply directly to your fees or tuition is considered taxable income and must be reported to the I.R.S. Currently the University does not withhold any taxes from your fellowship. However you still may have a tax liability on any portion of your fellowship that does not apply directly to your fees or tuition. **This means that you are solely responsible to set aside money from your fellowship to pay for any taxes you may owe!** Students who need to know the amount of their taxable grants, fellowships and/or scholarships, should contact the Office of Financial Aid (http://www2.ucsc.edu/fin-aid/graduate_students.shtml).

Residency Requirements

Every entering student is classified as a resident or nonresident of California for tuition purposes. U.S. citizens and permanent residents who have come to UCSC from outside the state of California must take steps to establish California residency as soon as possible through the Residence Deputy in the Office of the Registrar (procedures and forms are available at <http://reg.ucsc.edu/students/residency.htm>). Domestic students who do not establish California residency by the beginning of their second year will be personally responsible for paying non-resident tuition and fees.

Graduate Student Governance

As a graduate student you are a voting member of the Graduate Student Association. The GSA promotes your general welfare through administrative representation and is responsible for the promotion of extracurricular activities on campus.

Graduate students from each department elect a representative to the GSA Council, which coordinates graduate student activities and their funding. The Executive Council also recommends graduate students for appointments to University committees and speaks to the administration on GSA-related issues.

The GSA web site is www2.ucsc.edu/gsa/ and their office is located in the Graduate Commons (call extension 9-3142 or email gsa@ucsc.edu).

Environmental Studies graduate students are encouraged to select representatives to serve on the departmental Graduate Steering Committee, the Curriculum Committee, the Graduate Committee, the Seminar Committee, and a representative who attends the regularly scheduled Department Meetings. The graduate representative will be a full member of the Graduate Committee except for the decision-making on admissions and resource allocations to graduate students. This means that the student will participate and vote, if necessary, on all advisory functions of the Graduate Committee. When choosing a representative to the Graduate Committee graduate students are encouraged to select someone who can represent an interdisciplinary point of view.

Medical Care & Health Insurance

Graduate students can receive medical care at the campus Health Center (<http://www2.ucsc.edu/healthcenter/>). The Health Center provides a wide array of medical services such as immunizations, radiology, pharmacy, and psychiatric care. The center provides routine immunizations such as: Tetanus/Diphtheria, Hepatitis A & B; Flu; Measles, Mumps, Rubella; and Meningitis. Tuberculosis (TB) tests are also available. Psychiatric services are available to UCSC students. To reach the Psychiatry Service, call 831-459-2214, Mon-Fri, 8 am to 5 pm. If you have a psychiatric emergency, please dial 911 or go to the nearest emergency room.

GSHIP is an affordable health insurance plan tailored to the health care needs of UCSC students. It features year-round, world-wide coverage using the Blue Cross network, and includes prepaid access to care at the UCSC Student Health Center for illness or injury. This means students can receive convenient, high quality on-campus care when they are sick or injured. *GSHIP* includes medical, dental, and vision coverage. Students should go to the Health Center on campus with any medical needs, unless you are away from campus or experiencing an emergency.

To opt out of the UCSC sponsored health insurance plan you must complete an on-line waiver. To waive, log on to the UCSC Student portal at <http://my.ucsc.edu> using your user name and password. The Student Health Insurance Waiver link is found under "Academic News." If you need help please call the Student Insurance Office at 9-2389.

Much more information about Health Center services can be found at their website, <http://www2.ucsc.edu/healthcenter/>.

Online Resources:

- **Academic and Administrative Calendar:** <http://reg.ucsc.edu/calendar>
- **Bay Tree Bookstore:** <http://slugstore.ucsc.edu>
- **Change of Address:** <https://students.ucsc.edu>
- **Courses Online:** <http://ic.ucsc.edu/courses>
- **Division of Graduate Studies:** <http://gradstudies.ucsc.edu>
- **Office of the Registrar:** <http://reg.ucsc.edu>
- **Schedule of Classes** (searchable): <http://reg.ucsc.edu/soc>
- **The Student Portal** (Registration and Narrative Evaluations): <http://my.ucsc.edu>
- **UCSC General Catalog:** <http://reg.ucsc.edu/catalog/>
- **Ordering UCSC Transcripts:** <http://reg.ucsc.edu/students/ordering.htm>
- **UCSC Teaching Toolbox:** <http://ic.ucsc.edu/CTE/teaching/idr.html>

CAMPUS PUBLICATIONS

General Catalog <http://reg.ucsc.edu/Catalog/>

The UCSC Catalog constitutes the campus' document of record and is revised annually. Quarterly updates are in the Schedule of Classes and the Navigator. The Catalog contains a complete list of academic programs, both graduate and undergraduate. It also includes information about advising and support services; research programs and facilities; the nine residential colleges and student life; undergraduate admissions, expenses and financial aid; and graduate education (including information on graduate student admissions, expenses and financial support). Courses offered at UCSC are described in detail as well as teaching staff and their academic qualifications. You can purchase a copy at the Bay Tree Bookstore. The General Catalog is now available on the web: <http://reg.ucsc.edu/catalog/>.

Graduate Student Handbook <http://graddiv.ucsc.edu/regulations/handbook.php>

The Graduate Student Handbook is published annually by the Division of Graduate Studies. It is a compilation of useful UCSC information, and graduate student requirements and regulations. Appendices include Academic Senate Bylaws pertaining to the Graduate Council, Graduate Division Regulations of the Santa Cruz Division of the Academic Senate, and Charter and Bylaws of the UCSC Graduate Student Association. You can access the handbook on-line at: <http://gradstudies.ucsc.edu>

The Navigator <http://reg.ucsc.edu/navigator/>

The Undergraduate Handbook, updated annually by the Offices of the Registrar and Student Services, is a directory of academic and student services for undergraduates. For a TA who is counseling undergraduates, this book is indispensable. It includes information about academic and administrative procedures, student services, and student life. It also contains information that will be interesting to a graduate student. For example, it contains details on childcare, media services, libraries and restaurants. You can purchase a copy at the Bay Tree Bookstore.

Campus Directory http://www.ucsc.edu/about/find_people.asp

The Campus Directory, updated annually by the office of Communications and Technology Services (CATS), contains information about UCSC campus organizations in addition to telephone numbers, titles, campus, email and, sometimes, home addresses of all campus faculty and staff. You can purchase a copy at the Bay Tree Bookstore.

Schedule of Classes <http://reg.ucsc.edu/soc.htm>

The Schedule of Classes, published quarterly by the Registrar's Office, contains details about registration, the academic and administrative calendar, academic program telephone listings and orientation schedules in addition to the listing of courses scheduled each quarter. It also lists the call numbers you will need to enroll in classes each quarter, with the exception of independent study courses. The permission numbers now required to register for all courses are available from the Graduate Program Coordinator. The schedule is sold at the Bay Tree Bookstore and is available on the Web at: <http://reg.ucsc.edu/soc>.

Appendix A: COMMON GRADUATE PROGRAM FORMS

➤ Committee Nomination for Qualifying Exam:

This form must be signed by the department graduate representative and the graduate program coordinator, before being sent to the Graduate Studies division for approval.

http://www.graddiv.ucsc.edu/student_affairs/PDF/qe_comm.pdf

➤ Report on Qualifying Exam:

This is completed immediately after your Qualifying Exam by your exam committee, and filed with the graduate program coordinator.

http://www.graddiv.ucsc.edu/student_affairs/PDF/qualexam.pdf

➤ Nomination for Dissertation Reading Committee:

Complete this form after you have passed your Qualifying Exam, and submit it with the \$65 check payable to UC Regents, to advance to candidacy. Hand both in to the graduate program coordinator.

http://www.graddiv.ucsc.edu/student_affairs/PDF/readcomm.pdf

➤ Application for the non-terminal Master's degree:

This form may be filed with the Graduate Studies division after you have formally Advanced to Candidacy. It must first be signed by the department graduate representative, and the graduate program coordinator. This must be submitted by the deadline in the Academic Calendar.

http://www.graddiv.ucsc.edu/student_affairs/PDF/app_mas.pdf

➤ Application for the Ph.D. Degree:

This must be submitted by the deadline in the Academic Calendar.

http://www.graddiv.ucsc.edu/student_affairs/PDF/app_phd.pdf

➤ Teaching Assistant Action Form:

<http://envs.ucsc.edu/graduate/Forms/TAactionForm.pdf>

*Please read the Graduate Handbook guidelines for Teaching Assistantship positions:

<http://www.graddiv.ucsc.edu/regulations/handbook.php#TA>

➤ Graduate Student Researcher Action Form:

<http://envs.ucsc.edu/graduate/Forms/GSRActionForm.pdf>

*Please read the Graduate Handbook guidelines for Graduate Student Researchers:

<http://www.graddiv.ucsc.edu/regulations/handbook.php#GSR>

➤ Petition for Independent Study:

This form should be signed by your supervising faculty member, and submitted to the graduate program coordinator well in advance of the deadline for enrollment, listed in the Academic Calendar.

http://www.graddiv.ucsc.edu/student_affairs/PDF/05petition_indv.pdf

Appendix B: ENVIRONMENTAL STUDIES FACULTY LIST

Faculty Name	Office	Phone	Email "@ucsc.edu"	Research Description
BURY, Jeffrey	428 ISB	93685	jbury	The transformation of natural and social environments in Latin America by the forces of globalization, neoliberalism and geopolitical change.
CHENG, Weixin	416 ISB	95317	wxcheng	Soil ecology, agroecology, biogeochemistry, global change ecology.
DUANE, Timothy	443 ISB	95147	tpduane	Land use law, planning, regulation, and conservation; public resource management and administrative law; energy and climate policy, economics, regulation, and law.
FITZSIMMONS, Margaret	417 NS2	93525	fitzsim	Social and spatial aspects of environmental change; the development and regulation of primary sector activities (agriculture and forestry) and the regional integration of environmental planning and resource management institutions in urban and rural settings.
GILBERT, Greg *	439 ISB	95002	ggilbert	Disease ecology, conservation biology, tropical forest ecology, microbial ecology.
GLIESSMAN, Steve	435 NS2	92178	gliess	Agroecology, sustainable agriculture, tropical land use and development, ecology and management of California vegetation, natural history.
HADDAD, Brent	493 NS2	94149	bhaddad	Market-based regulation, property rights, economic institutions and the environment; California water institutions, renewable resource electricity, greenhouse-gas reduction.
HOLL, Karen	461 NS2	93668	kholl	Restoration ecology, conservation biology, landscape ecology.
LETOURNEAU, Deborah	423 NS2	92860	dletour	Agroecology, tropical biology, insect-plant interactions, biological control as an alternative to chemical pesticides.
LOIK, Michael	431 NS2	95785	mloik	Plant responses to natural and anthropogenic environmental stress, climatology, implications of global environmental change for reproductive success and community composition, biogeography, physiology of ecosystem restoration.
NICKEL, Barry	485 ISB	92890	nickel	Academic Coordinator, GIS Laboratory Manager, data management and analysis for natural and cultural resource management, environmental monitoring, environmental and social impact assessment and environmental policy studies.
PRESS, Daniel **	429 ISB	93263	dpress	U.S. environmental politics and policy, social capital and democratic theory, industrial ecology, land and species conservation, regionalism.
RAJAN, Ravi	424 ISB	94158	srrajan	Political ecology, risk and disaster studies, science and technology studies, North - South environmental conflicts, environmental social theory, environmental ethics.
RICHARDS, Alan	430 ISB	94662	arr	Resource economics, economics of sustainable development, political economy of water, and the interaction of environmental problems and political conflict.
SHENNAN, Carol	459 ISB	94181	cshennan	Agriculture, issues of gender and environment in agriculture and development.
TZANKOVA, Zdravka	477 ISB	94561	tzankova	Preventing marine bioinvasions in the United States & Australia; the role of science, politics, and institution in environmental decision making.
WILMERS, Chris	445 ISB	93001	cwilmers	Factors that influence population through community response to climate change, impacts of predators on the behavior, population dynamics and community organization of species, primary mechanisms that influence observed patterns of biodiversity.
ZAVALETA, Erika	457 NS2	95011	zavaleta	Ecology and evolutionary biology; biodiversity and global change; biological invasions; Terrestrial plant and ecosystem ecology, ecological economics, human ecology, conservation.

* = Faculty Graduate Representative

** = Department Chair

Appendix C: ENVIRONMENTAL STUDIES DEPARTMENT STAFF

Staff Name	Office	Phone	Email"@ucsc.edu"	Hours	Position
BANGHART, David	414 NS2	93721	dbang	MWF 8-3:30	Computing Support (via IT Request)
BIRNEY, Lisa	405H ISB	92634	lmbirney	M-F 9-3	Academic Services Coordinator
LAY, Chris	249 NS2	94763	cml	Varies	Natural History Museum curator
HARLEY, Kathy	481 ISB	94837	kaharley	M-F 8-5	Department Manager
KROHN, Chris	490 ISB	92104	esintern	M-F 10-3:30	Internship Coordinator
MACIEL, Marissa	401 ISB	94136	maciel	M-F 9-1	Graduate Program Coordinator
RUBY, Maria	405 ISB	95004	mruby	M-F 8-5	Undergraduate Program Coordinator

AFFILIATED ADMINISTRATIVE OFFICES AND STAFF

DIVISION OF GRADUATE STUDIES:

Located on the 2nd floor of Kerr Hall

Graduate Assistant –	Kris West	94108
Admin. Assistant to the Dean –	Gail Porter	95079
Associate Dean –	Tyrus Miller	93336
Dean –	Lisa Sloan	92510

DIVISION OF SOCIAL SCIENCES DEAN'S OFFICE:

Located in 460 Humanities & Social Sciences Building

Asst. to the Dean –	Andrea Cohen	92919
Dean –	Sheldon Kamieniecki	93212

DIVISION OF SOCIAL SCIENCES PAYROLL/PERSONNEL:

Located in 460 Humanities & Social Sciences Building

HR/Payroll (Students) –	Ben Ruwe	93994
HR/Payroll (Coordinator)–	Betsy Tyler	95155
Research Budget Analyst –	Sandy Frahm	95009