

# ENVIRONMENTAL STUDIES

## GRADUATE STUDENT HANDBOOK



## 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 (409/411 NS2). A copy machine and mailboxes are located in 410 ISB. The copy machine is primarily for instructional and administrative use. Please see the Academic Support Coordinator for issues about copier access. Graduate students are expected to empty and clean 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 (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 blue US Postal Service drop box in Quarry Plaza.

### **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 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 409/411 NS2, 445 NS2, and 410 ISB. In addition, there are PC computers available in the GIS Research and Teaching Labs 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.

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. 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 a student's advising committee has approved the fulfillment of these courses by review of your transcripts, they should plan on taking these requirements during their first year.

### Courses

	Fall	Winter	Spring
Year 1		Make Up Pre-Requisites Or Quantitative/Qualitative Requirement Or Elective	
	201A		201B
	290	290	290
	290L		290L
	292	292	292
Year 2		210 or 230	220 or 240
	290	290	290
	292	292	292
	290L		

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

The requirement for a quantitative methods course provides training in research design and the selection of appropriate quantitative tools for research and analysis. Pre-approved courses include: AMS 202\*, AMS 203\*, AMS 205B\*, AMS 206\*, AMS 207\*, AMS 211\*, AMS 212A, AMS 215\*, AMS 214, AMS 256, AMS 274, AMS 221, AMS 223, AMS 225, AMS 241, AMS 245, AMS 256, AMS 274, BIOE 248A/B, BIOE 286/L\*, CS 242, EART 225, EART/OCEA 260, ECON 216, ECON 217, ECON 210B, ECON 211A, ECON 211B, PSYC 204\*, PSYC 214\*, SOCY 204\*

The requirement for a qualitative methods course provides training in research design and the selection of appropriate qualitative tools for research and analysis. Pre-approved courses include: ENVS 272, ANTH 208A, EDU 237, FMST 201, FMST 216, HIST 200, POLI 202, PSYC 248, PSYC 249, PSYC 261, SOC 205

Students 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 ENVS 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.

Students must also take an elective in area of expertise. Pre-approved courses include: ANTH 211, ANTH 238\*, ANTH 246\*, ANTH 249\*, ANTH 273\*, BIOE 200B, BIOE 208\*, BIOE 245\*, BIOE 247\*, BIOE

272/L\*, BIOE 274, BIOE 279\*, BIOE 2810\*, BIOE 281P\*, BIOE 287, BIOL 200B, BIOL 200C, BIOL 200D, EART 206, EART 208, EART 220, EART 229, EART 254, EART 258, EART 270, EART 272 EART/OCEA 213, ECON 234, ECON 243, ECON 259A, ECON 259B, ECON 272\*, EDUC 230\*, EDUC 267B\*, LALS 200\*, LALS 230, METX 200, METX 201, METX 250, OCEA 200, OCEA 211, OCEA 215, OCEA 218, OCEA 220, OCEA 224, OCEA 230, OCEA 280, OCEA 285, OCEA 286, OCEA 290\*, POLI 247\*, SOCY 201\*, SOCY 202\*, SOCY 220, SOCY 223, SOCY 227, SOCY 256\*, SOCY 268A\*, SOCY 286B\*, SCIC 201A, SCIC 201B, SCIC 201C, SCIC 201D, SCIC 201E, WRIT 203\*

Also required:

ENVS 290 – Interdisciplinary Research Seminar: every quarter, until the first quarter after advancing  
 ENVS 290L – Graduate Research Seminar: fall and spring of the first year and fall of the second year  
 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. Students enroll in ENVS 292 research group meetings with their major professor, with other professors in the department, or both concurrently. ENVS 297 Independent Studies require a class number for enrollment. Class numbers may be obtained from the Graduate Program Coordinator. If you are having trouble enrolling in any of your classes, please ask for help.

Qualifying Examination Proposal Seminar requirement:

It is required that in anticipation of your Qual Examination that you present your thesis prospectus to the department (QE practice talk). This includes your peers, faculty and your committee. Your Proposal Seminar talk is a way to organize your thoughts in a broad sense, to let everyone know what you plan to do for your thesis, and to receive feedback on all of the above. The talk has resided in ENVS 290L and will continue to do so for Fall and Spring Quarters. There is no rule that your Proposal Seminar has to be done in ENVS 290L. For some, your timeline will put the Proposal Seminar in Winter quarter. Therefore, in Winter we will announce Proposal Seminars that will occur in the ENVS 290L time slot on Monday afternoons. Please contact the Graduate Program Coordinator to make arrangements.

After students advance to candidacy they are required to enroll in a minimum of five units, which often includes ENVS 299. ENVS 299 Thesis Research require a class number for enrollment. Class numbers 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 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.

### **TA service requirement**

Students must complete two quarters of TA service before advancing to candidacy. In addition, the requirements in the TEACHING ASSISTANT TRAINING/ STUDENT EMPLOYMENT section must be completed within the stated timing. All students are required to TA either ENVS 190 or ENVS 100/L at least one time to satisfy this requirement.

### 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	
<b>Coursework</b>																			
<b>Teaching Assistant</b>				2 Qs of TA required															
<b>Prequalifying Exam</b>																			
<b>Qualifying Exam</b>																			
<b>Finish</b>																			

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/handbooks-resources/phdpaperworkguide.html>

## EXAMINATION REQUIREMENTS

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

### 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 the 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. Students may choose to provide snacks for their

examination committee, but there is no obligation to provide food or drinks. It is a good idea to check in with your committee chair about snacks in advance; some faculty prefer not to have snacks at exams.

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 Statement 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 the Graduate Coordinator.

*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. Again, there is no obligation to provide food or drinks for your examination committee.

Once your Qualifying Exam is scheduled as noted above, you are to present a Proposal Seminar to the department (Page 4).

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 & 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 Graduate Studies' receipt of the Qualifying Examination Report, the Dissertation Reading Committee Form, the Language Requirement form (if applicable), and the non-terminal application for the Master's. 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 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 allows you to pay half of the total registration fees you 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 reading 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 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.

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.

### 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, and can be found on the following page:  
<https://graddiv.ucsc.edu/current-students/applications-forms/index.html>

We recommend that you have your manuscript formatting checked before you submit it at 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](mailto:gradadm@ucsc.edu). You must submit one copy of your title page to the Graduate Division office, signed by all the members of your reading committee. Original signatures are required; plain paper is acceptable. Note that the title page date is Month Year (i.e. "March 2020") no matter when during the quarter you submit the dissertation.

Submit your dissertation online: <http://www.etdadmin.com/cgi-bin/main/submschools>; a paper copy is not required. Your electronic copy will be in full color, and you have the ability to add supplemental files including audio, video and other supplementary materials. Please include an unsigned copy of your title page, as required by ProQuest. If you choose to submit your dissertation as a hard copy it must be printed on 100% cotton paper. Please note that pdfs created from paper copies will be in black and white only.

\*Exit forms: Please complete the Survey of Earned Doctorates available on line at <https://sed.norc.org/survey/> or download the printable copy posted on the Graduate forms page. We also encourage you to complete the on line UCSC Exit Survey included in that section.

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

## **Degree Requirements per Graduate Studies**

*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**

Undertaking and passing the Qualifying Exam is the next step. 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 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 thesis adviser 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 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 Graduate Division. If you pass 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.

Lastly 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 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 (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://www1.ucsc.edu/academics/academic\\_integrity/graduate\\_students/](http://www1.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.

## 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 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 2016-2017 registration fees and student health insurance (GSHIP) were \$5917 per quarter, and reduced by \$5553 when you TA; you owe the balance of \$364 per quarter. There is no reduction in your non-resident fees (unless you are advanced to candidacy).

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

### TA Limits

Students can TA a total of 12 quarters (or 4 academic years) during their career, and up to 9 quarters after advancing to candidacy. Students who exceed the 12-quarter limit must receive an exemption from the Graduate Program Representative 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 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
- Grad students In Absentia may not be employed as TAs
- The Graduate Division should be notified of any employment while a grad 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 grad student can't hold 50% TA positions at Santa Cruz and 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 Representative to verify that all appropriate steps are taken to ensure your employment will not conflict with department requirements and 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. **General TA training.** Students are required to attend the Campus-wide TA Training, offered by the Division of Graduate Studies, in their first year. Students are also directed to the Graduate Division's TA Resources page, <http://graddiv.ucsc.edu/current-students/teaching-resources/index.html>.
2. **ENVS-focused training.** The department has an excellent TA Handbook, available online at <http://envs.ucsc.edu/graduate/handbooks-resources/envs-ta-handbook.pdf>, and discussed 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 will be designed to complement, rather than repeat campus-wide TA training. Required of all students taking 290L.
3. **Practicum.** First year 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.
4. **Mid-quarter Teaching Pizza sessions.** Each quarter we will hold an evening Teaching Pizza session to discuss teaching issues. Some quarters, sessions will follow and discuss experiences in the ENVS 100 discussion sections. Other quarters, 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 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 and attend the Teaching Pizza 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 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 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, 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 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.

## **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 Graduate Program Coordinator or 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 elicited department-wide. Representatives may organize an optional faculty-grad social event or coordinate informal activities such as weekly grad vegetarian 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.

### **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.

## 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](mailto: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 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. 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:  
<http://healthcenter.ucsc.edu/billing/insurance.shtml>

E-Mail: [insure@ucsc.edu](mailto: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/](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>
- **UCSC TA Resources:** <http://envs.ucsc.edu/graduate/handbooks-resources/envs-ta-handbook.pdf>  
and <http://graddiv.ucsc.edu/current-students/teaching-resources/index.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** <http://graddiv.ucsc.edu/regulations/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. The schedule is available on the Web at: <http://registrar.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://graddiv.ucsc.edu/current-students/pdfs/qe\\_nom.pdf](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, 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. Hand both in to the graduate program coordinator.

[http://graddiv.ucsc.edu/current-students/pdfs/drc\\_nom.pdf](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 department graduate representative, and the graduate program coordinator. This must be submitted by the deadline in the Academic Calendar.

[http://graddiv.ucsc.edu/current-students/pdfs/app\\_mas.pdf](http://graddiv.ucsc.edu/current-students/pdfs/app_mas.pdf)

- Application for the Ph.D. Degree:

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

[http://graddiv.ucsc.edu/current-students/pdfs/app\\_phd.pdf](http://graddiv.ucsc.edu/current-students/pdfs/app_phd.pdf)

### Appendix B: ENVIRONMENTAL STUDIES FACULTY LIST

Faculty Name	Office	Phone	Email "@ucsc.edu"	Research Description
BENNER, Christopher	461 ISB	94836	cbenner	Social aspects of information technology, social equity in urban and regional development, social movements and innovative community/labor organizing, political ecology of urban systems
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.
CAMPBELL, Elliott	417 NS2	93525	elliott.campbell	Global and regional environmental modeling; Applications to agroecology, climate change, and water sustainability.
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.
FAIRBAIRN, Madeleine	426 ISB	502-7645	mfairbai	Environmental sociology, sociology of agriculture, property ownership and land tenure, food politics and social movements, Latin America, political ecology
GILBERT, Greg **	439 ISB	95002	ggilbert	Disease ecology, conservation biology, tropical forest ecology, microbial ecology.
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*	473 ISB	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.
LU, Flora	479 NS2	92034	floralu	Changes in resource use, household economic patterns, and social organization among indigenous rainforest communities in a context of rapid cultural, demographic, economic and ecological change.
MILLARD-BALL, Adam	459 ISB	91838	adammb	Environmental policy and transportation, including the fields of geography, environmental economics, urban planning and environmental studies.
PHILPOTT, Stacy	473 NS2	91549	sphilpot	Insect community ecology, the role of biodiversity and habitat complexity in trophic interactions and ecosystems, and the linkages between agroecology and conservation.
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.
SETO, Katherine	TBA		klseto	Marine resource governance, ocean law and policy, sustainability science, political ecology.
SHENNAN, Carol	459 ISB	94181	cshennan	Agriculture, issues of gender and environment in agriculture and development.
SZASZ, Andrew	430 ISB	94662	szasz	Environmental Sociology: Environmental Movements, Regulation, Environmental Justice, Consumption, Politics of Climate Change.
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.
ZHU, Kai	477 ISB	94561	kai.zhu	Biodiversity, climate change, ecosystem, global ecology, quantitative environmental sciences, statistics

\* = Faculty Graduate Representative

\*\* = Department Chair

# = On sabbatical 2017-2018

### Appendix C: ENVIRONMENTAL STUDIES DEPARTMENT STAFF

Staff Name	Office	Phone	Email"@ucsc.edu"	Office Hours	Position
AVEDISIAN, Janene	491 ISB	92104	esintern	Varies	Internship Co-Coordinator
BARD, Don	405 ISB	95004	envsugpc	M-F 7-4	Undergraduate Program Coordinators
BIRNEY, Lisa	401 ISB	94136	envsgpc	M-F 7-4	Graduate Program Coordinator
KROHN, Chris	491 ISB	92104	esintern	Varies	Internship Co-Coordinator
LAY, Chris	249 NS2	94763	cml	Varies	Natural History Museum Curator
NICKEL, Barry	479 ISB	92890	nickel	Varies	Director, CISR & GIS
WEYERS, Lin	481 ISB	94837	lin	M-F 8-5	Department Manager

#### AFFILIATED ADMINISTRATIVE OFFICES AND STAFF

##### DIVISION OF GRADUATE STUDIES:

*Located on the 2nd floor of Kerr Hall*

*Phone:                      Email (@ucsc.edu):*

Dean –	Tyrus Miller	95079	vpdgs
Executive Assistant –	Barbara Smee	95079	bsmee
Assistant Dean –	Jim Moore	93513	jimmoore
Graduate Services Coord. –	Kris West	94108	kwest
Division Assistant -	Veronica Larkin	95905	vlarkin

##### DIVISION OF SOCIAL SCIENCES DEAN'S OFFICE:

*Located in 460 Humanities & Social Sciences Building*

Asst. to the Dean –	Pamela Dewey	92919	pamdewey@ucsc.edu
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##### DIVISION OF SOCIAL SCIENCES PAYROLL/PERSONNEL:

*Located in 460 Humanities & Social Sciences Building*

HR/Payroll (Coordinator) -	Mel Scanagatta	93994	mscanaga
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