

ENVIRONMENTAL STUDIES

GRADUATE STUDENT HANDBOOK



University of California, Santa Cruz

Last Updated: February, 2024

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 produced by the Division of Graduate Studies (available at <http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>), 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 (489 NS2). Copy machines and mailboxes are located in ISB 410. Please see ENVS front office staff about copier access. Graduate students are expected to empty and clean out their office space (and lab space, if applicable) no later than one month post-graduation.

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 may not be placed in the mailbags.

Phones

You can call other campus numbers by dialing the last five digits of the number (e.g., 9-4136). To get an outside line, dial 6.

Computing

Computer support is provided by Information Technology Services or the Social Sciences Division on campus. You can get help by making an on-line request at <http://itrequest.ucsc.edu> or calling the Helpline at 9-4357. Computers and printers for graduate student use are located in room 489 NS2, 445 NS2, and 410 ISB. In addition, there are PC computers available in the GIS Research and Teaching Labs for advanced GIS and research use in 486 ISB 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://its.ucsc.edu/computer-labs/hours/index.html>). The Science and Engineering Library provides the S.H. Cowell Computer Room for library research and web access. To obtain university-supported software, please check the ITS software page (<https://its.ucsc.edu/software/index.html>).

If you do not already have your UCSC email account set up you can set it up 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

Program Learning Objectives

There are four Program Learning Outcomes (PLOs) for the Ph.D. in Environmental Studies, which are published on the Department website and in the Environmental Studies Graduate Student Handbook. Students graduating with a doctorate in Environmental Studies should be able to:

1. Participate productively in interdisciplinary scholarly endeavors and environmental problem solving. (*interdisciplinarity*)
2. Develop advanced mastery of content and practices of the academic areas that directly inform their scholarly work. (*disciplinary depth*)
3. Conduct exemplary, transformative research in environmental studies. (*research*)
4. Communicate clearly about their scholarly work and teach effectively at the university level. (*communication*)

Students are expected to enhance their abilities from basic to advanced levels for each PLO as they progress through the doctoral program. During the first two years of coursework students develop basic and intermediate abilities in interdisciplinarity, disciplinary depth and research. During the final three years of the program students develop intermediate and some advanced abilities through their final coursework, which focuses on advanced topical research seminars, professional training and independent research and study. The final stages of advanced preparation move beyond coursework as students complete two quarters of classroom or laboratory teaching as a teaching assistant, complete pre-qualifying and qualifying exams with specialized faculty committees, and provide an early-stage dissertation seminar (qual seminar). As completion nears, PhD candidates provide a final dissertation exit seminar during our weekly scheduled colloquia that is attended by undergraduate and graduate students, faculty, and the general public.

The assessment process for each of the Program Learning Outcomes includes a multi-year plan that begins in the first quarter of the program and includes all formal coursework in the program, a variety of formal and informal instruments at regular intervals, and culminates with the completion of the dissertation. These assessment instruments draw upon data from a diverse array of sources including individual course evaluations, graduate student annual reviews, prequalifying and qualifying exam reports, informal and formal student and faculty feedback, self-assessment, and formal and informal teaching evaluations from students, peers, and faculty.

Prerequisites

In planning your course schedule and research activities for the first year, please remember that the interdisciplinary nature of the program requires thorough preparation at the undergraduate level. Students 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 your advising committee has approved

the fulfillment of these courses by review of your transcripts, you should plan on taking these requirements during your first two years:

Courses

	Fall	Winter	Spring
Year 1	201A	Quant/Qual Methods (Elective here okay also)	Elective
	290	290	290
	290L		290L
	292 or 297	292 or 297	292 or 297
Year 2	290	290	290
	290L		
	292 or 297	292 or 297	292 or 297

Appendix C lists course numbers and names together. They can also be found in the UCSC Course Catalogue.

In the first year, or every other year depending on course scheduling, students are required to enroll in ENVS 201A, which introduces basic concepts in ecology and the social sciences, and their applications in environmental studies.

ENVS 290 – Interdisciplinary Research Seminar. This 2 credit course is the departmental colloquium series. Students should enroll in this course every quarter, until the first quarter after advancing to candidacy.

ENVS 290L – Graduate Research Seminar. This 2 credit seminar provides professional training as well as a forum for graduate cohorts to present and critique work in progress. Students should enroll in the fall and spring of the first year and fall of the second year.

ENVS 292 or 297 – Topics in Research in ENVIS (every quarter until the first quarter after advancing to candidacy. Third year and beyond students are encouraged to attend. Students enroll in ENVIS 292 research group meetings with their major professor, with other professors in the department, or both concurrently. ENVIS 297 Independent Studies require a permission code for enrollment. Class numbers may be obtained from the Graduate Program Coordinator. If you are having trouble enrolling in any of your classes, please contact the Graduate Program Coordinator for help.

PhD students are required to take a minimum of two Area Specialization courses, one each from the social sciences (ENVS 210 or ENVIS 240) and the natural sciences (ENVS 220 or ENVIS 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 PhD students must complete one qualitative and one quantitative methods course. The *Quantitative Methods* course provides training in research design and the selection of appropriate quantitative tools for research and analysis. Pre-approved courses are listed in Appendix C. Graduate Committee is willing to consider other courses to fulfill your Quantitative and/or Qualitative Methods requirements. Please submit a written request via email to the Graduate Coordinator and Director, including the syllabus for the proposed class.

Students must also take an *Elective* in area of expertise. Pre-approved courses are listed in Appendix C. Additional electives can be approved via approval of the Graduate Director.

After students advance to candidacy they are required to enroll in a minimum of five units, which often includes ENVS 299 (Thesis Research). ENVS 299 requires a class number for enrollment. Permission codes may be obtained from the Graduate Program Coordinator.

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 UCSC Academic Calendar. 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 12:00-1:05 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.

Teaching Assistant (TA) Service and Training Requirement

Students must complete two quarters of TA service and training requirement and the other requirements in the Student Employment section below before advancing to candidacy. In addition, the must be completed within the stated timing. All students are required to TA for either ENVS 190 (Capstone Course: Environmental Problem Solving) or ENVS 100/L (Ecology and Society Writing Laboratory) at least one time to satisfy this requirement. All graduate students must complete the TA ethics training course during their first quarter at UCSC.

Committees

In addition to their major advisor, students will work with faculty through several committees throughout their graduate studies. The first is their *Advising Committee*. The 3 member faculty Advising Committee will be assigned by the Graduate Director during

their first quarter of study. This Committee will help students to plan their first two years of course work and may include faculty whose research interests do not closely align with those of the student.

Students will also work with a *Pre-Qualifying Exam Committee*. This Committee will be assembled by the student in the lead up to their third year. Students are encouraged to develop relationships with faculty who they are interested in working with through coursework, office hours, lab meetings, etc. Pre-qualifying exam committees will be made up of 3 faculty and must be approved by the Graduate Committee.

By the end of their third year students should establish, in consultation with their major advisor, their 3 member Qualifying Exam Committee (1 social science, 1 natural science and one outside member). The Chair of this committee must be a tenured faculty member who is not the major advisor.

After advancing to candidacy, students will establish a 3-member Dissertation Reading Committee in consultation with their major advisor. This committee must include at least 2 ENVS faculty (1 social science and 1 natural science) and two members must be members of the Academic Senate. No outside member is required.

There is more detail on all committees and related exams and processes in the relevant sections that follow.

Annual Review, Good Academic Standing, and Normative Time

The academic progress of each continuing graduate student will be reviewed annually in the spring quarter by their faculty committee. A student is generally considered in good academic standing so long as the following requirements are met:

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; and
3. The student completes, or is on track to complete, their doctorate 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. If a student has not completed their degree within this timeframe, the department must contact the Graduate Division and indicate that this student is making good progress to the degree in order for the student to maintain financial aid eligibility (fellowships, loans, TA/GSR positions, etc.). If the degree is not completed within (7) years after advancing to candidacy, candidacy will lapse and the qualifying examination must be completed again.

Please refer to the Graduate Division's Student Handbook for additional University-level requirements for being in good academic standing.

Recognizing that students will vary in their rate of progress depending on previous preparation and particular interests, the 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 required																	
Prequalifying Exam																			
Qualifying Exam																			
Finish																			

All graduate students must submit an annual review form provided by the Graduate Coordinator that describes their academic activities over the previous 12 months and future plan of study. The plan of study should 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 for first-year graduate students only (3) initial bibliographies in areas of interest. This form will be reviewed by the student's Guidance Committee and, along with earlier plans of study, will form the basis of a meeting between the student and the Guidance Committee early in the spring quarter. The meeting will review progress to date as well as generate guidance for future activity. Plans of study will be used as a basis for evaluation during annual reviews.

Refer to the Division of Graduate Studies' *Graduate Student Handbook* (<https://graddiv.ucsc.edu/current-students/academic-regulations/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. It also recommends that ENVS graduate students 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. Importantly, 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.

Paperwork Guide for Ph.D. Progress

Read the guide for Ph.D. Paperwork at: <http://envs.ucsc.edu/graduate/handbooks-resources/phdpaperworkguide.html>

EXAMINATION REQUIREMENTS

Regarding committee members: If members are added or dropped, you are responsible for notifying them immediately after the new committee has been approved by the Department and, when applicable, Graduate Division.

Pre-Qualifying Examinations

The pre-qualifying examinations test a student's 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 these scholarly areas. The Pre-Qualifying Exam is made of one oral and three written components. Each written component may be either a timed written take-home exam or a field statement. Pre-qualifying exams must be completed by the end of the winter quarter of the third year of graduate study.

In consultation with their major advisor, students 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 the student's 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 Pre-Qualifying Exam Committee. Once the Committee is established, a record of its membership must be on file in the Department Office. Students should obtain appropriate forms from the ENVS Graduate Coordinator.

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

Written Components

Each of the 3 written components may be either a timed take-home exam or a field statement.

1. Timed Take Home Exam

Each take home exam is designed to be answered within one business day (i.e. 8 hours). The questions are composed by the Committee members and each Committee member must specify if their questions are to be answered with or without consulting the literature (i.e., open or closed book). Questions should be based on a separate reading list agreed between each Committee member and the students (i.e. 3 readings lists). The length of each reading list should be roughly equivalent to the typical reading required for a graduate seminar in the field of the subject area under examination.

The specific format of the exam is flexible, but a student should not be expected to write more than 5000 words total per exam question (i.e. approximately 10 pages at 1.5 spacing), exclusive of quotations and bibliographies. The exam 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 (e.g. single paragraph) question (total of 5000 words)
- Quantitative exercises that require a similar investment of time.

Although the take home exams are designed to be completed in 8 hours each, all students will have an additional 8 hours per exam to complete this portion of the written component. The goal is to provide adequate time to compose thoughtful, well-written responses to the questions.

Students must email answers to all exam questions to all three Committee Members, copying the Graduate Coordinator, preferably as a Word attachment to email. A guide for the timing and administration of the pre-qualifying exam is provided below.

2. Field Statement Option

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 expert. A field statement is a comprehensive and analytical review of a particular scholarly field. As such, a passing field statement must have the following characteristics:

- Comprehensive – it must present a thorough review of the literature in a given field
- Analytical – a well-structured presentation of the issues raised in the literature, along with an assessment of the strengths and weaknesses therein
- Clear – a demonstration of clarity of thought and elegance of expression.

For each field statement a student chooses to do, the 4-day allowed examination time will be reduced by 11 hours (i.e. 1.33 working days).

Graduate students who wish to utilize the field statement option must make a written request to the Chair of their Pre-Qualifying Committee at least five months prior to the proposed date of their pre-qualifying exams. If the request is approved, students will retain the option to revert to the timed written take home exam in the area in which they propose to write their field statements as long as they make the request to the Chair of the Pre-Qualifying Examining Committee 10 weeks prior to the examination. Field statements and timed written take home exams will be taken during the normal take home exam period.

Each field statement should be a product of at least two quarters of supervised work (e.g. 297, 292, labs, etc.), and the amount of work should minimally be equivalent to that expected of a timed written take home 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. Word limits for the timed written take home pre-qualifying exam do not apply to field statements. The length of the field statement should be negotiated between student and the faculty members supervising the field statements.

In-Person Component

Approximately one week after the written exam, the student and the Pre-qualifying Exam Committee meet for the oral component of the exam. Each member of the committee examines the student on extensions of the written work (and on related topics that test disciplinary strength within the areas of expertise. For example, if an answer was not entirely satisfactory, the oral component provides the student with an opportunity to verbally and interactively improve their written answer to the question and also to build connections between their exam questions and other important topics/issues within the relevant discipline.

Students should plan on a 3-hour block for the oral exam. Department policy is that students may not provide any food or beverages for their examination committee.

At the conclusion of the oral exam, the Committee will meet to evaluate the student's overall performance on the written and oral portions of the exam. To pass the exam the student must demonstrate:

- Sufficient knowledge of at least one field/subject area in which to undertake advanced research and teaching at the graduate level;
- Sufficient knowledge of at least one other field/subject area to integrate advanced research from that field(s) into an interdisciplinary research project; and
- The ability to engage effectively in scholarly discussion in these two fields/subject areas, including as related to their interdisciplinary connections. (Effective engagement entails responding to questions in a way that demonstrates advanced knowledge of the field(s) under discussion, including as related to primary debates in the relevant literatures, comprehension of the questions asked, and an ability to formulate, articulate, defend, critique, modify, and/or abandon arguments and/or positions related to debates in these fields as appropriate.)

The Chair communicates the results of the Pre-Qualifying Exam via the Report On Pre-Qualifying Examination form, which must be signed by each of the committee members. The Chair must submit this form to the Department Office within one week after the oral exam.

Recommended Pre-Qualifying Exam Procedure

- The student sets the time of the exam with her/his committee. (~6 months prior to the proposed exam date)
- The student notifies the Graduate Coordinator, via e-mail or written memo, of the scheduled date and time of the exam. (~6 months prior to the proposed exam date)
- The Committee Chair receives questions from other committee members via e-mail no less than 3 days before the administering of the exam. The Committee Chair is responsible for reviewing the questions for redundancy, appropriateness and clarity.

- Student, Committee Chair and Graduate Coordinator negotiate the timing and sending of the exam (i.e., who will send the exam and when and when the exam will be due).
- Student sends responses to all exam questions to all Committee members by the agreed deadline (typically 96-hours after the start of the exam if the student is doing three written exams).
- The Committee meets to evaluate and discuss responses at least 24 hours before the oral exam. (within approximately one week of written exam deadline).
- The Chair of the Committee submits the Report on Pre-Qualifying Examination form to the Graduate Coordinator within a day of the completion of the oral exam.

Qualifying Examination

The Qualifying Exam, required by the end of year three, is a 3-hour oral exam to defend a written dissertation research proposal. The Qualifying Exam follows the successful completion of the Pre-Qualifying Exam. The proposed research must lay the foundations for an original, significant, scholarly contribution. During the Qualifying Examinations students must demonstrate the ability to justify and critically assess their proposed research.

At least 2 months prior to the date of the Qualifying Examination, students are required, in consultation with their major advisor, to submit a committee nomination form to the department's Graduate Program Coordinator, specifying four committee members, along with the date and time of the qualifying exam. One of the members must be your major advisor. Committee 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 faculty 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 student's major advisor 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 the Graduate Coordinator.

Before the Qualifying Examination date is set, students must email a draft 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 about whether the proposal is ready for examination. 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, students must email the final draft dissertation proposal to all Committee members no later than two weeks before the examination date. Department policy is that students may not provide food or beverages their examination committee during the Qualifying Exam.

To pass the Qualifying Examination, students must justify and defend the dissertation research proposal as presented in the dissertation proposal to the satisfaction of the Qualifying Exam Committee. This will be evaluated by the student's demonstrated 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 of preparation 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, 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 portion of the Qualifying Exam, the Exam 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 determines if sufficient knowledge and ability has been demonstrated to pass the Qualifying Exam. If deficiencies are noted by the Committee, it may require a student 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 ENVS Department Office.

Students who do not take their Qualifying Exam by the end of their third year must explain in their Annual Review materials the reasons for the delay. Advisors of the students must approve the rationale for the delay in written comments during the Annual Review. 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, a student must satisfy the language requirement (if applicable), pass the Pre-qualifying & Qualifying Examinations, complete all required course work, clear all incompletes from their record, complete two quarters as a 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 Dean of Graduate Studies' receipt of the: Qualifying Examination Report, Dissertation Reading Committee Form, Language Requirement form (if applicable), and the non-terminal application for the Master's (see below). Please turn the forms into the Graduate Program

Coordinator's office; copies will be made and originals sent to the Graduate Studies office. Your student account will be charged a ~\$90 Advancement to Candidacy fee. You must be registered for at least one quarter between advancing to candidacy and the awarding of your 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.

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 Graduate Director; be sure it is received at the Graduate Division by the deadline (usually the second week of the quarter).

IN-CANDIDACY FEE OFF-SET GRANT (ICFOG)

Students advanced to candidacy will generally 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 allows students to pay half of the total registration fees they would normally pay. However, it is only available one time, for one quarter; you may not use any university services during this time. Your Dissertation Committee must agree that you will submit the completed dissertation by the end of the quarter.

A candidate in good standing for a doctoral degree need not be a registered student in the quarter in which they file their 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 Dissertation Committee by the end of the second week of the quarter. These signatures signify that all members believe that the candidate will be able to submit the completed work by the end of the quarter. The Graduate Program Coordinator will forward the Application for

Degree, Application for Filing Fee, and the 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 student 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 the reading of the 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.

DISSERTATION READING COMMITTEE

After advancing to candidacy, the student should establish, in consultation with their major advisor, the Dissertation Reading Committee. This 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. Students are not required to include any outside members from the Qualifying Exam Committee on your dissertation reading committee. The ENVS Graduate Committee and the UCSC Graduate Dean must approve the committee.

THE DISSERTATION

You must prepare a professionally finished dissertation in format, style, spelling and appearance, following the guidelines available from the Division of Graduate Studies. The guidelines can be found here: <https://graddiv.ucsc.edu/current-students/applications-forms/index.html>

We recommend that you have your manuscript formatting checked before you submit it to the Graduate Division office. This is especially important if you are submitting a paper copy. Make an appointment, or inquire about drop-in hours, by emailing gradadm@ucsc.edu.

Submit your dissertation online as instructed on the Graduate Division's website. A paper copy is not required.

Although students need not submit a paper copy of the full dissertation, students must submit one paper copy of their title page to the Graduate Division office, signed by all the members of their Dissertation Reading Committee. Original signatures are required; regular printer paper is acceptable. Note that the title page date is Month Year (i.e. "March 2021") no matter when during the quarter you submit the dissertation.

*Exit forms: Please complete the Survey of Earned Doctorates as instructed on the Graduate Division website. We also encourage you to complete the online UCSC Exit Survey also available at that website.

The ENVS Department also **requires** students to submit an electronic copy of the final dissertation to the department. Email a PDF of the full dissertation to the Graduate Program Coordinator.

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. Contact the faculty colloquium coordinator to schedule.

Degree Requirements per Graduate Studies Division

The following requirements pertain to all applicants for a doctoral degree.

Residency

In accordance with SR 686 the minimum residence requirement for the Ph.D. degree is six terms, three of which must be spent in residence at the University of California, Santa Cruz campus. Residence is established by the satisfactory completion of one course per term. These are University-wide minimum residency requirements. The exact number of courses required to complete the degree will depend on your preparation for graduate study and on your progress toward the degree as evaluated by your department.

Language Requirement

Subject to the approval of the Graduate Council, each department determines the language requirement appropriate to its subject-matter area and defines the means by which students demonstrate their language proficiency. The student must have satisfied all language requirements in his or her field of study before taking the qualifying examination for advancement to candidacy for the Ph.D. degree.

Qualifying Examination

The procedure for nominating a Qualifying Exam Committee 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 Graduate Division 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. It is important to note that the Qualifying Exam may not be held unless the Graduate Dean has approved the exam committee.

The Senate Regulations for committee membership are stated below.

The qualifying examination committee shall consist of at least four examiners, one of whom is not a member of the student's department. The department shall submit to the Graduate Division at least one month before the proposed examination a list of four qualified persons who are willing to serve on the examination committee, and who meet the following conditions:

1. The Chair of the Examination Committee must be a tenured faculty member.
2. The student's major advisor cannot chair the examination committee unless this is specifically allowed by departmental policy.
3. The outside member must be either a tenured faculty member from a different discipline on the University of California, Santa Cruz, campus, a tenured faculty member of the same or different discipline from another academic institution involved in research and graduate education, or a qualified person outside of academia with significant research experience.
4. These nominations must be approved by the Graduate Dean, who is authorized to grant exceptions to the guidelines when requested in writing by the departmental chair.

The examination results should be reported as soon as possible after the exam, within the week would be preferable, but at least within the month. The Committee Chair sends its report to the Graduate Division. If the student passes the Qualifying Examination, the department forwards the examination report and the required fee for advancement to candidacy. If the student fails the examination, the student will be so informed, and a second (and final) examination will be

arranged, unless the department successfully petitions the Graduate Council to waive the 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 a qualifying examination committee or a dissertation committee is not unanimous, the Graduate Division shall, before certifying that the examination is passed, make such investigation of the case as he or she deems necessary and present his or her findings to the Graduate Council for its final disposition of the case.

Senate Regulations require that student cannot be advanced to candidacy with course grades of "I" (Incomplete) standing on his or her record.

Advancement to Candidacy

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

If the Ph.D. 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.

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 Graduate Division with the report of the qualifying examination.

The Dissertation Reading Committee must have a minimum of three readers, the majority of who must be members of the Santa Cruz Division of the Academic Senate. A change in the membership of the committee must be approved by the Graduate Dean. The dissertation, completed in the format specified by the Graduate Council and approved by the dissertation committee, must be submitted to the Graduate Division by the last day of the term in which the degree is to be awarded.

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.

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

<https://www.ucsc.edu/academics/academic-integrity/>

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 Director.

DESIGNATED EMPHASES

Graduate Degree Annotations at UCSC

A Designated Emphasis (DE) denotes a broadening of training that comes from adding course work, training, and/or research work from an external department, degree-granting program, or cross-departmental grouping of faculty who together offer a designated emphasis.

The Academic Senate maintains a list of all departments that offer a Designated Emphasis, at <http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda%20/designated-emphasis-policy/index.html>

Please contact the sponsoring department directly for their requirements.

STUDENT EMPLOYMENT

Teaching Assistant (TA) Positions

Assigning teaching assistants (TAs) to courses is a complicated process. 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 must be 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 spend an average of 16-20 hours per week at their assignments.

Graduate students voted to unionize and a Memorandum of Understanding between the University and the UC/UAW establishes terms and conditions of employment. Please check with the Graduate Student Association (<https://gsa.ucsc.edu/>) about these matters. The contract can be viewed at https://shr.ucsc.edu/elr/union_contacts.html

A portion of graduate student registration fees are paid by the University during the quarters you are employed as a Teaching Assistant. There is no reduction in your non-resident fees (unless you are advanced to candidacy).

All ENVIS graduate students are required to work as a TA twice in the department before graduating. In an effort to enhance interdisciplinary cross-training and teaching skills, all graduate students are expected to TA once in either ENVIS 100, Ecology & Society, or ENVIS 190, Senior Capstone.

TA Limits

Students can TA a total of 12 quarters (or 4 academic years) during their time at UCSC, and up to 9 quarters after advancing to candidacy. Students who exceed the 12-quarter limit must receive an exemption from the Graduate Director for additional quarters of work, up to 15 quarters. Above 15 quarters, the student must receive approval from the Graduate Division. No student may exceed 18 quarters. Summer quarters of employment are **not** included.

Other TA Restrictions

- Graduate students may not work over 50% time (20 hours/week) during the academic year, without an exception from the Graduate Dean prior to starting work (exceptions are rarely granted)
- Grad students on filing fee may not work in any academic title (e.g. TA, GSR, etc.)
- Grad students In Absentia may not be employed as TAs
- The Graduate Division should be notified of any employment while a graduate student is on an approved leave of absence.
- Some academic positions are not open to students (Specialist titles for example)

These restrictions include employment at off campus sites or at other campuses as well. For example, a graduate student can't hold 50% TA positions at UC Santa Cruz and UC Berkeley at the same time.

Working Outside of ENVS

If you are seeking employment on campus, but outside of the ENVS department, you must meet with the Graduate Coordinator and Faculty Graduate Director to verify that all appropriate steps are taken to ensure your employment will not conflict with department requirements or campus regulations. If you are hired outside of the department you need to notify the ENVS Graduate Coordinator immediately so that your graduate record can be updated.

TA Training

- 1. TA Ethics Course.** If you are a new TA, you are required to take this course the first quarter of your teaching assistantship. The course takes approximately eight hours to complete. To be added to the course as a first-time TA at UCSC, you can enroll in the course via your Canvas site (through your MyUCSC portal) or contact [Sonya Newlyn](#) in the Division of Graduate Studies.
- 2. Campus TA Resources.** There are a number of campus teaching and training resources for TA training. The Division of Graduate Studies recommends consulting the [Center for Innovations in Teaching and Learning \(CITL\)](#) for resources and training. CITL offers [certificate programs](#) and [video training resources](#).
- 3. ENVS-focused training.** The department has a TA Handbook, available online at <https://envs.ucsc.edu/graduate/handbooks-resources/ENVS.TA.Handbook.2014.pdf>. The Handbook is also discussed in detail in ENVS 290L, which focuses 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 covered in ENVS 290L are designed to complement, rather than replicate campus-wide TA training.
- 4. Practicum.** First year students should observe one discussion section of ENVS 100 led by an experienced ENVS TA. Other courses that might be observed are ENVS 23, 24, 25, or 190 as schedules or need make appropriate.
- 5. Teaching training and workshops.** The Department will hold occasional evening teaching sessions and other workshops to discuss teaching issues. The topics of these events will vary over time. While attendance at these events is optional, they are strongly encouraged for all students.
- 6. Campus-wide training.** We strongly encourage students to participate in the regular online and in-person teaching sessions or in the Writing Tutor training seminar offered through the Center for Innovations in Teaching and Learning.
- 7. Faculty mentor.** In addition to mentoring from the course instructor, the faculty Graduate Director will be available as a faculty mentor for TAs and attend the teaching sessions.

*A note about requesting TA positions: **Please consider your needs for TA positions carefully.** The Graduate Committee carefully considers your requests for assignments, as well as curricular needs, and faculty requests in making TA assignments. Once you accept an assignment you are responsible to complete it. We understand exceptional circumstances sometimes arise and plans change - we will work with you in those circumstances. But those should be exceptional, unforeseen circumstances -- e.g., receiving an NSF predoctoral fellowship, serious illness, etc. Changing your mind a few weeks before the start of the quarter to take a GSR position instead of TAing, or to take Leave of Absence to write somewhere off campus, are not exceptional, unforeseen circumstances. In such cases, you would be responsible for arranging for a graduate student from within the department to replace you. Students who back out of assigned TA positions after the first week of the quarter (or summer) preceding the quarter of the TA assignment will be given lowest priority for future TA assignments.*

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 administrative tasks (e.g., typing, filing, photocopying, formatting, copy editing, 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% 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 Academic Human Resources 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, faculty time, 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 ENVIS Graduate Coordinator.

In Absentia Status

Students who have advanced to candidacy, and whose research or study requires them to remain a significant distance away from campus for the entire quarter are eligible to apply for In Absentia Registration status. In Absentia Registration allows graduate students to take research or coursework leave, and remain enrolled in the University, while paying 15% 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. However, 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.

Graduate Committee Participation

ENVS Graduate students are invited to serve as committee representatives in the department and campus-wide. These representatives serve for one-year terms and the position is filled on a voluntary basis. If you're interested in serving as a representative, or you need to talk to a particular representative, please contact the current Graduate Representative, the Graduate Program Coordinator or the Graduate Director.

Graduate Social/Steering Committee, Social Representatives

The social reps are expected to plan and coordinate the annual ENVS graduate student retreat at one of the University of California's Natural Reserves. Traditionally, the retreats are held at Landels-Hill Big Creek or Fort Ord and occur over a weekend in the spring quarter. The committee also prints and sells ENVS t-shirts yearly in order to fundraise for future social activities. Ideas for t-shirt designs are solicited department-wide. Representatives may organize an optional faculty-grad social event or coordinate informal activities such as weekly grad dinner nights, to foster a sense of community and camaraderie among grads in the department. The committee also has ad-hoc duties, such as polling ENVS graduate students for consensus regarding student issues, organizing students for department projects (i.e. grad lounge clean up days), etc.

Curriculum Committee, Graduate Student Representative

The Curriculum Committee is charged with planning, assessing, and modifying the undergraduate and graduate program in ENVS, and approving all instructors for the department. Agenda items include, for example: revising the policy for admission to the major; developing best practices for undergraduate internships; and ensuring adequate senior exit opportunities for undergraduates. Undergraduate teaching is an important component of graduate students' training and funding. As such, grads' observations and needs are relevant to developing curricular policy. The primary responsibility is to regularly attend Curriculum Committee meetings in order to convey these perspectives to the faculty. When it appears that an item on the Committee agenda specifically affects graduate students, the representative will often be asked by the faculty or should personally endeavor to solicit grads' views and present them to the Committee. The representative should also work with graduate students to bring to the Committee's attention any issues that relate both to graduate students and undergraduate curriculum in the department.

Graduate Committee, Graduate Student Representative

The representative is expected to attend approximately half of the committee meetings (mostly fall and spring quarter, some in winter) when issues non-specific to individual students are being discussed. For example: making policy and program recommendations to the faculty; perspective on deadlines and potential conflicts with external funding calendars; opinions regarding particular program requirements. The student's role is to both communicate issues from grad committee to students and more importantly to gather opinions and concerns from the graduate body to bring to 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.

Diversity Committee, Graduate Student Representative

The representative is expected to attend the majority of the committee meetings and represent graduate student views. Projects will vary by year.

UCSC Graduate Student Association (GSA), Department Representative

The GSA serves the collective interests of the graduate students of UCSC by promoting cooperation among graduate students of various departments of study. The GSA represents the grad student body's interests to the faculty, administration and staff of UCSC, providing a vehicle for and promoting cooperation with other graduate student organizations on this campus and system wide. The GSA also provides services to the graduate student body, which they cannot provide for themselves as individuals.

UAW2865 - Grad Student Employees Union, Steward

Stewards are volunteers who help with membership outreach and education, contract enforcement (investigating contract violations and filing grievances), and other union projects. By building a network of stewards, students increase their capacity as student workers to organize and petition for the issues that affect them, from wages and working conditions to the public mission of the University. Stewards organize departmental meetings with academic student workers to address work issues or organize for labor actions. Stewards serve as the most direct line of communication between members in the department and elected leadership of the local UAW2865.

ADDITIONAL 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://financialaid.ucsc.edu/index.html>

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://registrar.ucsc.edu/fees/residency/>). 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 (see above “Graduate Committee Participation”), 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 <http://gsa.ucsc.edu/> and their office is located in the Graduate Commons (call extension 9-3142 or email gsa@ucsc.edu).

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 831-459-2628, Mon-Fri, 8 am to 5 pm. If you have a psychiatric emergency, please dial 911 or go to the nearest emergency room.

UC SHIP is an affordable health insurance plan tailored to the health care needs of UCSC students. It features year round, world-wide coverage 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. UC SHIP 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.

More information about Health Insurance can be found at:
<https://healthcenter.ucsc.edu/billing-insurance/>

E-Mail: insure@ucsc.edu

Online Resources:

- **Academic and Administrative Calendar:** <http://registrar.ucsc.edu/calendar/>
- **Bay Tree Bookstore:** <http://slugstore.ucsc.edu>
- **Change of Address:** <https://my.ucsc.edu>
- **Division of Graduate Studies:** <http://graddiv.ucsc.edu>

- **Office of the Registrar:** <http://registrar.ucsc.edu/>
- **Schedule of Classes** (searchable): https://pisa.ucsc.edu/class_search/
- **The Student Portal** (Registration and Narrative Evaluations): <http://my.ucsc.edu>
- **UCSC General Catalog:** <http://registrar.ucsc.edu/catalog/>
- **Ordering UCSC Transcripts:**
<http://registrar.ucsc.edu/records/transcripts/ordering.html>

CAMPUS PUBLICATIONS

General Catalog <http://registrar.ucsc.edu/catalog/index.html>

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.

Graduate Student Handbook <https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/>

The Graduate Student Handbook is maintained 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.

Campus Directory <http://www.ucsc.edu/tools/people.html>

The Campus Directory, updated annually by the office of Information and Technology Services (ITS), contains information about UCSC campus organizations in addition to telephone numbers, titles, campus, email and websites of all campus students, faculty and staff. Active students should update their directory entry every quarter:

<http://campusdirectory.ucsc.edu/edit/myself.php>

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

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.

Appendix A: IMPORTANT GRADUATE PROGRAM FORMS

All forms can be found at: <https://graddiv.ucsc.edu/current-students/applications-forms/index.html>

- Committee Nomination for Qualifying Exam:

This form must be signed by the faculty Graduate Director and the Graduate Coordinator, before being sent to the Graduate Studies Division for approval. http://graddiv.ucsc.edu/current-students/pdfs/qe_nom.pdf

- Report on Qualifying Exam:

This is completed immediately after your Qualifying Exam by your exam Committee Chair, and filed with the Graduate Program Coordinator. <http://graddiv.ucsc.edu/current-students/pdfs/QE.pdf>

- Nomination for Dissertation Reading Committee:

Complete this form after you have passed your Qualifying Exam, and submit it with the \$90 check payable to UC Regents, to Advance to Candidacy. Submit the form and the check to the Graduate Program Coordinator. http://graddiv.ucsc.edu/current-students/pdfs/drc_nom.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 faculty Graduate Director, and the Graduate Program Coordinator. This must be submitted by the appropriate deadline in the Academic Calendar. http://graddiv.ucsc.edu/current-students/pdfs/app_mas.pdf

- Application for the Ph.D. Degree:

This must be submitted to Graduate Division by the deadline in the Academic Calendar. http://graddiv.ucsc.edu/current-students/pdfs/app_phd.pdf

Appendix B: Important Contact Information

ENVS Faculty List

A full list of ENVS faculty, including contact information and office hours can be found here: <https://envs.ucsc.edu/faculty/index.php>

ENVS Staff List

A full list of ENVS faculty, including contact information and office hours (if applicable) can be found here: <https://envs.ucsc.edu/about/contact-us.html>

AFFILIATED ADMINISTRATIVE OFFICES AND STAFF

- A full list of staff contacts at Graduate Division can be found here: <https://graddiv.ucsc.edu/about/contact-us.php>
- Contact information for staff in the Social Science Division Dean's Office, including payroll, can be found here: <https://socialsciences.ucsc.edu/about/contacts/index.php>

Appendix C: Prerequisite and Pre-Approved Courses

Pre-requisite courses

ENVS 201A - Research Approaches in Environmental Studies

ENVS 290 – Interdisciplinary Research Seminar

ENVS 290L – Graduate Research Seminar

ENVS 292 - Topics in Research in ENVS

ENVS 297 – Independent Study

ENVS 210 -Political Ecological Thought and Environment

ENVS 240 – Public Policy and Conservation

ENVS 220 – Conservation Biology

ENVS 230 – Agroecology and Sustainable Agriculture

Pre-approved Quantitative Methods Courses

AMS	202*	Linear Models in SAS
AMS	203*	Intro to Probability Theory
AMS	204	Introduction to Statistical Data Analysis
AMS	205B*	Inter Class Inference
AMS	206*	Classical Bayesian Inference
AMS	207*	Intermed. Bayesian Statistics
AMS	211*	Fundamentals of Applied Math
AMS	212A	Applied Math Methods I
AMS	215*	Stochastic Model Biology
AMS	214	Applied Dynamical Systems
AMS	256	Linear Statistical Models
AMS	274	Generalized Linear Models
AMS	221	Bayesian Decision Making
AMS	223	Time Series Analysis
AMS	225	Multivariate Stats Methods
AMS	241	Bayesian Non-Parametric Stats
AMS	245	Spatial Stats
AMS	256	Linear Statistical Models
AMS	274	Generalized Linear Models

BIOE	248A/B	Quantitative Ecology
BIOE	286/L*	Exper. Design & Data Analysis (Quant)
CS	242	Machine Learning
EART	225	Statistics and Data Analysis in the Geosciences (quant)
EART/OCEA	260	Introductory Data Analysis in the Ocean and Earth Sciences
ENVS	280	Bayesian Modeling in Env Science (Wilmers)
ENVS	280	Data Science for the Environment (Zhu)
ECON	216	Applied Econometric Analysis I
ECON	217	Applied Econometric Analysis II
ECON	210B	Math Methods Econ
ECON	211A	Advanced Econometrics
ECON	211B	Advanced Econometrics
PSYC	204*	Quantitative Data Analysis
PSYC	214*	Multivariable Techniques
SOCY	204*	Quantitative Analysis
SOCY	203	Sociological Methods
AMS	131	Probability Theory

Pre-approved Qualitative Methods Courses

ENVS	272	Qualitative Field Methods
ANTH	208A	Ethnographic Methods
EDU	237	Qualitative Research Methods
FMST	201	Topics in Feminist Methodologies Archives/Gender/Histories: An
FMST	216	Introduction
HIST	200	Topics in Feminist Methodologies
POLI	202	Fundamentals of Political Research
PSYC	248	Survey Methods
PSYC	249	Field Methods and Social Ethnography
PSYC	261	Participatory Action Research
SOC	205	Field Research Methods
CLTE	136	Methodologies of Critical Praxis

Pre-approved Elective Courses

Note: These are suggested courses to satisfy the third graduate-level elective, in addition to a natural and social science 2X0

ANTH 211	Human Ecology
ANTH 238*	Cultural Anthropology
ANTH 246*	Environmental Anthropology
ANTH 249*	Ecological Discourses
ANTH 273*	Origins of Farming

BIOE 200B* Advanced Organismal Biology
 BIOE 208* Marine Ecology
 BIOE 245* Plant Ecology
 BIOE 247* Community Ecology
 BIOE 272/L* Population Genetics
 BIOE 274 Evolutionary Game Theory
 BIOE 279* Evolutionary Ecology
 BIOE 281O* Plant Water Relations
 BIOE 281P* Plant Populations
 BIOE 287 Ethics, Nature, and Natural Selection
 BIOL 200B Molecular Biology
 BIOL 200C Cell Biology
 BIOL 200D Developmental Biology
 EART 206 Great Papers in Earth Sciences
 EART 208 Methods in Paleoclimatology
 EART 220 Groundwater modeling
 EART 229 Isotopic Methods in Environmental Science
 EART 254 The Climate System
 EART 258 Deep Time Paleoclimates
 EART 270 Global Seismology
 EART 272 Geophysical Fluid Dynamics
 EART/OCEA 213 Biogeochemical Cycles
 ECON 234 Financial Institutions and Markets *
 ECON 243 History of the International Economy
 ECON 259A Cost-Benefit Analysis
 ECON 259B Public Policy Analysis
 ECON 272* Evolutionary Game Theory
 EDUC 230* Science Education: Research/Practicum
 EDUC 267B* Informal Learning in Science and Math
 LALS 200* Latin American Latino/a Study
 LALS 230 Political Ecology in Latin America
 METX 200 Interdiscp Approaches Env Toxicology
 METX 201 Sources & Fates of Pollutants
 METX 250 Environmental Microbiology
 OCEA 200 Physical Oceanography
 OCEA 211 Climate Dynamics
 OCEA 215 Predicting the Atmosphere, Ocean, and Climate
 OCEA 218 Marine Microbial Ecology
 OCEA 220 Chemical Oceanography
 OCEA 224 Aquatic Organic Geochemistry
 OCEA 230 Biological Oceanography
 OCEA 280 Marine Geology
 OCEA 285 Past Climate Change
 OCEA 286 Introduction to Ocean Modeling
 OCEA 290* Topics in Biological Oceanography
 POLI 247* Comp Urban Politics

SOCY 201* Make Classic Theory
SOCY 202* Contemp Sociological Theory
SOCY 223 Sociology of the Environment
SOCY 227 Learning from Environmental Historians
SOCY 256* Urban Sociology
SOCY 268A* Science and Justice
SOCY 286B* Science and Justice Research
SCIC 201A Reporting and Writing Science News
SCIC 201B The Science Feature
SCIC 201C Profile and Essay Writing
SCIC 201D Policy and Investigative Reporting
SCIC 201E Multimedia Science News
WRIT 203* Teaching Writing