

Bren School of Environmental Science & Management

University of California, Santa Barbara



Graduate Student Handbook



BREN SCHOOL GRADUATE STUDENT HANDBOOK

SECTION I: GENERAL INFORMATION FOR BREN MESM AND PHD STUDENTS 6

MISSION.....	6
DIVERSITY VALUES	6
COVID-19 INFORMATION.....	6
WHO’S WHO IN THE BREN SCHOOL	7
FACULTY	7
STAFF.....	8
RESEARCHERS	9
COMMITTEES AND COUNCILS	9
ADVISORY COUNCILS AND PARTNERS	11
BREN CURRICULUM.....	12
CURRICULUM PLAN	12
COURSE DESCRIPTIONS	12
COURSE NUMBERING.....	12
SCHEDULE OF CLASSES.....	13
BOOKS	13
GAUCHOSPACE	13
EXTRACURRICULAR ACTIVITIES.....	13
RESEARCH SEMINARS	14
CAREER DEVELOPMENT SEMINARS AND WORKSHOPS	14
ATTENDANCE AT BREN EVENTS	14
STUDENT STATUS	15
ACADEMIC STANDING/STANDARDS OF SCHOLARSHIP	15
ESTABLISHING CALIFORNIA RESIDENCY.....	15
ENGLISH FOR MULTILINGUAL STUDENTS (EMS).....	15
LEAVE OF ABSENCE.....	16
PART-TIME STATUS	16
LAPSED STUDENT STATUS.....	16
WITHDRAWING FROM THE PROGRAM	17
ADDING A SECOND DEGREE OR EMPHASIS	17
REGISTRATION & ENROLLMENT	17
ACADEMIC CALENDAR.....	17
ENROLLMENT IN CLASSES WITH DISCUSSIONS/LABS	17
APPROVAL CODES	18
CLASS SIZE	18
NUMBER OF UNITS	18
TRANSFERRING CREDIT	18
VARIABLE UNIT COURSES.....	18
ESM 595 GROUP STUDIES.....	19

ESM 596 DIRECTED READINGS AND RESEARCH	19
INSTRUCTOR CODES	19
AUDITING A COURSE	20
SCHEDULE ADJUSTMENTS	20
VERIFYING CLASS SCHEDULE	20
COURSE EVALUATIONS.....	20
GRADES	21
CORE COURSE GRADES	21
ELECTIVE COURSE GRADES.....	21
S/U AND P/NP GRADES.....	21
INCOMPLETE GRADES	22
NO GRADE (NG) & NO RECORD (NR)	22
PETITIONS.....	23
GRADUATE STUDENT PETITIONS.....	23
ACADEMIC CONDUCT	23
ACADEMIC MISCONDUCT	23
CONFLICT OF INTEREST.....	23
USE OF HUMAN SUBJECTS	24
FINANCIAL SUPPORT	25
FREE APPLICATION FOR FEDERAL STUDENT AID	25
RECRUITMENT INCENTIVE AWARDS	25
UNIVERSITY-BASED FELLOWSHIPS	26
STUDENT ACADEMIC APPOINTMENTS	26
TEACHING ASSISTANTSHIPS	27
GRADUATE STUDENT RESEARCHERS.....	27
STUDENT OFF-CAMPUS TRAVEL INSURANCE	28
CAREER DEVELOPMENT.....	29
CAREER-ADVISING POLICIES AND SERVICES TIMELINE	29
STUDENT CAREER SERVICES AND HOW TO REQUEST ASSISTANCE.....	29
MESM SUMMER INTERNSHIP FUNDING (SIF)	30
PROFESSIONAL ASSOCIATIONS	30
BREN STUDENT RESOURCES	31
MAIL/MAILBOXES.....	31
COPY MACHINES.....	31
PRINTING	31
FAX MACHINES	31
MEDIA EQUIPMENT AND CONFERENCE PHONES	32
EMAIL	32
BREN-ALERTS.....	33
EVENTS.....	33
EMAIL ALIASES.....	33
BREN-RANDOM	33

REQUEST QUEUES	34
SCHEDULING MEETINGS WITH FACULTY AND STAFF	34
BREN SCHOOL LOGO.....	34
COUNSELING & PSYCHOLOGICAL SERVICES	35
OFFICE OF THE OMBUDS.....	35
BREN HALL	35
STEWARDSHIP OF BREN HALL	35
EMERGENCIES/SAFETY	36
KEYS	36
BUILDING SECURITY	36
EVENING LIGHTING.....	37
CLASSROOMS/MEETING ROOMS	37
STUDENT MEETING ROOMS	37
DAVIDSON STUDENT COMMONS (BH 3330).....	38
STUDENT COMPUTING FACILITY (BH 3022).....	38
READING ROOM (BH 3312)	39
KITCHEN/PATIO (BH 3328).....	39
MESM STUDENT LOCKERS	39
DECKERS DECK.....	40
SMOKING.....	40
ALCOHOL SALE AND SERVICE	40
BICYCLES AND BIKE RACKS	40
SURFBOARD AND WETSUIT STORAGE AREA.....	40
SHOWER.....	40
BUILDING MAINTENANCE.....	41
LOST AND FOUND.....	41
RECYCLING	41
SECTION II: MESM PROGRAM GUIDELINES.....	43
REQUIRED UNITS.....	43
CORE COURSES.....	43
DEFERRING A CORE COURSE	43
WAIVING A CORE COURSE.....	44
SPECIALIZATIONS	44
FOCI	46
MASTER’S PROJECTS	48
STUDENT ADVISING AND SUPPORT	50
MYPLAN	51
GRADUATE (GRAD) CHECK FORM	53
MESM TIME TO DEGREE	54
TRANSFER/CONTINUATION TO THE PHD PROGRAM.....	54
SECTION III: PHD PROGRAM GUIDELINES.....	55
PHD TIMELINE CHECKLIST	55
REQUIRED UNITS.....	56
GRADE POINT AVERAGE	56
CORE COURSES.....	56

PHD TIME TO DEGREE 57
DOCTORAL LEVELS 57
PHD ADVISOR 58
PHD COMMITTEE 58
ANNUAL REVIEW..... 59
STAGE 1: FORMING THE PHD COMMITTEE..... 59
STAGE 2: WRITTEN EXAMINATION..... 60
STAGE 3: DISSERTATION PROPOSAL AND ORAL EXAMINATION..... 61
STAGE 4: THE DISSERTATION AND DEFENSE..... 62
PHD COMMUNITY 64
BREN SCHOOL COMMENCEMENT 65

SECTION I: GENERAL INFORMATION FOR BREN MESM AND PHD STUDENTS

The purpose of this guide is to present **Bren School** policies and procedures and other relevant information for Bren students. While this guide references some University of California policies and procedures applicable to all graduate students, it does not duplicate the [UCSB Graduate Student Handbook](#). Please contact the Bren Student Affairs staff (academics@bren.ucsb.edu) with any questions or concerns.

MISSION

The mission of the Bren School is to solve environmental problems. The Bren School develops interdisciplinary solutions to environmental problems, trains environmental leaders, and works for a sustainable future.

Diversity Values

Sustainability challenges are diverse almost by definition, associated as they are with a wide range of environmental, economic, social, and cultural risks. Because those risks appear unevenly across society and geography, addressing them requires the varied perspectives of equally diverse people, whether in terms of their disciplinary expertise, tradition, heritage, race, ethnicity, sex, religion, sexual orientation, gender identity, age, socioeconomic status, disability status, or experience.

At the Bren School, we seek to attract students, faculty and staff who reflect that diversity, first because [we believe in the inherent value of diversity](#), but equally because the more diverse we are as a school, the more capably and creatively we can pursue our mission of solving environmental problems and training tomorrow's environmental leaders.

COVID-19 INFORMATION

Due to the ongoing COVID-19 pandemic, the UCSB Chancellor, Santa Barbara County Public Health, and the Governor of California have determined that it will not be possible for UCSB to pursue normal operations in Fall Quarter 2020. In spite of these challenges, the Bren School administration, faculty, and staff are fully committed to providing high quality education and research opportunities, and robust career development training and job placement, and supporting inclusive excellence. All Bren courses will be offered in remote format in Fall Quarter so Bren students living anywhere, in Santa Barbara or other locations in the US or abroad, will be able to fully participate. Graduate students may refer to the [Frequently Asked Questions about COVID-19](#) on the UCSB Graduate Division's website.

Most campus buildings, including Bren Hall, are currently closed and faculty, staff, and students must work remotely from home. Exceptions have been approved for limited use of laboratories by research faculty and staff and limited use of offices by faculty to deliver remote instruction. Bren Hall is closed to students for the duration of Fall Quarter 2020. Please contact brenhall@bren.ucsb.edu for questions regarding the use of Bren Hall. San Clemente Residence (graduate student housing) is open and operating up to full capacity.

The Bren School's Compute Team has some computing hardware to loan to Bren graduate students who have need for the equipment to participate in online instruction. The equipment available to borrow includes keyboard, mouse, extra monitor, desktop computer, or Chromebook. If you have no other alternatives and you would like to request a loan of computing hardware, please complete the [online application](#). For assistance with Computing, you may submit a help ticket to request@bren.ucsb.edu. The Compute Team is holding office hours on Zoom, Tuesdays and Fridays from 2:30 - 3:30 pm. Join the Zoom meeting at <https://ucsb.zoom.us/j/99065191541>.

The Bren School administration, faculty, and staff are eager to restore normal operations and welcome students back to Bren Hall as soon as possible. To help slow the pandemic and have the greatest chance of returning to Bren Hall in person, the Bren School administration urges everyone to wear a mask, and follow social distancing guidelines and other recommendations from the Centers for Disease Control and Prevention (CDC) and Santa Barbara County Public Health.

Dean Steve Gaines participates in weekly meetings of senior campus administrators and senior managers of the Bren School to develop strategies for how to navigate the university through the coming months. It is likely that large classes offered in Winter 2021 also will need to be online to comply with public health orders. The status of smaller classes is not yet known and will need to be evaluated closer to the start of Winter Quarter. We all look forward to being back together in Bren Hall once the threat from COVID-19 has subsided.

WHO'S WHO IN THE BREN SCHOOL

Faculty

A list of Bren School faculty is located on the Bren website under [People/Faculty](#).

Ladder track faculty are those faculty that have full-time tenured or tenure-track positions and are members of the UC Academic Senate. The UC system (and especially UCSB) operates under a strong tradition of shared governance between faculty and administration. This means that the University functions as a dual-track system in which faculty members design the University's curriculum and administrators direct its finances and organization. In practice, these domains are overlapping and interdependent. Nonetheless, faculty (not deans) are primarily responsible for governance and decision-making in regards to academic matters.

Bren School faculty are deeply committed to educating students and being superb instructors. However, it is important that students calibrate their expectations of faculty appropriately. Since this is a research university, ladder track faculty are expected to invest at least 50% of their time in research, to build reputations as superior scholars and researchers in their area of expertise, and to publish their research findings. The Bren School education is shaped by faculty who work at the leading-edge of knowledge creation and policy development and implementation.

Faculty earn a quarter of sabbatical leave after every three years of service (or they can accumulate and take a full year). As such, it is possible that a particular faculty member may not be in residence for all or part of a year. In 2020-21, the following faculty will be on sabbatical: **Sangwon Suh (Winter 2021), John Melack (Winter 2021), Matthew Potoski (Winter 2021), Andrew Plantinga (Winter 2021, Spring 2021).**

In addition, faculty are periodically presented with opportunities that are mutually beneficial for them and the University which require them to spend a quarter or more on leave from the University. In 2020-21, the following faculty are on full or partial administrative leave:

- **Sarah Anderson**, 50% time to serve as the Associate Dean for Equity, Diversity and Inclusion at the Bren School,
- **Chris Costello**, 50% time to serve as the Director of emLab,
- **Frank Davis**, 1 course release to serve as the Director of the La Kretz Center at Sedgwick Reserve,
- **Ben Halpern**, 100% time to serve as the Director of the National Center for Ecological Analysis and Synthesis (NCEAS),

- **Trish Holden**, 50% time to serve as the Director of the UC Natural Reserve System, and
- **Bruce Kendall**, 50% time to serve as the Associate Dean of the Bren School.

Adjunct faculty are individuals that have their main affiliation elsewhere and are not part of the UC Academic Senate but are involved in teaching and research at UCSB. A list of adjunct faculty members is located on the Bren website under [People/Faculty/Adjunct Faculty](#).

Affiliated faculty are ladder track faculty in other UCSB departments (or other UCs) who interact and engage with Bren faculty and students in mutually beneficial ways. Affiliated faculty may serve as members of PhD Committees for Bren School PhD students. A list of affiliated faculty members is located on the Bren website under [People/Faculty/Affiliated Faculty](#).

Each year, the Bren School hires a number of **lecturers and visiting professors** who are either professionals in the field or are working at other universities, and who teach courses to enhance our curriculum and Bren students' educational experiences.

Staff

The Bren School staff provides services to Bren faculty, researchers, graduate students, and others in the areas of administration, academic programs, financial services, career services, communications and outreach, computing services, development, events, facilities, and special programs. A list of Bren School staff is located on the Bren website under [People>Staff](#).

Name	Title	Office	Phone	Email
Steve Gaines	Dean	BH 2410	805-893-4339	gaines@bren.ucsb.edu
Kelly Keogh	Academic Personnel Manager	BH 2433	805-893-7363	kelly@bren.ucsb.edu
Satie Airamé	Assistant Dean, Academic Programs	BH 2424	805-893-3387	airame@bren.ucsb.edu
Kristine Duarte	Student Affairs Manager	BH 2510	805-893-7611	kristine@bren.ucsb.edu
Rebecca Webb	Student Affairs Coordinator	BH 2512	805-893-4886	rebecca@bren.ucsb.edu
Sean Kerr	Academic Programs Manager; Group Project Coordinator	BH 2439	805-893-5041	sean@bren.ucsb.edu
Sophia Wilmore	Academic Programs Assistant	BH 2400B	805-893-6115	sophia@bren.ucsb.edu
Kim Fugate	Business Officer	BH 2516	805-893-3540	kim@bren.ucsb.edu
Bridget Mastopietro	Finance Manager	BH 2514	805-893-7457	bridget@bren.ucsb.edu
Onella Gayraud	Payroll/Personnel/Travel Coordinator	BH 2522	805-893-6114	onella@bren.ucsb.edu
Jewels Bolden	Purchasing Coordinator	BH 3524	805-893-4172	jewels@bren.ucsb.edu
Corina Aguiar	Assistant to the Deans	BH 2400A	805-893-8452	corina@bren.ucsb.edu
David Parker	Director of Career Development and Alumni Relations	BH 2520	805-893-5938	david@bren.ucsb.edu
Kristi Birney	Associate Director, Career Development and Alumni Relations	BH 2518	805-893-2743	kristi@bren.ucsb.edu

Monica Illes	Coordinator, Career Development and Alumni Relations	BH 2518	805-893-2928	monica@bren.ucsb.edu
Becca Barnett	Career Development and Alumni Relations Coordinator	BH 2518	805-893-2928	becca@bren.ucsb.edu
Steve Miley	Information Technology (IT) Director	BH 3045	805-893-7794	smiley@bren.ucsb.edu
Brad Hill	Manager of Desktop Computing	BH 3045	805-893-7794	brad@bren.ucsb.edu
Geoff Jewel	Help Desk Manager	BH 3045	805-893-7794	gjewel@bren.ucsb.edu
Lotus Vermeer	Assistant Dean, Development	BH 2439	805-893-3712	lvermeer@bren.ucsb.edu
Beth Pitton-August	Director of Development	BH 2430	805-893-5047	beth@bren.ucsb.edu
Patti Winans	Development Coordinator	BH 2400D	805-893-4589	patti@bren.ucsb.edu
Signe Nicklas	Development Assistant	BH 2400C	805-893-5596	signe@bren.ucsb.edu
Aleah Van Woert	Senior Events Manager	BH 2508	805-280-2769	avanwoert@bren.ucsb.edu
Sage Davis	Building Manager	BH 1021	805-448-0028	sage@bren.ucsb.edu
Emily Cotter	Program Manager, Eco-Entrepreneurship	BH 3406	805-893-4583	ecotter@bren.ucsb.edu
Lisa Leombruni	Program Director, Strategic Environmental Communication	BH 4520	805-893-7427	lisa@bren.ucsb.edu
Lili Prael	Program Manager, Sustainable Water Markets Fellowship	BH 4402	805-893-5589	lprahl@bren.ucsb.edu
Jacy Brunkow	Program Manager, LAFF and Ocean Fellowship	BH 4402	805-893-5589	jbrunkow@bren.ucsb.edu

Researchers

There are a number of researchers housed in Bren, either working independently or for a Bren School faculty member. In addition, the Bren School regularly hosts visiting [researchers](#) from other universities or organizations who come to work with faculty and students.

Committees and Councils

Many Bren School committees have student representatives who share feedback from the student perspective with the administration, faculty and staff, and help to shape the future of Bren School programs. **To inquire about serving as a student representative on a Bren School committee, please contact the Student Affairs staff; nomination calls will be made via email.** Committees with student representatives are described below. A complete list of Bren School Committees and their members may be found on the Bren website under [Resources>Current Students>Student Orgs and Activities](#).

Dean's Advisory Council (DAC)

The DAC serves as an information conduit between students and the administration. It works with the administration to ensure the Bren School provides a supportive and positive environment for its students. DAC represents the entire student body and explores different student opinions and views to motivate problem-solving for any student-related issues. The MESM DAC includes three 1st-year MESM and three 2nd-year MESM students. The PhD DAC includes up to five PhD students. The DAC is responsible for scheduling meetings, creating

its own minutes, and defining its processes and procedures. Meetings are held quarterly. DAC may lead school-wide functions that involve the student body.

Diversity Committee

The Diversity Committee is composed of two Bren faculty, four staff, and one PhD and one MESM student who focus on diversity and integrate diversity considerations into all decision-making. The Diversity Committee meets once or twice per quarter, or as needed. The Bren School Diversity Values are posted to the website under [About Bren](#).

PhD Program Committee

The PhD Program Committee consists of faculty, staff, and two PhD student representatives, one that has advanced to candidacy and one pre-candidacy. The committee sets standards and policy for the PhD curriculum. It provides advice and consent on matters of policy, programs, and practice that impact the quality of the PhD educational program and the educational experience of PhD students. According to University rules, the student representatives cannot be voting members; only faculty that are members of the Academic Senate can be voting members. Nonetheless, the students play an important and valuable role. The Committee reserves the right to have Executive Sessions that exclude the student representatives as needed to discuss confidential personnel issues or issues related to specific students. The staff contact for the PhD Program Committee is the Academic Programs Manager.

Master's Curriculum Committee

The Master's Curriculum Committee consists of faculty, staff and a 2nd-year MESM student representative. In Spring Quarter, the MESM student representative is elected from the 1st-year class and serves on the committee through his/her second year. The committee sets academic standards and policies for the Master of Environmental Science and Management (MESM) and Master of Environmental Data Science (MEDS) degree programs. It provides advice and consent on matters of policy, programs, and practice that impact the quality of the master's education and the educational experience of master's students. According to University rules, the student representatives cannot be voting members; only faculty that are members of the Academic Senate can be voting members. Nonetheless, student representatives play an important and valuable role in shaping the committee agenda and working to address students' interest and concerns. The Committee reserves the right to have Executive Sessions that exclude the student representative as needed to discuss confidential personnel issues or issues related to specific students. The staff contact for the Master's Curriculum Committee is the Academic Programs Manager.

Group Project Committee

The Group Project Committee consists of faculty, staff and three 1st-year MESM students who oversee the Group Project selection process. In Fall Quarter, MESM students are elected from the 1st-year class to serve on the committee during the Winter Quarter of the first year of study. The committee reviews and selects Group Project proposals. The faculty and staff guide Group Project policy and communicate guidelines to students. The staff contact for the Group Project Committee is the Academic Programs Manager.

Eco-Entrepreneurship (Eco-E) Program Committee

The Eco-E Program Committee consists of faculty and staff who oversee the Eco-E Program. The committee members mentor students in Eco-E Projects, provide feedback to Eco-E groups through quarterly lessons-learned presentations and Eco-E Project defenses, and allocate funding for Eco-E student recruitment, internships, and prototypes. The staff coordinator for the Eco-E Program Committee is the Eco-E Program Manager.

Communication Program Committee

The Communication Program Committee consists of faculty and staff who oversee the Strategic Environmental Communication and Media (Communication) focus and other communication training at the Bren School. The staff coordinator for the Communication Program Committee is the Communication Program Director.

Recruitment, Admissions, and Support (RAS) Committee

The Recruitment, Admissions and Support Committee consists of faculty and staff who oversee recruitment and admission of students to Bren School programs, and distribution of funds for student support. The staff coordinator for the RAS Committee is the Student Affairs Manager.

Bren Seminars Committee

The Bren Seminars Committee consists of staff, PhD, and master's students who plan the Bren Seminar series. Seminars are focused on research topics of interest to environmental science students and faculty. Bren Seminars are scheduled on Mondays at 11:00 am – 12:00 pm. The Bren Seminar Committee works closely with the Senior Events Manager.

Bren School Sustainability Committee

The Bren School Sustainability Committee (BSSC) is comprised of Bren master's and PhD students who have an interest in creating a more sustainable community at Bren, UCSB and greater Santa Barbara. The BSSC coordinates interesting activities to promote sustainable action and education. To join BSSC, provide feedback, or make a recommendation, send an email to bssc@lists.bren.ucsb.edu. To join the BSSC listserv, please visit <https://lists.connect.ucsb.edu/bren/info/bssc>.

MESM Class Chairs

Each MESM class elects two co-chairs in early Winter Quarter. Class Chairs represent their class and provide meaningful feedback to the school's administration. Each year Class Chairs play a leadership role in rallying classmates to provide annual support to the school in the form of personal contributions. After graduation, the MESM Class Chairs continue to facilitate communication between alumni in their class and the Bren School. It is through the support of our alumni and friends that the school can offer comprehensive, leading-edge approaches to environmental problem-solving.

Advisory Councils and Partners

Since being established in 1991, the Bren School has developed and maintained partnerships with a broad range of individuals and entities that contribute greatly to the school.

Some partners have been instrumental in "greening" Bren Hall, while others provide expertise from political, business, economic, or other professional perspectives important to maintaining a fresh and vibrant curriculum and ensuring that the school reflects the evolving field of environmental management.

[The Dean's Council](#) was created to support, promote, and guide the Bren School in achieving its objectives, while serving as the primary conduit between the school and the local community. The staff coordinator of the Dean's Council is the Director of Development.

The [Eco-Entrepreneurship Advisory Council](#) (EEAC) provides perspective and guidance to students pursuing the Eco-E focus and Eco-E Projects within the MESM program. The staff coordinator for the EEAC is the Eco-E Program Manager.

The [Council of Legal Advisors](#) provides advice to the dean and faculty on the legal training of Bren students, student mentoring, and legal insights for Master's Project teams. The faculty chair of the Council of Legal Advisors is Professor James Salzman and the staff coordinator is the Director of Development.

The [Corporate & Foundation Partners Program](#) creates mutually beneficial collaborations with a range of visionary companies and organizations. The corporate and foundation partners bring a commitment to making environmental sustainability a key component of their business and philanthropic activities, while also providing additional real-world perspectives and professional pathways for Bren students. The staff coordinator of the Corporate and Foundation Partners is the Director of Development.

BREN CURRICULUM

Curriculum Plan

The Bren School curriculum plan is typically available in late summer and posted to the Bren website under [Resources>Current Students>Academic Resources](#). The curriculum plan provides a complete listing of the courses that are expected to be offered the following academic year. ***There may be changes to the curriculum plan if courses are added, instructors are not available, or enrollment is low.***

Bren courses are typically offered the same quarter from one year to the next, but this is not guaranteed. Courses may shift to another quarter for various reasons. The Bren staff work to ensure there is an adequate distribution of courses throughout the year as new courses are added or removed. A **History of Course Offerings** is available on the Bren website under [Resources>Current Students>Academic Resources](#).

Course Descriptions

Bren School (ESM) [course descriptions](#) may be found on the Bren website under [Master's Programs>Master of Environmental Science & Management>Courses](#). Additionally, the course numbers on this page are linked to the most recent syllabus for each course. It is common for descriptions on the Bren website to be more comprehensive than the listings in the University Catalog. Certain courses may be offered under several "Special Topics" designations (i.e. ESM 293, 294, 296, 297, 299); the descriptions of these classes change quarterly and are only found on the Bren website.

Descriptions of courses offered by other departments at UCSB may be found in the [University Catalog](#). Students are encouraged to explore offerings in other departments that help build depth of knowledge in areas of interest.

Course Numbering

Graduate courses at UCSB are numbered 200-599. Upper-division undergraduate courses are numbered 100-199. Lower-division undergraduate courses, numbered <100, can NEVER count towards satisfying graduate degree requirements. However, with approval, up to 8 units of upper-division undergraduate coursework (100-199) may count toward MESM degree requirements.

Schedule of Classes

The most official and up-to-date [Bren Schedule of Classes](#) is on the Bren website under [Resources>Current Students>Academic Resources](#). GOLD generally reflects the current schedule but may differ and be inaccurate if a course is being offered in an unusual or intensive format. Please email academics@bren.ucsb.edu to clarify any discrepancies or confirm a particular class time.

Bren School courses are typically scheduled Monday through Friday and occasionally on Saturday and Sunday. Regular quarter-long courses (e.g., core and elective courses) are typically offered Monday through Thursday between the hours of 8:00 am and 5:00 pm. The Bren School offers two to three courses at the same time in order to provide the full range of course offerings. The Academic Programs staff makes every effort to minimize the likelihood that students will encounter schedule conflicts between desired courses. However, it is inevitable that a few students will experience a schedule conflict and may have to choose one course as their priority.

The Bren School offers some courses taught by visiting professors in an intensive format, meaning they are compressed into a week or two, meeting every day or every other day. Intensive courses are typically offered in the late afternoons on Monday through Thursday (e.g., 5:00 – 7:30 pm) and Fridays (e.g., 8:30 – 11:30 am or 1:00 – 4:00 pm). Labs, workshops, intensive courses, seminar courses, and field trips may be scheduled on Friday (8:30 – 11:30 am or 1:00 – 4:00 pm) and occasionally on Saturday and Sunday.

Books

Required and recommended readings are posted for courses in the Notes section of the [Class Schedule](#) under [Resources>Current Students>Academic Resources](#). Most Bren students obtain textbooks from online sources as necessary. Two copies of each required MESM core course text are placed in the Bren Reading Room (BH 3312). The Bren School does not typically purchase copies of books for elective classes.

Gauchospace

[Gauchospace](#) is the course content management system for UCSB. Instructors may post course syllabi, reading materials, assignments, etc. on a course's individual Gauchospace page, and students will be able to view the pages for courses in which they are enrolled. Please note, faculty use of Gauchospace is **optional** and not every course will have a Gauchospace page. The most up-to-date description and syllabus for each course are posted on the Bren website at [Master's Programs>Master of Environmental Science & Management>Courses](#). Please contact the Academic Programs Assistant regarding difficulties accessing a Gauchospace page.

EXTRACURRICULAR ACTIVITIES

The Bren School offers many research seminars, academic workshops, and career talks for students to enrich their educational experience. Most of these opportunities do not provide academic credit, but rather, exist to broaden students' knowledge, professional skills, and network. Every Bren student is expected to participate in some seminars, workshops, and talks. Most of these events are purposefully scheduled from **11:00 am-12:00 pm Monday through Thursday** when classes are not scheduled at Bren so that students can prioritize attending them. The schedule of upcoming events is posted to the Bren website under [Events](#).

Each week, "**THIS WEEK AT BREN**" (or "TWAB") is distributed via email by the Academic Programs Manager when classes are in session. TWAB is a single email message that lists

announcements for upcoming talks, workshops, short courses, and activities, as well as deadlines and other important information for students. **Students are expected to read TWAB** so they are aware of upcoming events and deadlines. There is a link at the top of each TWAB email to a Google calendar that includes events and workshops happening at Bren each week. To disseminate relevant announcements via TWAB, please submit the details to academics@bren.ucsb.edu prior to 8:30 am on Monday morning.

Research Seminars

Research seminars are scheduled weekly on Mondays at 11:00 am – 12:00 pm during the academic year. Research seminars focus on specific topics within the broad field of environmental science and management. Announcements with research seminar abstracts and speaker biographies are distributed by email through Bren Alerts and This Week at Bren (TWAB). Faculty and students are encouraged to attend to learn more about the particular topic and to meet the speaker.

Zurich Financial Services Distinguished Visitors on Climate Change

The Zurich Distinguished Visitors are prominent leaders in research, policy, management, or other aspects of climate change. Zurich Distinguished Visitors give a public seminar and teach an intensive course (ESM 293 Advanced Special Topics in Climate and Energy) for academic credit. Generally, there is one Zurich Visitor per quarter in a given academic year. Visits by Zurich Distinguished Visitors in 2020-21 will be paused until it is possible to return in-person to Bren Hall. Talks by former Zurich Distinguished Visitors are posted to the Bren School website under [Events](#).

Career Development Seminars and Workshops

The Bren School Career Development team hosts numerous workshops, speakers, and recruitment events throughout the year (some of which are mandatory for students). These sessions are generally held on **Tuesdays and Thursdays from 11:00 am – 12:00 pm**. See the [“Career Development” section below](#) for more information.

Master’s Project Workshops

The Bren School Academic Programs team hosts workshops and trainings throughout the year, most of which focus on the Master’s Project process. Workshops include, but are not limited to, Proposal Writing, Preparing for Faculty Reviews, Final Presentation Preparation, and Poster & Brief Design. Master’s Project Workshops are offered **Wednesdays from 11:00 am-12:00 pm**. Some of these workshops are required for all MESM students in a specific cohort.

Attendance at Bren Events

Some events and activities at Bren require students to respond whether or not they will be able to attend. Students should respond promptly and accurately. If a student responds that he/she will attend, then the student should make every effort to participate. If the student becomes ill or an emergency arises and he/she is not able to participate, then the student must notify the host as soon as possible to let him/her know. If a student is not able to attend, then he/she should respond appropriately. Accurate and timely responses are essential for the host to plan an appropriate venue and, for some events and activities, food and other refreshments. Please respect the time and money involved in planning events and activities at Bren and follow through when committing to attend.

STUDENT STATUS

Academic Standing/Standards of Scholarship

To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by the University and campus Academic Senate regulations and Graduate Council rulings:

- Maintain a cumulative Grade Point Average (GPA) of at least 3.0. If a student's cumulative GPA drops below a 3.0 for one quarter, he/she will be placed on Academic Monitoring. If the GPA remains below a 3.0 for three consecutive quarters, the student may be recommended for Probation and potential dismissal from the University.
- Keep the transcript free of excessive unfinished coursework, defined as 12 or more units of Incomplete (I), No Grade (NG), and/or No Record (NR) grades.
- Complete the MESM degree within two years and/or complete the PhD degree within five years. In special circumstances, students may work with the Assistant Dean for Academic Programs to develop a study program that exceeds the normative time.

Establishing California Residency

Out-of-state residents must pay \$12,246 per year for non-resident supplemental tuition. Living in California for more than one calendar year (366 consecutive days) is usually (but not always) sufficient to establish California residency. If students that are US citizens and intend to establish California residency, they are encouraged to take steps to establish residency upon their arrival in Santa Barbara. Please see the Registrar's website <http://registrar.sa.ucsb.edu/residence.aspx> for the basic components of the residency determination process. A student's actions during the academic year and summer will affect the decision made regarding California residence status. Since the final authority on residency rests with the Residence Deputy at the Office of the Registrar, students seeking counseling on residency questions should contact the Residence Deputy at 805-893-3592 (Residency@sa.ucsb.edu or SAASB 1101).

English for Multilingual Students (EMS)

The UCSB Graduate Division requires that all non-native English speakers meet proficiency standards in both spoken and written English before they are awarded a degree. During Orientation, non-native English speakers are required to take both the written and oral portions of the English Language Placement Examination (ELPE). Based upon the results of this exam, students will be (1) exempted from English for Multilingual Students (EMS) courses, or (2) referred to specific EMS courses.

Students should not delay taking EMS courses. Students lacking adequate written and oral communication skills often have difficulty with their Bren courses, which may jeopardize successful degree completion. Developing English language proficiency must be a top priority.

Students who need to take EMS courses may have to defer some MESM or PhD core courses until the 2nd year. Students who plan to defer any core courses should arrange to meet with the Student Affairs staff to discuss which core courses and/or elective courses would be best to defer. It may also be prudent to request an extension for time-to-degree past the normal two years for MESM or five years for PhD in order to accommodate additional coursework

necessary to develop English language proficiency. Further information on EMS classes including scheduling can be found at www.ems.ucsb.edu.

Non-native English speakers enrolled at Bren are required to take **ESM 437-1: Writing Skills for Environmental Professionals** during the Fall Quarter of their first year. This course is designed to improve accuracy and fluency in academic and applied writing about environmental sciences in English. This requirement may be waived by the Communication Program Director if the student demonstrates advanced English writing skills.

Leave of Absence

UCSB requires continuous registration of all graduate students until completion of all requirements for the degree. In extraordinary circumstances, a student who has registered for and completed at least one quarter and is in good academic standing may petition and be approved for a Leave of Absence. The circumstances for which students may apply for a Leave of Absence include:

- Documented medical/health difficulties that would reasonably inhibit graduate studies
- Pregnancy/parenting needs for a child up to the age of 12 months or up to the first 12 months of adoption placement in the home
- Family emergencies of an unusual and unanticipated nature
- Military service required by a student's home country

More detailed information on Leave of Absence Requirements and Petitions can be found in the UCSB [Graduate Student Handbook](#). The [leave of absence petition](#) is on the Graduate Division website under [Academic Services>Forms and Petitions](#). If a student intends to petition for a Leave of Absence, he/she should meet with the Student Affairs Manager and/or Graduate Advisor (Assistant Dean for Academic Programs) to discuss the situation.

Part-time Status

A student may be eligible to apply for part-time status if they are not advanced to candidacy and are not enrolled in more than 6 units. Part-time status qualifies a student to pay reduced tuition and fees. Approval of part-time status is at the discretion of the Dean of the Graduate Division. The circumstances under which students may apply for part-time status include:

- Health: Reduction in units must be supported by a licensed medical provider for medical reasons.
- Occupation: Off-campus employment of 30 or more hours per week
- Family Responsibilities: Established on a case-by-case basis for reasons such as (but not limited to) childcare responsibilities, care of ill family members, etc.

Students considering part-time status should meet with the Student Affairs Manager and/or Graduate Advisor (Assistant Dean for Academic Programs) to discuss their situation. The [part-time status petition](#) is on the Graduate Division website under [Academic Services>Forms and Petitions](#).

Lapsed Student Status

Students who do not register and do not have an approved Leave of Absence on file will "lapse status" with UCSB and will lose all student privileges (financial aid, library, UC Student Health Insurance, etc.). Graduate students who wish to register after a break in enrollment must [petition for reinstatement](#) with the [Graduate Division](#). Reinstatement is not automatic and requires the approval of the student's academic department; the student's

record will be evaluated with respect to academic performance and timely completion of the degree.

Withdrawing from the Program

If a student is considering withdrawing from the program, he/she must meet with the Student Affairs Manager to obtain appropriate information and advice on how to proceed. If the student decides to withdraw, then the Student Affairs Manager will request that the Graduate Division close the student's degree objective(s). If a MESM student withdraws after beginning a Group Project or Eco-E Project, he/she must notify the faculty advisor and group members of the withdrawal. Students are also advised to discuss their withdrawal plans with the Financial Aid Office before taking any action.

A student may or may not be eligible for a refund of student fees depending on the timing of the withdrawal. A withdrawal petition may be obtained online or the Registrar's Office. [More information on withdrawing](#) from the University is on the Registrar's website.

Adding a Second Degree or Emphasis

If a student receives approval from the Bren School and/or another department to pursue a secondary degree or emphasis, the student will need to submit a Graduate Division [Change of Degree Status Petition](#). Any additional degree or interdisciplinary emphasis must be added by petition to the Graduate Division in order to be reflected on the student's diploma upon graduation.

Adding Bren PhD Degree to MESM Degree

MESM students who would like to continue in the Bren PhD program must apply for admission through the standard UCSB Graduate Division application process. Applications to the PhD program for entry in Fall 2020 are due by December 14, 2020.

REGISTRATION & ENROLLMENT

It is the student's responsibility to keep track of registration pass times, enroll in courses accurately and on time, and pay fees by the deadlines posted on the UCSB [Academic Calendar](#). Failure to meet the deadlines may result in late fees.

If any student has questions or concerns related to registration or grades, he/she should contact the Academic Programs Manager.

Academic Calendar

Unless otherwise noted on the Bren Schedule of Classes, Bren classes follow the [Registrar's Academic Calendar](#) and begin on the first day of instruction and continue through Final Exam week. Students should be present for the duration of the academic quarter unless they are on a Leave of Absence. In Fall 2020, all required and most elective courses offered in the Bren School will be available through remote instruction. Bren students may live in Santa Barbara, another city in California, other states, or abroad as long as they can fully participate their courses through remote instruction. PhD students should discuss their plans with faculty advisors before deciding where to reside.

Enrollment in Classes with Discussions/Labs

For classes with more than one instructional component (i.e. discussion/lab section), students should enroll in the discussion/lab that best suits their schedule. The registration system will automatically enroll students in the lecture portion of the class.

Approval Codes

An approval code is required to enroll in a course with restricted registration or if a student is adding a course **after the first full week** of the quarter. When registering, students will be prompted for a four-digit code. These codes are course-specific and can be used only once. Approval codes for Bren (ESM) classes may be obtained by contacting academics@bren.ucsb.edu. In many cases, an approval code will be required to enroll in a non-Bren class. If an approval code is needed to enroll in a non-Bren class, the student should ask the course instructor how to obtain a code.

Class Size

The Bren School philosophy is to try to accommodate all Bren students who want to take a particular Bren course. In some cases, courses may have limited capacity. If GOLD indicates that a course is full, please email academics@bren.ucsb.edu to inquire about the possibility of adding the course. The Academic Programs staff will facilitate increased enrollment to the extent possible. If students cannot be added immediately, they will be placed on a waiting list and issued an approval code once space becomes available.

Number of Units

Graduate Division recommends each full-time graduate student to be enrolled in a minimum of 12 units per quarter. However, there is no loss of privileges as long the student is enrolled in at least **8 units**. Please note the MESM degree requires a minimum of **80** units. A student taking the minimum 12 units per quarter would not complete the MESM degree in two years. A typical course load for MESM students is **16-18 units** per quarter. The PhD degree is not based on a unit count. PhD students must take three core ESM courses and any other relevant coursework to achieve the academic goals set for the student by the faculty advisor and committee.

Transferring Credit

Credit for upper-division and graduate courses may be transferred to UCSB under certain circumstances. Credit is only transferrable if it was earned in a graduate degree program for which a degree was never conferred. In other words, if a student started graduate school somewhere else but left before finishing, it may be possible to transfer some unit credit. Students must complete one quarter of enrollment at UCSB before they can petition the Graduate Division (using a [Graduate Student Petition](#)) to transfer any units. ***Courses applicable to the MESM or PhD degree and a particular specialization are the only courses that will be considered for unit transfer.***

Students cannot transfer unit credit for courses they took before applying. Courses taken through Extension prior to program application cannot count toward the minimum degree requirements. If admitted, students may transfer no more than 12 units. Students will not be required to repeat a course already taken, but will have to make up the units by taking another relevant course.

For specific requirements and regulations concerning transferring credit, please see the Graduate Division's [Graduate Student Handbook](#).

Variable Unit Courses

Some courses at Bren are set up with a range of units, rather than a set amount and students select the appropriate unit amount during registration. The appropriate number of units corresponds with the number of contact hours between the student and instructor. This allows Bren to offer a variety of courses of varying length. **For Special Topics courses, the appropriate number of units is noted in the Schedule of Classes. Most one-week intensive courses are 2 units.** Students should verify their schedule on GOLD

before the 15th day of the quarter and again before the last day of classes to make sure that it is accurate.

Examples of Bren School variable units courses include but are not limited to:

- ESM 293 Advanced Special Topics in Climate and Energy
- ESM 294 Advanced Special Topics in Environmental Law
- ESM 296 Advanced Special Topics in Environmental Management
- ESM 297 Advanced Special Topics in Environmental Policy
- ESM 298 Advanced Special Topics in Eco-Entrepreneurship
- ESM 299 Advanced Special Topics in Environmental Science

Most courses at the Bren School are non-variable. They are offered for a specific number of units and the number of contact hours (and resulting workload) is not flexible. These non-variable unit classes cannot be taken for more or less than the number of specified units. Please contact academics@bren.ucsb.edu with any questions regarding registration.

ESM 595 Group Studies

ESM 595 Group Studies in Environmental Science and Management is offered as 595AA-595ZZ. Generally, 595 courses (e.g., ESM 595AA) are restricted to PhD students; MESM students may be able to obtain an exception to enroll with permission of the instructor. ESM 595 is a variable unit course depending on the workload determined by the faculty member; most ESM 595 courses are 2 units. See the [Schedule of Classes](#) for ESM 595 courses that will be offered and the corresponding number of units.

ESM 596 Directed Readings and Research

ESM 596 is an independent study course under the supervision of a Bren School faculty member. A faculty member from another department cannot supervise ESM 596. ESM 596 is a variable unit course and may be taken for a letter grade or satisfactory/unsatisfactory (S/U). For MESM students, registration in ESM 596 requires an [ESM 596 Petition](#) approved and signed by the faculty member who has agreed to oversee their independent study. MESM and PhD students must discuss the registration options (number of units and grading option) with their sponsoring faculty member and MESM students should indicate this information on the ESM 596 petition. In addition, the student must describe the work to be completed and the method by which the faculty sponsor will evaluate the student's work. The petition must be submitted to the Graduate Advisor (Assistant Dean for Academic Programs) for approval, preferably **before the start of the quarter**. No ESM 596 petitions will be accepted after the 3rd week of the quarter.

MESM students may only apply a maximum of 4 units in ESM 596 towards their MESM degree. MESM students will not receive credit towards the MESM degree for any ESM 596 course completed without a petition.

PhD students should register on GOLD for the appropriate number of units of ESM 596 to maintain a course load of at least 12 units per quarter. If PhD students are not taking any other courses, they should enroll in 12 units of ESM 596.

Instructor Codes

Instructor codes are unique, two-digit numbers assigned to faculty in a given department, generally for the purpose of tracking independent study projects. If students are enrolling in ESM 596 or 599, and do so in a timely manner, they will not need the instructor code as they will merely select their advisor from a drop-down menu on GOLD. However, if a student is delayed in their enrollment and must submit a [Graduate Late Add Petition](#), he/she

will be required to furnish the appropriate instructor code. Bren's instructor codes are located on each permanent faculty members biography page on the Bren School [website](#).

Auditing a Course

There is no official way to audit a course at UCSB. To "sit in" on a course, a student must obtain the instructor's approval. If a student "sits in" on a course, they should not register and the course will not appear on the student's transcript.

Schedule Adjustments

UCSB policy allows graduate students to **add a course** up until the last day of classes. After the first week of classes, an approval code is required to add a class using GOLD. Students may request an approval code from academics@bren.ucsb.edu. Approval codes can be used on GOLD until the 15th day of the quarter; after the 15th day of classes (3rd week of the quarter), any additions to a student's schedule can be made only by completing a [Graduate Late Add Petition](#). Students typically do not add courses after the 3rd week of the quarter unless they have been keeping up with the coursework and have permission of the instructor, or it is a short course with a late start date.

UCSB policy allows graduate students to **drop a course** using GOLD until the last day of instruction. However, students may **not** drop a course after this date without getting special approval for a retroactive drop from the Graduate Division Dean. Please keep in mind that Bren faculty and visiting instructors plan course activities based on the number of enrolled students. If a student is planning to drop a course, he or she should carefully consider the reasons and discuss them with the instructor prior to dropping the course. The instructor may be able to address the student's concerns so that the student can remain enrolled in the course.

Schedule Adjustment Petition

The [Graduate Late Add Petition](#) is available on the [Registrar's Registration Forms Website](#). Students must complete the Graduate Late Add Petition and then obtain signatures of the instructor and Graduate Advisor (Assistant Dean for Academic Programs). If students cannot obtain the signature of the instructor, the Graduate Advisor may sign on the instructor's behalf. Submit the completed form to the Office of the Registrar. **Students should complete schedule adjustments prior to the end of the 3rd week of the quarter to avoid having to complete this additional paperwork.**

Retroactive adjustments (made after the quarter is over) can be petitioned using the [Retroactive Schedule Adjustment Petition](#), available on the Graduate Division [Academic Petitions and Forms Website](#). This form requires the Graduate Division Dean's approval and signature, in addition to the instructor and Bren Graduate Advisor (Assistant Dean for Academic Programs).

Verifying Class Schedule

Each quarter, students should verify their schedule on GOLD at the beginning of the 3rd week of classes and again during the last week of instruction. Students may inadvertently register for the wrong number of units or forget to add or drop a course. If these problems are not addressed, they can result in failing grades or missing requirements.

Course Evaluations

Course evaluations are administered online during weeks nine and ten of the quarter through UCSB's Office of Instructional Development. UCSB provides the set of questions for evaluation and space is provided for students to offer additional feedback. To ensure

fairness, evaluations are shared with instructors and TAs only after grades have been assigned.

Students are asked to provide thorough and constructive feedback for each instructor and course. Criticism or perceived problems should be paired with possible solutions. Evaluations are reviewed by both the instructor and the administration and are given careful consideration. Course evaluations are reviewed by UCSB's Academic Personnel office as part of faculty merit reviews and reappointments of visiting professors and lecturers. Student comments and scores can influence whether or not a faculty member receives a promotion and a visiting professor or lecturer is rehired.

GRADES

Letter grades assigned at UCSB are A, B, C, D, and F, including plus/minus (i.e. A+, A, A-). Non-letter grades are S (satisfactory) and U (unsatisfactory) for graduate level courses (200-599), P (passed) and NP (not passed) for undergraduate level courses (1-199), I (incomplete), IP (in progress), and NG (no grade).

Core Course Grades

Students must take core courses for a letter grade. University policy requires that graduate students earn a grade of **B or better in all core courses**. If students receive a B- or lower in a core course, they must repeat the course the following year. This grading policy also applies to Master's Projects (**ESM 401** and **ESM 402**). There are no exceptions to this requirement.

MESM core courses include ESM 201 Ecology of Managed Ecosystems, ESM 202 Environmental Biogeochemistry, ESM 203 Earth Systems Science, ESM 204 Economics of Environmental Management, ESM 206 Statistics and Data Analysis for Environmental Science and Management, ESM 207 Environmental Law and Policy, ESM 210 Business and the Environment and ESM 241 Environmental Politics and Policy.

PhD core courses include ESM 510 Faculty Research Speaker Series (two quarters), ESM 512 Research Ethics and Conduct, and ESM 514 Collaborative Interdisciplinary Research (manuscript writing). PhD students must take ESM 512 (and possibly other courses) for a letter grade in order to establish a Grade Point Average (GPA) in their first quarter.

Elective Course Grades

The University considers a grade of B the threshold for "passing" at the graduate level. While any grade above F will still earn units, it is not considered satisfactory performance. Students typically are able to choose their preferred grading option (letter or non-letter) when enrolling in elective courses, although some courses may be restricted to a particular grading format.

S/U and P/NP Grades

Non-letter grades are S (satisfactory) and U (unsatisfactory) for graduate level courses and P (passed) and NP (not passed) for undergraduate courses. If a course has optional grading, the instructor assigns a letter grade to every student; for students that have elected the non-letter option, the registrar automatically converts the letter grade to the corresponding non-grade option. **For graduate courses, any grade less than a B (including B-) will be recorded as U** if the S/U grading option is chosen and no units will be assigned. Students who register for an undergraduate level class with P/NP grading option receive a **P for C or better work** and a **NP for less than C work**. In many cases, it is preferable for a student to receive a letter grade rather than elect the S/U option. For example, if the letter

grade option is chosen, students who receive a grade below a B but above an F will still receive credit for their performance in an elective course, and it can still be counted toward MESM specialization requirements, whereas no credit will be awarded for a U and the course will not count. Students may change their grading option until the last day of instruction.

Incomplete Grades

An Incomplete (I) grade may be placed on a student's record **only if**:

- There is a *compelling* reason for incomplete coursework (i.e., family or medical emergency); **and**
- A [petition for an Incomplete grade](#) (available from [the Registrar's Office](#)) is completed and signed by the course instructor; **and**
- The petition for an Incomplete grade is on file in the Registrar's Office by the last day of instruction. In the absence of a petition, a grade of F, U, NP, or NG will be recorded.

If unfinished coursework is not completed by the end of the following quarter, an I grade will turn into an F, U, or NP. With instructor approval, an I grade can be extended for one additional quarter by submitting an **Incomplete Extension Petition** (available from the Registrar's Office) to the Registrar before the end of the quarter.

No Grade (NG) & No Record (NR)

No Grade (NG) is a grade given by the Registrar when an instructor has not submitted a grade for a student and there is no Incomplete Petition on file. Usually this is because the student did not complete the requirements for the course. Under some circumstances (e.g., family emergency on the day of the final), an instructor will not report a grade and will submit a Grade Change Report once the student has completed the course requirements.

Students should contact their instructor and the Bren staff at academics@bren.ucsb.edu immediately if they receive an NG and believe it is a clerical error. An NG will convert to an F at the end of the subsequent quarter unless the instructor submits a Grade Change to the Registrar before the end of the subsequent quarter.

No Record (NR) is the notation used by the Registrar when the instructor has not submitted the course grades by the grade-reporting deadline. This usually occurs when the instructor needs more time to grade final exams or assignments. As soon as the instructor reports the grades, NR will be replaced by the grade submitted. If there is some question about the receipt of NR, students may contact the instructor or Academic Programs staff at academics@bren.ucsb.edu to obtain more information, but it should not be cause for concern.

Students are allowed to carry NG and NR for one quarter beyond when the course was originally undertaken before the NG or NR automatically reverts to a failing grade (F or U).

If students have 12 or more units of unfinished coursework, they will receive an advisory letter from the Graduate Division and be placed on Academic Probation. Excessive units of unfinished coursework will render a student ineligible for academic employment (e.g., Teaching Assistant or Graduate Student Researcher).

PETITIONS

Graduate Student Petitions

Requests involving exceptions to University policy and procedure (Graduate Division policies) require a [General Graduate Student Petition](#). Appropriate uses of this petition include requests to **transfer credit, take extension courses, waive Graduate Council requirements, or dual enrollment.**

Students who wish to add or drop a doctoral or master's degree objective, emphasis, or certificate program must complete a [Change of Degree Status Petition](#).

Graduate Student Petitions are available online. Students must take the completed and signed petition to the Billing Office (SAASB 1212), pay a processing fee, and submit the form to the appropriate office.

ACADEMIC CONDUCT

The University of California has standards for academic conduct and the Bren School expects students to fully uphold and adhere to these standards. A guidance document on Academic Conduct can be found on [UCSB's Judicial Affairs website](#). The Bren School is required to report known instances of inappropriate academic conduct and there can be significant consequences for students that do not uphold the standards.

Academic Misconduct

There are three general categories of academic misconduct:

Cheating: Cheating is defined as using or attempting to use materials, information, study aids, or commercial "research" services not authorized by the instructor of the course. For most students, cheating is obviously wrong. However, some acts of cheating are less blatant than peeking at another person's test and copying answers. For example, all of the following are also cheating: working with others when independent work is expected; working with more than one other person when assigned to work in pairs; asking a roommate or peer about a question on a take-home exam.

Collusion: Collusion occurs when students help others to engage in academic dishonesty or willingly allow it to occur. The University makes no distinction between those that cheat and/or plagiarize versus those who willingly allow it to occur. If students witness academic dishonesty, they are responsible for reporting it to the instructor or Assistant Dean.

Plagiarism: Plagiarism is knowingly taking the words or ideas of another author and representing them as one's own. This is an increasing problem throughout universities, even at the graduate level. It is imperative that students thoroughly understand what it means to engage in plagiarism. Increasing numbers of incidents of plagiarism suggest that many students are unclear about what it is. Students will receive information about plagiarism in the writing workshop during orientation. If students have questions about plagiarism, they should follow up with the Communication Program Director.

Conflict of Interest

The policy regarding Conflict of Interest (COI) in Graduate Education affirms joint student and faculty responsibilities, as members of the University of California in relationship to

potential conflicts of interest, and provides mechanisms to ensure that outside activities are consistent with University policy. Students and faculty members may need to file COI forms if they are engaged in activities that present a conflict of interest. These may include, for example, working on a research project with a faculty member if the project may result in financial gain for the faculty member (e.g., a private business venture outside of the university).

Specifically, this policy seeks to identify cases where a faculty member's financial interest may have negative effects on a student's academic interests. It also seeks to ensure that students' participation in research projects with the private sector enhances their educational experience and does not unduly influence or restrict their academic choices.

The full COI policy may be found on the Graduate Division website at <https://www.graddiv.ucsb.edu/academic/conflict-of-interest>.

In order to protect a student's academic interests, faculty members and students need to disclose certain agreements or arrangements where conflicts with these interests may arise. Such disclosure should take place any time the agreements or arrangements arise as set forth below. When these agreements or arrangements are disclosed, procedures will be initiated to determine whether the agreements or arrangements are consistent with the student's academic interests. If not, consideration will be given to methods of resolution of these conflicts. The following agreements or arrangements should be disclosed to the Dean of the Graduate Division as soon as the student becomes aware of the facts leading to the disclosure obligation:

- Agreements or arrangements between a student and a private entity involving research activities by the student, where the University or a mentor/research/thesis/dissertation advisor is a party to the agreement or arrangement, *and* the student's mentor/research/thesis/dissertation advisor has a financial interest in the private entity.

And one or more of the following is true:

- The research activities are related to the student's thesis/dissertation.
- There are restrictions on the student's ability to publish, present, or otherwise disclose the findings from their research activities.
- There are restrictions on the student's ability to be employed by, or otherwise complete obligations with, the University.

Please see the Student Affairs Manager regarding any concerns or questions about potential conflicts of interest.

Use of Human Subjects

Faculty and students who engage in research involving human subjects must first obtain prior approval from the UCSB Human Subjects Committee (HSC). "Human Subject" means a living individual about whom an investigator (whether professional or student) conducting research obtains (a) data through intervention or interaction with the individual or (b) identifiable private information. **If students are planning to conduct any type of survey of human subjects, they MUST obtain HSC approval in advance.** Approval is required no matter with whom students will be interacting - even friends or family!

In planning to use human subjects, please review the Office of Research website at <https://www.research.ucsb.edu/human-subjects/about>. To proceed with human subject research, students must understand and abide by the University policies and procedures

governing human subject research. It can take some time to complete the training, submit a protocol, and obtain approval so plan well in advance. The **faculty advisor** must complete Human Subjects training and submit the protocol on behalf of the student(s). Under no circumstances may human subjects be used if prior approval has not been obtained.

FINANCIAL SUPPORT

The UCSB [Financial Aid Office](http://www.finaid.ucsb.edu) (<http://www.finaid.ucsb.edu>), not the Bren School, is the primary student resource for information about student loans and federal financial aid. The Bren website provides links to financial information under the following links:

- [Resources>Incoming Students>Master's of Environmental Science and Management>Financial and Residency Resources](#), [Resources>Incoming Students>Master's of Environmental Data Science>Financial and Residency Resources](#), and
- [Resources>Incoming Students>PhD>Financial and Residency Resources](#).

The [Graduate Student Resource Center](#) also has a Funding Peer available to help students search for funding opportunities and improve their financial knowledge.

Most MESM students fund a portion of their education with loans or personal savings. Since the MESM program is full time (40-50 hours per week), managing a job in addition to the academic program requires excellent time-management and organizational skills. The Bren School generally advises that 1st-year MESM students not work during the first quarter to assess whether or not they have the time and energy for both the MESM program and a job.

Bren PhD students are informed of the extent of their financial support from the Bren School in the letter of admission to the program. Typically, 1st-year PhD students receive a recruitment incentive award from the Bren School or Graduate Division, already have a fellowship from an outside organization, or in some cases may be assigned a Student Academic Employment (Teaching Assistant or Graduate Student Researcher). Faculty advisors typically guide their PhD students to apply for grants and fellowships to support dissertation research. The Bren faculty advisor, not Bren staff, is the primary contact regarding financial support for continuing PhD students. After advancement to candidacy, the quarterly non-resident supplemental tuition is waived for three years for doctoral students (including international students).

Free Application for Federal Student Aid

MESM and PhD students who are U.S. citizens or residents should submit a Free Application for Federal Student Aid (FAFSA). The FAFSA is required if students want to be considered for any federal, university, or Bren financial support. The FAFSA is used to compile a "need analysis" to determine all financial support packages, including grants, fellowships, work-study, and loans. The application is available at <https://studentaid.gov/h/apply-for-aid/fafsa> and the deadline for the subsequent Fall Quarter is typically in early March. All domestic Bren PhD students should fill out a FAFSA every year to be considered for funding.

Recruitment Incentive Awards

The Bren School receives some state funds (Block Grant) from the Graduate Division that are used for recruitment incentive awards to pay academic fees, non-resident supplemental tuition, health insurance and/or stipends. In addition to the Block Grant, the Bren School has some funds from generous donors who have provided the school with gifts and/or endowments used for student fellowships.

Recruitment incentives typically are allocated to incoming MESM and PhD students who have demonstrated academic excellence and financial need. Incoming students who receive financial support in the form of Block Grant and/or donor funds are advised that the award is a recruitment incentive and is for the *first year only*.

Recruitment incentive awards that pay for academic fees, non-resident supplemental tuition, Professional Degree Supplemental Tuition (PDST) and health insurance are distributed directly through the students' Billing Accounts Receivable Collections (BARC) accounts and these awards are non-taxable. Some students also may receive a stipend as part of their recruitment incentive award. The stipend may be distributed via direct deposit to a student bank account through eRefund (preferred) or hard copy check and picked up at the Billing Office in the Student Affairs Administrative Services Building. To sign up for eRefund, please follow the instructions found on the [eRefund website](http://www.bfs.ucsb.edu/barc/e-refund-instructions) (<http://www.bfs.ucsb.edu/barc/e-refund-instructions>). Outstanding BARC balances may result in a promised stipend being applied to fees rather than being paid to the student.

Due to the process required to synchronize financial procedures at the Bren School, Graduate Division, and Registrar's Office, these awards may not appear on a BARC account until the first day of classes. If students do not see a credit for their recruitment award after the first day of classes, they should notify the Student Affairs staff.

If a student receives a recruitment incentive award and subsequently secures a TA or GSR appointment, he or she must immediately notify the Student Affairs staff. Student academic appointments that are at least 25% time pay for the student's academic fees and health insurance in addition to salary, and thus require the Student Affairs staff to modify or defer the recruitment incentive award.

University-Based Fellowships

The Graduate Division offers Recruitment and Central fellowships to qualified new and continuing PhD students, respectively. All newly-admitted PhD students are reviewed by the Recruitment, Admissions and Support (RAS) Committee and may be nominated for Recruitment Fellowships.

In Winter Quarter, the Student Affairs Manager sends a call to continuing PhD students for applications for Central Fellowships. The RAS Committee reviews and ranks the applications and a Central Fellowship Faculty Committee then selects the Central Fellows from a broad pool including students from other departments. For other fellowships, continuing students may apply directly to the Graduate Division. For more information about university-based and other fellowships, please review the financial information available on the Graduate Division's website at www.graddiv.ucsb.edu/financial/.

Student Academic Appointments

At UCSB, student academic appointments include Teaching Assistant (TA), Tutor, Reader, and Graduate Student Researcher (GSR) positions. If a student is employed for less than 100 hours per quarter, then the student will receive an hourly wage or salary only. If a student is employed more than 100 hours per quarter, then the employer (e.g., the academic department for a TA, tutor or reader, or a faculty member for GSR) is responsible for paying the student's salary, academic fees, and health insurance. Student TA appointments do not cover non-resident supplemental tuition or professional degree supplemental tuition. Students may be employed up to 50% time in an academic appointment if the student is in good standing. **If a domestic PhD student wishes to pursue an appointment at 51-75% time, he/she must contact the Assistant Dean to request a departmental exception.** Exceptions may be considered for domestic MESM students who are employed at 50% time and would like to add <5% hourly

employment, for example, to support events. To be considered for an exception, please see the Student Affairs Manager. Students are typically not permitted to have more than 75%-time employment through academic appointments. When accepting a new academic appointment, students must disclose to the employer (academic department or faculty member) whether or not they already hold an academic appointment and, if so, at what percent time. Read the full guidelines for Student Academic Employment at the Graduate Division website here: <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>.

Teaching Assistantships

The Bren School offers approximately 15 50%-time TA positions per year, primarily to support MESM core and lab courses. Only PhD students may be employed as TAs and Readers at the Bren School. **No MESM students may be employed as Bren TAs or Readers.** UCSB policy prohibits students from serving in a capacity in which they formally evaluate (i.e., grade) their peers. MESM and PhD students may hold academic appointments in other UCSB departments that offer undergraduate courses (such as Environmental Studies). MESM and PhD students also may serve as Bren Tutors who provide guidance and advice but *no* formal evaluation, or as GSRs who work on research projects with a particular faculty member.

Any PhD students interested in a TA position at the Bren School are *strongly encouraged* to enroll in the course(s) during their first or second year. To apply for a TA position at the Bren School, students should respond to the call for TA applications circulated by the Student Affairs staff in March. Students should complete the application, and indicate the courses they would like to TA and their qualifications. Bren TA assignments for the following academic year are typically completed in the prior June.

Students interested in serving as a TA in another department on campus should contact the department's Student Affairs staff or Graduate Advisor for guidance on how to apply. The UCSB [Academic Student Employment Positions page](#) has contact information for all departments that have TA positions available, though the page may not necessarily reflect all available positions.

Graduate Student Researchers

A Graduate Student Researcher (GSR) is a graduate student who assists a faculty member with scholarly research and is paid from extramural funds that the faculty member has secured through funding agencies. Often, a GSR collaborates in the publication of research results, as determined by supervising faculty members. As such, GSRs are selected for their high achievement or productive scholarship. GSRs are not assigned teaching, administrative, or general assistance duties. The number of GSRs available each year depends upon the level of extramural support that has been secured by the faculty. These research positions are typically reserved for PhD students, though in rare cases MESM students may secure a GSR appointment.

GSR positions are arranged on an individual basis between the student and a faculty member who is the Principal Investigator on a research grant. The Bren School (at the school/department level) does not offer GSR positions to students. However, the Bren School faculty (and faculty at other UCSB departments) may offer GSR positions. Students arrange GSR positions by speaking directly with the faculty member managing the research project. Only the faculty member who has been awarded the funding can award a GSR position to a student.

Conference Funding

The UCSB Graduate Student Association offers a travel grant intended to offset the costs of travel or registration fees at professional conferences in which a graduate student is presenting original research findings. It is designed to provide financial assistance to ALL graduate students. Eligible students will receive up to \$200 in reimbursement for registration or travel costs related to conference travel. More information on the application process and eligibility is available at <https://gsa.ucsb.edu/funding/travel-grant>.

Additionally, PhD students who have advanced to candidacy may apply to the Academic Senate for a [Doctoral Student Travel Grant](#) to present a paper or poster at a conference. Please note this particular grant is a one-time award per student so students should be judicious in their application.

Student Off-campus Travel Insurance

Students participating in off-campus activities sponsored and supervised by the University are covered worldwide, 24 hours a day, when traveling out-of-state or overseas, by ACE USA. To review student insurance benefits, please refer direct to the ACE USA website: <http://www.theadvantagegrouppllc.com/insurance-company/ace-ina-insurance>.

To be covered, students participating in UC-sponsored programs and traveling out-of-state or overseas MUST register their travel plans prior to departure. Students can register online [through the UC Office of the President](#). Upon registration, students will receive a Confirmation of Coverage card, which should be carried by the traveler until he/she has returned from the trip.

UCSB Financial Crisis Team

In 2017, UCSB established a multi-disciplinary team to assist students who are experiencing a financial crisis. The UCSB Financial Crisis Response Team works closely with Office of Financial Aid and Scholarships and other campus resources to evaluate and respond to students in urgent financial need. Their goal is to streamline the process of accessing financial assistance for students in need and provide a simple email point of contact for the campus when referring a student.

Depending on the individual situation, a student will either be asked to answer a few questions about the situation in an on-line form (via a link that will be emailed to them) or be asked to meet in person with an advisor in the Office of Financial Aid and Scholarships, or both. Ideally, many urgent financial situations can be resolved through regular Financial Aid processes with the guidance and assistance of an advisor. Those that cannot be addressed in this way will be forwarded to the new Financial Crisis Response Team for review and consideration. This team will have access to limited emergency funds that will allow for one-time grant awards to be made to students in cases that cannot be resolved in other ways by existing emergency funds or Financial Aid resources. This effort was put in place to help undergraduate and graduate students. Additionally, an emergency loan program has been established to assist international students in need. Updated information can be found on their website: <http://food.ucsb.edu/resources/financial/financial-crisis-team>. Financial Crisis Team Contact Information: Financialcrisis@sa.ucsb.edu

Food Security

UCSB established a Food Security Taskforce in response to a survey conducted by the Office of the President that revealed 42% of UC students were food insecure. Foodbank.as.ucsb.edu provides information regarding healthy and sustainable food options at UCSB and in the local community. It also serves as a communication hub for learning

about the campus food justice movement and efforts to reduce food insecurity and create a more sustainable and just food system.

CAREER DEVELOPMENT

Career-Advising Policies and Services Timeline

The Career and Alumni Team provides MESM and PhD students with career assistance throughout their time at Bren in addition to providing more limited services to alumni. Find details in our [Student Career-Advising Services and Policies](#) and [Alumni Career-Advising Services and Policies](#) on BrenConnect (login required).

However, a brief overview and timeline of services is as follows:

- **Full student services begin the first day of Fall Quarter classes of a student's matriculation year and continue through July 31 of their graduation year.** Since current students are the first priority and alumni services are more limited, the Career team expects students to leverage these full services while they are in school.
- **More limited alumni services begin August 1 of students' graduation year.** Currently provided at no charge, this includes full [BrenConnect](#) access, select regional networking events, subscriptions to the biannual Bren alumni e-newsletter, and limited career-advising (e.g., the team can answer questions and provide global document feedback but does not have capacity for detailed résumé/cover letter reviews and is less available during peak times requiring current student attention).

Student Career Services and How to Request Assistance

The Career Development Program is strategically designed to support current students with an overall structure set up as follows:

- **For MESM students, the Career team guides students through a strategically planned 2-year Career Development Program** including a workshop series, mandatory and by-request individual advising, and weekly RAD (Read-Attend-Do) emails designed to support students' summer internship search, post-Bren job search, and development of lifelong career skills.
- **PhD students have access to career advising, workshops, and talks at their own pace** to meet their varying career needs and graduation/job search timelines. They may attend any MESM workshop that applies to their specific needs, and the Career team also hosts select PhD-specific workshops each year.

To that end, current MESM and PhD students have access to the following services:

- **One-on-One career advising:** This includes mandatory résumé reviews and mock interviews for MESM students and by-request mock interviews, document reviews, career guidance, job/internship search strategizing, and more for both MESM and PhD students. For assistance, email career@bren.ucsb.edu and follow the [Student Career-Advising Services and Policies](#) instructions on BrenConnect (login required).
- **Bren-specific career workshop series, employer/alumni career talks, recruiting sessions, and networking events:** These typically take place from 11:00 am – 12:00 pm on Tuesdays and Thursdays (for ease of scheduling, 1st-year MESM workshops are on Tuesdays; 2nd-year MESM workshops on Thursdays; and PhD workshops and all other talks/events may fall on either day). The Career team will provide details and quarterly schedules via email, and mandatory MESM

workshops will be scheduled onto students' Google calendars. Students may also view the [Bren Career Workshop/Speaker Schedule on BrenConnect](#) (login required).

- **Job and Internship Postings:** The Career team distributes relevant during-the-year opportunities, summer internships, and post-Bren positions via [MESM class-specific groups on BrenConnect](#) (students are automatically added during their first Fall Quarter at Bren), the Bren PhD listserv, and the [student/alumni Job Postings Group on BrenConnect](#).
- **Weekly RAD (Read-Attend-Do) Career Guidance Emails (MESM Students):** 1st- and 2nd-years receive informative emails each week (10 per quarter) outlining what to 1) Read (a timely tip or BrenConnect article), 2) Attend (career workshops or talks), and 3) Do (timely action items) to stay on track with their career development and summer internship or post-Bren job search.
- **Access to BrenConnect (Career Resources and Networking Hub):** Students will receive instructions for creating an account for this password-protected site during Orientation (please do not create an account before then). Current students may log in [here](#). BrenConnect provides access to the following:
 - **Alumni Finder:** Searchable database of alumni employment and contact information.
 - **Bren-Specific Career Resources:** 24/7 access to the Career team's tips and tricks, including résumé and interviewing guides, example documents, negotiating strategies, professional development resources, and more.
 - **Job/Internship Postings and Online Networking Groups:** Access to class-specific MESM groups, job postings, and field- or interest-specific groups, e.g. the Conference Opportunities and Tips group and Bren Alumni & Students of Color Association (BASCA) group.

MESM Summer Internship Funding (SIF)

The Bren School places a strong emphasis on professional experience and expects all MESM students to complete internships between their first and second years. Thanks to the Bren Development Team's prioritization of fundraising to support summer internships, the school is able to offer Bren Summer Internship Fellowship (SIF) funding to facilitate students completing internships that offer excellent experience but would create a financial hardship due to being unpaid or very low-paying.

SIF awards typically range from \$100 to \$3,000 depending on financial resources in a given year, the number of qualified applicants, and their respective needs. The Career team sends SIF application information out at the beginning of Winter Quarter. To apply, students must have strong academic credentials and meet other requirements; for full details, see the [Bren Summer Internship Funding \(SIF\) Info](#) on BrenConnect (login required).

Professional Associations

The Bren School has student chapters of several professional associations that host career speakers, participate in conferences, and volunteer at relevant events. While overseen by the Career team, these associations are student-run, responsible for holding meetings, managing budgets, electing officers, and setting yearly agendas. See the [Bren Student Clubs and Professional Associations article](#) on BrenConnect (login required) to learn more and/or get involved with associations including Net Impact, the Association of Environmental Professionals (AEP), and the American Planning Association (APA).

See the ["Committees and Councils" section](#) of this handbook for information on other Bren School committees and councils with which you may wish to get involved.

BREN STUDENT RESOURCES

Mail/Mailboxes

Each Bren student has a mailbox located in the Student Mailroom (BH 2406). The mailroom is typically open Monday through Friday from 8:00 am - 5:00 pm. The most common use for student mailboxes is for professors and TAs to return homework assignments and exams. Students are responsible for checking their box regularly. The student mailroom will be closed during the period of remote instruction. Students are advised to direct mail to their personal residences.

Faculty and staff mailboxes are located in BH 2530. The faculty and staff mailroom and the Dean's Suite are open Monday through Friday from 8:00 am - 5:00 pm, except for occasional early closures for special events. The faculty and staff mailroom will be closed during the period of remote instruction.

Incoming and outgoing mail is limited to official University business **only**. No stamped mail is accepted in the outgoing mailbox in the Dean's Suite. All off-campus mail must have a budget code marked on the envelope so that the correct account is charged for the mailing expense. UCSB Mail Services will not process stamped personal mail.

To send personal mail, a United States Post Office is located on the ground floor of the UCen, and the nearest mailbox for stamped personal mail is behind the Materials Research Laboratory (MRL) building (where there are also drop boxes for FedEx and UPS).

When students leave the University (temporarily or permanently), the United States Postal Service (USPS) will not forward their mail addressed to the University of California. Unfortunately, submitting a "Change of Address" to the USPS for a University address will not work. Therefore, students need to change their address well in advance of their departure from the University, as the Bren School will not be able to forward mail.

Copy Machines

The copy machines at the Bren School are not for student use. The closest public copiers are located in the Davidson Library and the UCen (SBPrinter.com). During the period of remote instruction, students are advised to use professional copy services available off campus.

Printing

During the period of remote instruction, students are advised to use electronic documents. If printing is needed, students are advised to use a professional printing service off campus or purchase a printer for personal use. When open, printing costs in the Bren School are: \$0.03 for black and white, and \$0.20 for color. Pages print double-sided by default and charges are per page of the document, not per piece of paper. MESM students receive **\$30 per year** of free printing. This is to cover light printing and printing mishaps (jams, double prints). Cancelled jobs and errors, even those caused by machine error, cannot be credited so always exercise caution before hitting the print button. Financial managers for Group Projects and Eco-E Projects may move funds from the group's account to an individual's print account so that person can print on behalf of the group. It is not possible to print as a project, only as an individual.

Fax Machines

During the period of remote instruction, students are advised to use fax services provided by vendors off campus. When Bren Hall is open, the fax machine is located in the Dean's Suite and is available for business use Monday through Friday from 8:00 am - 4:00 pm. The

machine may not be used for personal faxes. To use the fax, please see Bren Assistant to the Deans, Corina Aguiar (BH 2400A).

When Bren Hall is open, students may receive faxes using the Bren School's fax machine. The number for incoming faxes is **805-893-7612**. Make sure the sender indicates "Bren School Student" and includes the student's name on the fax coversheet. If the fax is clearly labeled, it will be placed in the student's Bren mailbox; otherwise, if students are expecting a fax, they should consult Assistant to the Deans, Corina Aguiar.

Media Equipment and Conference Phones

When Bren Hall is open, the school has a variety of media equipment (e.g., conference phones, laptop dongles) available for instructional purposes, special presentations, and committee and research-related conference calls. ***This equipment must be reserved at least 24 hours in advance*** by contacting scheduling@bren.ucsb.edu. For laptops or webcam equipment, please contact the compute team at computing@bren.ucsb.edu. Priority is given to instructional uses of the equipment, and there is no overnight checkout. Feel free to ask for instruction on how to use the equipment.

Students are responsible for pickup and setup of the equipment and must immediately return it after use. Students will be held accountable for any lost or damaged items. If there is a mechanical problem with the equipment, please notify a Bren School staff member immediately.

To use phones for calling out of the Bren School, students need an authorization code that can only be generated if they have an account to charge (e.g. a Group Project, Eco-E Project or other research account). There is no charge for receiving calls; no authorization code is necessary for people to call into the Bren School. Most rooms have a dedicated phone line and all conference phones come with a list of Bren phone numbers.

If students are using a projector in a classroom, it is imperative that they log off the computer and ***turn the projector off*** before leaving. To turn off the projector, press the POWER button on the remote control twice. If the POWER button is only pressed once, the projector will remain ON. Projector bulbs are extremely expensive (\$500/bulb).

Information Technology Help Desk

During the period of remote instruction, the Compute Team holds office hours on Zoom, Tuesdays and Fridays from 2:30 - 3:30 pm. Join the Zoom meeting at <https://ucsb.zoom.us/j/99065191541>. For assistance with Computing, students may submit a help ticket to request@bren.ucsb.edu. When Bren Hall is open, the IT Help Desk Office, located in **BH 3516**, is available for the Bren community to obtain computer support as a walk-in service. A Compute Team staff member is present to offer assistance from **8:00 am to 5:00 pm, Monday through Friday**, focused mainly on providing support for drop-in users, and addressing existing helpdesk tickets. A ticket will be generated for a specific request. Most requests can be addressed immediately. However, if it is not possible to wait for the Help Desk staff or if the request is complex, then the ticket will be transferred to the appropriate Compute Team staff member for resolution. Once the request is addressed, the ticket will be closed. A client may re-open the ticket if additional help is needed or to provide feedback.

Email

Please review the [email use policies](#) posted on the Bren website under [Resources>Computing](#). Email is used frequently to communicate among Bren faculty, staff, and students. To help reduce inefficiencies caused by excess or abundant email, please cc

others only when they really need to know. In most cases, if an email is requesting action, it is best to address the email to only one person (and cc others as appropriate) so it is clear who needs to take responsibility. Please be consistently professional in email correspondence and realize that email messages may be forwarded to others. Forward emails with extreme care and respect. If forwarding email written by someone else, it is generally best to get their approval before sharing it with others. If at all possible, communicate by phone or in person (not by email) if the subject matter has the possibility of creating conflict or controversy and/or has the potential to be misunderstood.

Bren-Alerts

Bren-alerts is an email listserv used to announce Bren events that are open to the public. Bren MESM and PhD students receive messages distributed to Bren-alerts via the grad20XX@bren and brenphd@bren listservs. To announce a public event sent electronically, students should send the announcement to events@bren.ucsb.edu and it will be distributed by the Senior Events Manager as appropriate. Students may not directly distribute messages through bren-alerts. Announcements of non-public events may be made through the email aliases described below. Students are encouraged to sign up for Bren-alerts to continue to receive announcements about Bren public events as alumni. Any individual can sign up to receive Bren Alerts by contacting the Bren Compute Team.

Events

The schedule of [public events](#) (and recent events) is on the Bren School website under [Events](#). In addition, an announcement is distributed to all MESM and PhD students via bren-alerts in advance of an event. Events not open to the public but open to Bren MESM and/or PhD students will be announced using an appropriate alias (see below).

Printed announcements and flyers may not be posted on walls or elevators in Bren Hall. All notices should be posted on the bulletin boards in the Student Kitchen, BH 3328, Student Mailroom (BH 2406), or Faculty/Staff Mailroom (BH 2530). Please check with the Bren Hall Building Manager regarding the rules for proper posting before posting flyers in other campus locations. As with use of the Bren aliases, please consider whether these venues are appropriate for a flyer and refrain from posting inappropriate items.

Email Aliases

A number of aliases exist to facilitate email communication with large groups within the Bren School. For example, an email sent to grad2021@bren.ucsb.edu will be distributed to all MESM students in the Class of 2021. A list of the most common [Bren School aliases](#) can be found on the Bren website under [Resources>Faculty and Staff](#). **Please note that these aliases are for business use and are not for advertising products for sale, seeking rides, announcing a personal party, expressing personal opinions, etc.** The Bren-random listserv (see below) should be used for messages that are not official Bren business. Please contact the Student Affairs staff if you have questions or need assistance sending a message to a specific group at Bren.

Bren-random

The Bren-random listserv is for Bren students, alumni, faculty, staff, employers, and members of the community who would like to send and/or receive group messages other than official Bren business (e.g., advertising products for sale, seeking rides, requesting assistance, expressing personal opinions, etc.). To subscribe to Bren-random, please follow the [instructions](#) on the Bren website under [Internal Services>Computing](#). Communication on Bren-random is viewed by a wide range of individuals since it is available to anyone in the Bren community. Students should consider how others in the Bren community and beyond may perceive their communication via Bren-random. The Bren School does not allow use of

profanity or language that is disrespectful to others on Bren-random. The Bren School administration reserves the right to remove Bren-random users who violate these guidelines.

Request Queues

The Bren School has established request queues for help, repairs, and frequently needed services. Please use these email queues for requests so they can be properly directed and handled. Normally, more than one staff member monitors these queues so that emails will not be missed if one person is out sick or on vacation. Common [Bren School request queues](#) include:

- academics@bren — for current students to obtain assistance with academic needs, such as obtaining approval codes and information about courses, questions regarding MyPlan, assistance with petitions and forms, help with grade-related issues, etc.
- admissions@bren — for prospective student to obtain information about Bren's academic programs, submitting an application, open house, and visiting the Bren School
- brenhall@bren — to submit help requests for building related issues.
- career@bren — for current students to obtain information and/or request assistance from the career development staff
- computing@bren — to report issues relating to networks or computers or other hardware/software problems at the Bren school.
- events@bren — to provide events staff with information about upcoming Bren School events planned by faculty, students, and staff
- finance@bren — for inquiries related to accounts, budgets, late payments, finance issues, etc.
- media@bren — to provide potentially newsworthy information that promotes the Bren School, its students, and/or its faculty.
- personnel@bren — for inquiries related to non-academic new hire requests (staff and students), funding updates for existing appointments, foreign visa requests (e.g., J1s), time care and/or payroll questions, salary transfer requests, Kronos timekeeping questions
- projects@bren — to obtain information about and to submit Group Project proposals
- purchasing@bren — for purchasing requests
- scheduling@bren — for Bren students, staff, and faculty to request use of a room in Bren Hall and to receive assistance regarding any scheduling related activities.
- travel@bren — for requests involving travel, visas, vehicle reservations, or parking permits, etc.
- webmaster@bren — to request changes to or report problems with the Bren website.

Scheduling Meetings with Faculty and Staff

Scheduling faculty and staff using Google Calendar should NOT be done without their permission. Students should [use Google Calendar](#) to identify date/times of possible meeting times. Please email faculty or staff to request a meeting date/time. Students should suggest a few possible dates/times that might work based on review of Google Calendar schedules. If a response is not received within a reasonable amount of time, please follow up as appropriate. Meetings with the Dean should be scheduled through the Assistant to the Deans Corina Aguiar (corina@bren.ucsb.edu, BH 2400A).

Bren School Logo

Students may access several logo variations as well as Bren's Visual Identity Guide by navigating to the "Communications and Web Resources page" on the Bren School website under [Resources>Faculty and Staff>Communications and Web](#).

Counseling & Psychological Services

All registered students are eligible for services at Counseling & Psychological Services (CAPS). When help is needed to address a personal concern, CAPS is a resource for learning new skills in building self-confidence, relating to others, reducing stress, solving problems, and identifying options. Students can make an appointment to see a counselor individually or as a group; counselors are also available to meet with students on a walk-in basis. Phone consultation is available 24/7 at (805) 893-4411. The main CAPS building (Building 599), shared with UCSB Career Services, is located across the bike path from the Arts Building and Storke Tower. For more information, please [visit the CAPS website](#).

Graduate Division Academic Counseling

The Graduate Division offers academic counseling services geared specifically toward graduate student needs. The [Graduate Academic Counselor](#) Ryan Sims (ryan.sims@graddiv.ucsb.edu; 805-893-2068; Cheadle Hall 3rd Floor) is available to support students in their academic journey, including academic support, time management skills, communication skills, and referrals to campus resources. The Graduate Division also provides a host of resources to support academic, personal and professional success of UCSB graduate students. Please visit the [Graduate Student Resource Center](#) for access resources such as the writing tutors, peer advisors, events and workshops.

Office of the Ombuds

The [Office of the Ombuds](#) is a confidential, impartial, informal, and independent resource for conflict management that serves all members of the UCSB community, including faculty, staff, and students. The ombuds assist those who seek guidance to resolve academic or administrative issues and disputes that are not adequately addressed through other University procedures. The Office of the Ombuds is a safe, confidential, and impartial place to express concerns.

The Ombuds advocates for fairness and works to ensure that all members of the University community receive equitable treatment. The ombuds serve the campus community by helping to resolve complaints, by providing information and referrals, and by making recommendations for constructive change when University policies or procedures generate conflicts or concerns. The ombuds adhere to professional standards of practice to create an environment where members of the UCSB community can obtain information, review options, and resolve problems. The ombuds are committed to facilitating campus-wide conflict management with an emphasis on conflict prevention.

The Office of the Ombuds does not communicate via email, as email is not confidential. Students are discouraged from using email to contact the Office of the Ombuds about confidential matters, including scheduling an appointment. The Office of the Ombuds may be reached at (805) 893-3285.

BREN HALL

Stewardship of Bren Hall

Bren Hall was built in 2002 and was the first laboratory building in the United States to receive the U.S. Green Building Council's Platinum LEED® accreditation. In August 2009, Bren Hall became the nation's first building to earn two LEED® Platinum certifications, when it was recertified at the Platinum level for Existing Buildings—Operations & Maintenance (LEED EB O&M). In August 2017, Bren Hall was recertified at the LEED® Platinum level for Existing Buildings – Operations & Maintenance, making it the first building in the country to receive three platinum LEED certifications. We are proud of our building and appreciate the wonderful educational and work environment that it provides.

The Bren School exhibits a commitment to a high standard of maintenance and cleanliness. The University provides limited janitorial support. Thus, Bren Hall occupants (faculty, staff, and students) must maintain the cleanliness and tidiness of the building so that we have a clean and comfortable workspace. Bren School staff (including the Assistant Dean of Academic Programs, Assistant Dean of Development, Director of Career Development and Alumni Relations, Business Officer, and all other Bren staff members) comprehensively clean Bren Hall before Fall Quarter and over Spring Break. Students are expected to do their part to keep the building clean, pick up after themselves, and maintain student spaces. Many tours of Bren Hall are given throughout the year, and occasionally, individuals touring the building are considering a gift to the school to support students, programs, and/or research activities. Therefore, it is important that the building remain presentable at all times.

Emergencies/Safety

If there is an emergency or security issue, call **9-911** from a campus phone. For non-emergencies, call the UCSB police at x**3446** from a campus phone. The Bren Hall building number is **521** and will be requested by the 911 dispatcher. Please do not hesitate to report suspicious activity or strangers in or around Bren Hall to any Bren staff or faculty member. Community Service Organization (CSO) Escorts may be arranged by calling x**2000** from a campus phone.

First Aid kits are located in the Student Kitchen (BH 3328) and Dean's Suite Kitchen. Please report any health or safety incidents to our Department Safety Representative at brenhall@bren.ucsb.edu.

If an alarm sounds, everyone MUST vacate Bren Hall even if it is a test. Some potentially hazardous chemicals may be used for research in Bren Hall, so it is imperative that everyone immediately leave the building once an alarm sounds. University police may ticket people who do not vacate the building when the alarm sounds.

During an alarm, Bren Hall occupants should meet on the lawn between Bren Hall and Harold Frank Hall (Engineering) near the bike path. By everyone gathering in one location during an emergency, administrators are better able to assess whether or not all occupants are out of the building and emergency personnel (wearing emergency vests) can provide instructions efficiently.

Keys

If locked out of a room, please see the Assistant to the Deans Corina Aguiar in the Dean's Suite (BH 2400A) during business hours. If a key for an office, lab, or meeting room is needed on an ongoing basis, please ask the faculty or staff sponsor to send an email to Corina (corina@bren.ucsb.edu) to authorize the request. The Assistant to the Deans cannot issue a key to a student until she has received authorization.

Building Security

Bren Hall will be locked during the period of remote instruction. When Bren Hall is open, special authorization is required for entry into the laboratory wing after regular business hours. This includes the Davidson Student Commons, Student Computing Facility (computer lab), Bonsai (BH 4327), Manzanita (BH 4329), and the elevators. Bren students requesting after-hours access will need to purchase color access cards (available in the UCen) and complete the enrollment process with the Compute Team. [Instructions are available online](#) under [Resources>Computing](#).

To keep the elevator doors open for an extended period of time, use the DH (door hold) button. Holding the doors open manually causes the elevators to freeze, and maintenance will need to come to unfreeze and allow the elevator to function again.

For security, doors to Bren Hall must NEVER be propped open after regular business hours.

Evening Lighting

For safety and security reasons, the hallway lights must be on at night. The hallway lights are connected to a single circuit, so it is not possible to turn off one light without turning off all of them.

Classrooms/Meeting Rooms

Bren Hall will be closed and no rooms may be scheduled for use by students during the period of remote instruction. Bren Hall has a variety of classrooms, labs, and meeting rooms to support classes and collaborative academic projects. When Bren Hall is open, students may reserve Bonsai (BH 4327), Manzanita (BH 4329), and the Visitors Center (BH 1410) via Google Calendar. To schedule any other meeting room, please send a request to scheduling@bren.ucsb.edu. In the request, please include the date, time span, room preferences (if any), and title of the meeting. Please note the Dean's Conference Room is generally reserved for development purposes, administrative meetings, and occasional classes; typically, it is not available for student meetings, except in rare cases. Classrooms and meeting rooms in Bren Hall include:

1st floor:

- Colloquium (BH 1414)
- Seminar (BH 1424)
- Sycamore (BH 1510)
- Oak (BH 1520)
- Visitors Center (BH 1410)

2nd floor:

- Dean's Conference Room (BH 2436)

3rd floor:

- Pine (BH 3526)

4th floor

- Bonsai (BH 4327, lab wing)
- Manzanita (BH 4329, lab wing)

Comprehensive details about amenities and seating are available on the Bren [website](#). Classrooms and meeting rooms are generally locked around 5:00 pm by janitorial or Bren staff. If a room is locked during regular business hours and access is needed, please come to the Dean's Suite for assistance or send an email to scheduling@bren.ucsb.edu. Please leave rooms clean and tidy when finished. **Please turn off the data projector when finished.**

Student Meeting Rooms

Bren Hall will be closed and no rooms may be scheduled for use by students during the period of remote instruction. When Bren Hall is open, students are responsible for scheduling their own rooms for academic meetings, including Group Project or Eco-E Project meetings, PhD committee meetings, PhD defenses, and other academic purposes. Three

rooms are officially designated as student meeting rooms: **Bonsai (BH 4327), Manzanita (BH 4329), and the Visitors Center (BH 1410)**. All rooms are equipped with a computer and have a wall-mounted screen for video display. The Bonsai Room is equipped with a conference call phone, and the Visitors Center, Dean's Conference Room, and Bren Hall rooms 1414, 1424, 3526, 1510, and 1520 have Zoom/Skype conference calling capabilities. Bren Hall 1414, 1424, and Manzanita (4329) do not have a phone line. The Visitors Center and Manzanita are only available during business hours but Bonsai is available anytime since it is equipped with a code lock, which uses the same code as the Bren Hall lab wing and computer facilities.

With the exception of interviews, students are not allowed to book rooms for personal use, including TA office hours. If a room is needed for office hours, please contact the hiring department. If the hiring department is the Bren School, please contact Assistant to the Deans Corina Aguiar.

Please contact scheduling@bren.ucsb.edu with any questions related to room use.

Davidson Student Commons (BH 3330)

When Bren Hall is open, the Davidson Student Commons is a room for Bren students to study, relax, and meet with groups, etc. UCSB graduate Jim Davidson (1990) made a generous gift to the Bren School to furnish the room with tables, couches, chairs, cabinets, and artwork made from recycled metal. **Please do not tape anything to the Commons walls because tape degrades their surfaces.**

The computers in the Davidson Commons are assigned to specific MESM groups working on Group Projects and Eco-E Projects. While all Bren graduate students are free to use the Davidson Commons, priority for use of a specific computer station must be given to the assigned MESM group. Computers are assigned to MESM groups in Spring Quarter of the first year. When the Group Projects and Eco-E Projects are completed at the end of the Spring Quarter of the 2nd year, the groups must vacate their computers and leave their associated spaces clean for the next group.

The Davidson Commons also may be used to study or meet in groups when necessary. However, the noise level should be kept reasonable so that students on the computers can concentrate. Like all common spaces in Bren Hall, students are responsible for keeping the Davidson Commons clean! Utilities (such as individual refrigerators) are not permitted; students may keep food in the Student Kitchen next door to the Commons.

Student Computing Facility (BH 3022)

When Bren Hall is open, the Student Computing Facility or SCF (BH 3022) is a computer lab for Bren students. The SCF is unlocked during business hours and is available for Bren student access after business hours with a security code. For more information on computer accounts, security, and computing policies, please see the Bren website under [Resources>Computing](#). Please send an email to computing@bren.ucsb.edu regarding problems with the computing hardware or software.

Infrequently, Bren labs or workshops are scheduled in the SCF. In this event, students will be asked to leave the SCF during the period of instruction. Advance notice will be given to the extent possible. Students may access other computers in the GIS lab or the Davidson Commons.

Students are expected to respect the people and property throughout Bren and conduct their activities in a professional manner and with a high degree of integrity. Food and drinks

in spill-proof containers are allowed in the SCF, as long as trash is disposed of properly and nothing is spilled on the computers. The Compute Team reserves the right to ban food and drinks from the SCF if computers are ruined or the room is not kept clean.

Students have the responsibility to regulate the noise level in the computer labs. Typically, more discussion and a moderate noise level have been appropriate for the SCF, while a lower noise level has been expected in the GIS lab. This provides opportunities for students to work together and engage in discussion (SCF), while other students are able to concentrate more deeply and quietly on individual work (GIS lab). We recommend that students adhere to this student-initiated policy for regulating noise. If noise becomes an issue and a student-initiated solution is not found, please communicate concerns to the Dean's Advisory Council (DAC) representatives.

Reading Room (BH 3312)

The Reading Room (BH 3312) is a quiet space, reserved for individual studying only. Students are not allowed to talk, hold meetings or study sessions, or store personal items in this room.

There are many relevant books available for student use in the Reading Room. The Academic Programs staff places two copies of each required textbook or reader for **core courses** in the Reading Room. There also may be copies of books for elective courses though, unfortunately, Bren cannot guarantee the availability of texts for every elective course. Students are welcome to use these materials, but they MAY NOT BE REMOVED FROM THE READING ROOM. Please return all materials to the proper shelf when done.

If you would like to donate books, please contact the Academic Programs staff at academics@bren.ucsb.edu.

Kitchen/Patio (BH 3328)

When Bren Hall is open, there is a kitchen and patio for student use located on the 3rd floor of the lab wing. The patio is a common space that can be used for lunch, study sessions, etc. **Surfboards and wetsuits are NOT allowed on the patio.** Students should store these items in the surfboard and wetsuit storage area behind Bren Hall.

Lack of cleanliness in the kitchen can easily become a problem with so many students using one small space. Students are responsible for cleaning up after themselves, including spills in the microwave, refrigerator, or on the counter top. The refrigerator is available for use on a daily basis but is not intended for long-term food storage. Food should be labeled by owner and/or date.

It is the students' responsibility to keep the kitchen and patio clean and free of trash, dirty dishes, old food, clothes, etc. Please recycle cans, bottles, plastics, office paper, newspaper, and cardboard. There are a variety of cleaning supplies located under the sink in the kitchen.

If a recurring problem precludes cleanliness of student areas, please contact the building staff at brenhall@bren.ucsb.edu. We also recommend reporting the problem to the Dean's Advisory Council (DAC) student representatives.

MESM Student Lockers

The Bren School owns and maintains 120 lockers in the Bren Kitchen (BH 3328) for use by currently enrolled MESM students. Assistant to the Deans Corina Aguiar will distribute a

request for applications for lockers at the beginning of each academic year. To apply for a locker, please complete and sign a locker request form and submit it to Corina Aguiar (corina@bren.ucsb.edu) by the date/time specified. Requests received after the deadline may not be accommodated due to limited space.

Deckers Deck

Many Bren events are held on Deckers Deck overlooking the ocean. When Bren Hall is open, students are welcome to use Deckers Deck unless a private event is in progress as indicated by signs at both entrances to the deck or an announcement in TWAB. Please keep noise levels low on the deck to minimize disruption to ongoing work conducted in the Dean's Conference Room and the deans' and staff offices adjacent to the deck. Appropriate attire (shirts, shoes, shorts, etc.) must be worn at all times on the Deck and throughout Bren Hall.

Smoking

As of January 2014, the entire University of California system is smoke-free and tobacco-free. Smoking, the use of smokeless tobacco products, e-cigarettes, marijuana, and unregulated products is not allowed on UC-owned or leased properties.

Alcohol Sale and Service

The Bren School strictly adheres to [UCSB regulations](#) related to sale and service of alcohol. Alcohol may not be served in Bren Hall except by staff at Bren-sponsored events that have a purpose beyond the consumption of alcohol. It is not appropriate, for example, for students to bring alcohol to the University and serve and consume it to celebrate the end of a challenging class. All service of alcohol must be approved by the Bren School administration.

Bicycles and Bike Racks

Use of bicycles as a mode of transportation to and from school is encouraged. However, bikes cannot be stored in Bren Hall; they must be locked in designated bike rack areas. If bikes are locked around or in Bren Hall, they may receive a ticket from the University Police and/or be confiscated. Moreover, bringing bikes indoors degrades the carpeting. If students are concerned about bicycle security, Transportation & Parking Services provides bike locker rentals by lottery for students, faculty, and staff who commute by bicycle. More information can be found at <http://www.tps.ucsb.edu/commuter-options/commute-bicycle>.

Surfboard and Wetsuit Storage Area

The outdoor surfboard and wetsuit storage area was the class gift from the MESM Class of 2011. This area, located between Bren Hall and Parking Lot 1, has limited space for students, staff, and faculty to store their surfboards and wetsuits, and also a shower to rinse off sand and saltwater. **Surfboard and wetsuit storage is NOT allowed in Bren Hall** as the building and shower have been degraded by salt water and sand on the floors and in the elevators. Please rinse well before entering Bren Hall and keep surfing gear in the storage area. The storage facility remains locked and can be accessed with a key kept in a lock-box by the door. Space in the locker is determined by a lottery. Bren Hall Building Manager Sage Davis sends information about the lottery periodically.

Shower

A shower for students, faculty, and staff is available on the 3rd floor of the Bren Hall lab wing across from the restrooms. The shower is for a quick rinse after exercising, not for daily personal hygienic use or any other purposes. The custodial staff is responsible for cleaning the shower. Be sure to collect personal items after showering; personal items left in the shower area will be discarded. **Please do not track any sand into the shower;** it

corrodes the pipes and will quickly ruin the shower. If sand is tracked into the shower, facilities will close the shower to further use. To remove sand after surfing, running, or other beach recreation, please rinse off thoroughly with the outdoor shower provided in the surfboard storage area. As noted previously, all wetsuits and surfboards must be stored in the surfboard storage area and NOT in the Bren Hall shower or kitchen balcony.

Building Maintenance

The Bren Hall Building Manager is Sage Davis. All issues related to the building (lights, leaks, heating/cooling malfunctions, problems with locks, etc.) should be reported immediately to the Building Manager at brenhall@bren.ucsb.edu. Please do not assume that someone else has reported a problem. It is better for the Building Manager to receive too many reports about the same incident than to not get any.

Lost and Found

Lost and Found is managed by Assistant to the Deans Corina Aguiar (corina@bren.ucsb.edu) in the Dean’s Suite (BH 2400A).

Recycling

The Bren School has a strong commitment to maintaining an effective recycling program which requires that we recycle accurately.

What it is...	Which bin it goes in....	Where is that bin found?
High Grade paper Printer paper White envelopes Manila folders Bound books w/ high grade paper	Office Pack - White	SCF GIS 3L Kitchen Davidson Commons Mail/Print Rooms Courtyard – Bertha Elevator Entrance 1 – 4 Office Side
Newsprint Nexus, Independent, etc... Glossy Paper Magazines Catalogs Pasteboard Cereal Boxes Frozen Food Boxes Notepad Backs Corrugated Cardboard Shipping Boxes Pizza Boxes (only if very clean) Tetra Pak Juice, Milk, & Soup Cartons Any Plastic Bottles Tupperware Utensils Packaging Bags Any Metal	(Commingled) Recycling - Blue	SCF GIS 3L Kitchen Staff Kitchen Mail/Print Rooms Admin Reception Courtyard – Bertha Elevator Entrance 1 – 4 Office Side Bren Hall 1011 (Downstairs GP Room) Classrooms (Seminar, Sycamore) Conference Rooms (Pine, Bonsai, Manzanita, Dean’s Conference Room)

Food Glass		
Electronics, CFLs (Compact Fluorescent Lights)	Techno Trash	3L Kitchen
Batteries	Techno Trash	3L Kitchen
CD's, DVD's, Diskettes	Techno Trash	3L Kitchen
Cell Phones	Cell Phone Bin	3L Kitchen
Compostable Waste Food Scraps including Meat UCSB Foodservice Ware (e.g, UCEN) Bren Event Foodservice Ware Paper Towels, Tissues Pizza Boxes – Soiled	Compost	3L Kitchen Staff Kitchen SCF* GIS* Courtyard - Bertha Elevator Entrance 1 – 4 Office Side Bren Hall 1011 (Downstairs GP Room)
Styrofoam (#6) – NOT RECYCLABLE	Landfill - Brown	Multiple Locations

*Temporarily removed

SECTION II: MESM PROGRAM GUIDELINES

The Master of Environmental Science and Management (MESM) program is a two-year professional degree program designed for individuals who plan to work in interdisciplinary science and management or policymaking in the private, public, or non-profit sectors. The program focuses on application and problem solving and has three parts: core courses, specialization electives, and the Group Project or Eco-Entrepreneurship (Eco-E) Project.

Required Units

Each student in the MESM program is required to complete a minimum of **80 units** as a partial requirement for the MESM degree. The units include core courses (30 units), Group Project OR Eco-E Project courses (14 units), and an approved set of elective courses (minimum of 36 units).

MESM students may take up to 8 units of their 36 required elective units as S/U (graduate courses) or P/NP (undergraduate courses) rather than for a grade if they choose. It is **NOT recommended** that students take primary courses for their specializations as S/U. Any units taken above and beyond the 80 units required to earn a MESM degree do not have to be taken for a letter grade.

A normal course load for MESM students is **16-18 units per quarter**. MESM students are strongly discouraged from taking more than 20 units. MESM students should try to limit their unit load in winter quarters when they will be actively engaged in internship exploration in their first year and completing Master's Projects and their job search in the second year.

Core Courses

MESM students are required to take eight core courses. Typically, MESM students take all core courses in their first year. MESM core courses are:

- ESM 201: Ecology of Managed Ecosystems (4 units)
- ESM 202: Environmental Biogeochemistry (4 units)
- ESM 203: Earth System Science (4 units)
- ESM 204: Economics of Environmental Management (4 units)
- ESM 206: Statistics & Data Analysis (4 units)
- ESM 207: Environmental Law & Policy (4 units)
- ESM 210: Business and the Environment (4 units)
- ESM 241: Environmental Politics and Policy (2 units)

MESM students must earn a grade of **B or better in all core courses**. This is a Graduate Division requirement; there are no exceptions to this rule. No courses may be used as substitutes for these core requirements. If students earn less than a B in a core course, they will have to re-take the course and improve their grade in order to be eligible for graduation.

Deferring a Core Course

If a MESM student has a unique situation resulting in a larger-than-normal workload, he/she may want to discuss with the specialization advisor or course instructor the possibility of deferring a core course. Students must complete a deferment exception through the course scheduling tool, [MyPlan](#) (available on the website at [Resources>Current Students>Academic Resources>Course Planning](#)). An explanation of how to use MyPlan is included later in this section on MESM Program Guidelines. In the exception, the student must explain the reasons for deferring the core course and confirm his/her commitment to earning a B or better in the course. The student also should explain any background he/she may have in

the topic that could indicate future success in the course and/or demonstrate a minimal risk of deferral. The student must submit the completed exception through the MyPlan portal. The Student Affairs Manager will review the exception and arrange for a review by the Assistant Dean for Academic Programs and course instructor. If approved, the student may defer the core course to the 2nd year. If students do not earn a B in the deferred core course, then the core course must be taken again in a 3rd year of study.

Some core courses are prerequisites for electives. Students should check the prerequisites guide on the website at [Master's Programs>Master of Environmental Science & Management>Courses](#) to confirm the prerequisites for elective courses and ensure a deferral will not create enrollment challenges due to missing prerequisites.

The following courses may not be deferred (except under unusual circumstances): ESM 206 Statistics and Data Analysis and ESM 401A Master's Group Project or ESM 402A Eco-E Project. Students who begin the program on a three-year plan should complete the Master's Project beginning in spring of their second year and finish in their third year.

Waiving a Core Course

If a student already has a SUBSTANTIAL portion of the knowledge and skills that the core course provides, then he/she may discuss with the instructor the possibility of submitting an exception to waive a core course. First, the student should review the course syllabus on the website at [Master's Programs>Master of Environmental Science & Management>Courses](#) to confirm that he/she possesses a substantial portion of the knowledge and skills provided by the course. If the student believes that a waiver is justified, then he/she must complete a waiver exception through [MyPlan](#) and complete a Bren Petition (available on the website at [Resources>Current Students>Academic Resources>Course Planning](#)). On the petition, the student must list related courses taken and grades earned in those courses, attach the syllabi, and describe related work experience or other knowledge of the field. The student must submit the completed exception and supporting materials to the Student Affairs Manager who will arrange for a review of the petition by the Assistant Dean for Academic Programs and course instructor.

The Student Affairs staff will notify the student whether or not he/she may proceed with an evaluation or examination to confirm his/her knowledge and skills. If so, the student must arrange with the course instructor a date and time to complete the evaluation or examination. Different instructors use different methods for evaluation; the instructor will explain his/her method. Following the evaluation or examination, the instructor will determine whether or not the student is qualified to waive the core course.

Ideally, the exception and evaluation process should be completed at least **two weeks before the start of the quarter** in which the course is offered. If the student has not received approval to waive a course he/she should enroll in the course and then drop the course later if the exception is approved. If the exception is approved, the student does not need to take the core course but must take another elective to meet the 80-unit minimum requirement for the MESM degree. A waived core course carries 0 units toward the 80-unit minimum. If a waiver is not approved, the student will be required to take the course.

All waivers for core courses must be approved during the 1st year of the MESM program. An exception for a waiver will not be considered after the end of the 1st year.

Specializations

MESM students must complete one of seven specializations to develop depth of knowledge:

- Coastal Marine Resources Management (CMRM)

- Conservation Planning (CP)
- Corporate Environmental Management (CEM)
- Economics and Politics of the Environment (EPE)
- Energy and Climate (EC)
- Pollution Prevention and Remediation (PPR)
- Water Resources Management (WRM)

Specializations are NOT formal degree programs defined by the Graduate Division; they are areas of study shaped by Bren School faculty expertise. MESM students need to declare a specialization and complete a schedule of courses in MyPlan (see below) by the end of Winter Quarter of the 1st year. **The specialization will not be identified on a student's diploma.** The diploma will confirm the student's completion of the Master of Environmental Science and Management (MESM) degree.

Each area of specialization has a faculty advisor or co-advisors listed on the Bren School [website](#). Students may consult their specialization advisor regarding electives in their specialization.

On the Bren website under [Master's Programs>Master of Environmental Science and Management>Specializations](#), there is a description for each specialization, recommended curriculum, educational objectives, and career opportunities. During Orientation, the Student Affairs Manager and specialization advisors lead information sessions about specializations, which offer incoming students the opportunity to learn more about each specialization and ask questions.

Each student is required to take at least **36 units of electives** to complete one specialization. Typically, specializations require a small set of primary electives that all students in that specialization will take, along with other relevant courses from prescribed "buckets," e.g., technical skills, additional science, policy, etc. Each specialization offers flexibility and students should work with specialization advisor to create a plan that best fits their interests. Typically, MESM students begin taking specialization electives in the Spring Quarter of their 1st year and finish in the 2nd year.

First year MESM students should declare a tentative specialization by the end of the 2nd week of Winter Quarter to guide the selection of Master's Group Projects and help to ensure appropriate representation of topics. Students must formally choose a primary specialization (required for graduation with the MESM degree) and submit a plan in MyPlan by the end of Winter Quarter of the 1st year. Student Affairs staff will lead advising meetings in Winter Quarter to help students confirm specializations and complete plans in MyPlan.

Some students may be interested in pursuing two specializations. If a student intends to pursue two specializations, then he/she will need to complete **36 units of electives** within each specialization in addition to the core courses and Master's Project. This does not necessarily mean that the student will take 72 units of specialization electives. A student must take all key specialization elective courses (12-16 units) to complete a second specialization. Electives that fulfill requirements for "buckets," e.g., technical courses, etc., may be counted toward two specializations. If a student plans to pursue a secondary specialization, then he/she must indicate that through MyPlan. The student also will need to attend the biannual specialization meetings for the primary and secondary specialization. Some students have experienced difficulty completing multiple specializations due to courses being offered at overlapping times; as previously noted, this is often unavoidable in order for the school to offer a variety of courses to meet student interests and needs.

Students may take elective courses regardless of whether they apply to specialization requirements.

BrenConnect Networking Groups for Specializations

Networking groups have been created on [BrenConnect](#) for each of the seven MESM specializations. Once a MESM student submits a plan of study via MyPlan, they are expected to join the BrenConnect networking group for the specialization they declare on their plan. Students must select their specialization by the end of Winter Quarter in their first year of the MESM program. MESM students may join as many specialization groups as they would like. However, they are only required to join the group for their primary specialization. The networking groups are intended to be a place for faculty, staff, and students to discuss requirements, relevant articles, and opportunities pertaining to each specialization:

- [CEM Specialization Group](#) (Corporate Environmental Management)
- [CMRM Specialization Group](#) (Coastal Marine Resources Management)
- [CP Specialization Group](#) (Conservation Planning)
- [EC Specialization Group](#) (Energy and Climate)
- [EPE Specialization Group](#) (Economics and Politics of the Environment)
- [PPR Specialization Group](#) (Pollution Prevention and Remediation)
- [WRM Specialization Group](#) (Water Resources Management)

The specialization groups can be found under the "Networking Tools" tab on the top navigation menu bar on the [BrenConnect homepage](#). Look for the submenu item called "Student Specialization/Focus Groups."

- To join a group, simply click on the group and then click on the "Join Group" button on the top of the group page.
- Once a BrenConnect member joins a group, they can select the frequency in which they want to receive group email notifications. This can be done by selecting the desired frequency under the dropdown menu next to the mail icon on the top of the group page.
- Please read the group's description on the group page for information on how to email, post and comment to the group.

For assistance, contact academics@bren.ucsb.edu or career@bren.ucsb.edu.

Foci

The Bren School offers supplemental training in Strategic Environmental Communication and Media (Communication focus) and Eco-Entrepreneurship (Eco-E focus). Any Bren graduate student may supplement his/her plan of study with courses in a particular focus. The focus does not substitute for the core, specialization, or Master's Project. Instead, the focus is complementary and supplemental to the required coursework, and provides students with the opportunity to learn important professional skills.

BrenConnect Networking Groups for Foci

Networking groups have been created on [BrenConnect](#) for each of the MESM foci. After a MESM student submits a plan of study via MyPlan, they are expected to join the BrenConnect networking group for the focus if declared on their plan. MESM students may join as many focus groups as they would like. However, they are only required to join the group for the focus they are officially pursuing. The following groups are intended to be a place for faculty, staff, and students to discuss requirements, relevant articles, and opportunities pertaining to each focus:

- [Comm Focus Group](#) (Strategic Environmental Communication and Media)
- [Eco-E Focus Group](#) (Eco-Entrepreneurship)

The focus groups can be found under the "Networking Tools" tab on the top navigation menu bar on the [BrenConnect homepage](#). Look for the submenu item called "Student Specialization/Focus Groups."

- To join a group, simply click on the group and then click on the "Join Group" button on the top of the group page.
- Once a BrenConnect member joins a group, they can select the frequency in which they want to receive group email notifications. This can be done by selecting the desired frequency under the dropdown menu next to the mail icon on the top of the group page.
- Please read the group's description on the group page for information on how to email, post and comment to the group.

For assistance, contact academics@bren.ucsb.edu or career@bren.ucsb.edu.

Strategic Environmental Communication & Media Focus

Any one of the seven specializations can be enhanced by adding a focus in Strategic Environmental Communication and Media (Communication), a joint initiative started in 2013 by the Bren School and [Carsey-Wolf Center](#). Students in the Communication focus pursue additional coursework to learn how to communicate effectively and strategically about environmental issues.

Some of the required classes for the Communication focus may serve as acceptable electives for a student's chosen specialization if they contribute to the goals and objectives of the specialization and build depth of knowledge and relevant skills. **Students are only allowed to count 4 units from 400-level courses (not including Group/Eco-E Project units) toward the MESM degree requirements.** Students who intend to pursue the Communication focus must include it in their [MyPlan](#) (available on the website at [Resources>Current Students>Academic Resources>Course Planning](#)).

The Communication focus consists of 12-units of required coursework: Two required courses (4 units each), plus a minimum of 4 elective units. Bren students pursuing the Communication focus must take the following courses:

- ESM 440: Strategic Environmental Communication (4 units)
- ESM 449: Environmental Communication Practicum (4 units)

Students must take at least 2 electives (4 units minimum) to supplement the primary coursework for the Communication focus. MyPlan will automatically approve plans with the Communication focus if students take 5 or more units of electives. Manual approval is required for students who propose 4 units of electives, which is sufficient to complete the Communication focus.

Eco-Entrepreneurship (Eco-E) Focus

Any one of the seven specializations can be enhanced by adding a focus in Eco-Entrepreneurship (Eco-E), a joint initiative started in 2007 by the Bren School and [Technology Management Program](#) (TMP) of the College of Engineering. Eco-E students pursue additional coursework and activities that provide them with skills and support to launch new ventures, products, and technologies that address society's environmental and resource problems. To add an Eco-E focus students must take the required classes and participate in the required activities described on the [Eco-E information webpage](#).

Some of the required classes for the Eco-E focus may serve as acceptable electives for a student's chosen specialization if they contribute to the goals and objectives of the

specialization and build depth of knowledge and relevant skills. Electives for the Corporate Environmental Management (CEM) specialization have substantial overlap with courses for the Eco-E focus. Some Eco-E electives also may be relevant to other specializations. Students who intend to pursue the Eco-E focus must include it in their [MyPlan](#) (available on the website at [Resources>Current Students>Academic Resources>Course Planning](#)).

The Eco-E focus consists of a 10-unit series of primary Eco-E courses at the Bren School and at least 4 units of Eco-E electives at the Bren School and TMP. Bren students pursuing the Eco-Entrepreneurship focus must take the following courses:

- ESM 256A: Introduction to Entrepreneurship and New Venture Creation (2 units)
- ESM 256B: New Venture Opportunity Analysis (4 units)
- ESM 402A: New Venture Formation (4 units) or TMP 269: Creating a Market-Tested Business Model (4 units)

Students must take at least 4 units of Eco-E electives to supplement the primary coursework for the Eco-E focus.

Graduate Program in Management Practice Certificate

Several electives for the Eco-E focus also are part of the curriculum for the [Graduate Program in Management Practice](#) (GPMP), a UC-recognized certificate offered by the TMP. Students at the Bren School may take additional classes to earn the GPMP certificate. The GPMP requires **18 additional units** of coursework and also requires that students practice the concepts they have learned by participating in either an internship (160 hours in a management role) or the New Venture Competition. To earn the certificate, students also must fill out [the GPMP Enrollment form](#) as well as a [Change of Degree Status Petition](#) to officially add GPMP as an additional degree objective. Students will need to obtain the required signatures, including the Bren Graduate Advisor (Assistant Dean for Academic Programs) and the GPMP Certificate Program Advisor. To add the GPMP Certificate as a degree objective, students must submit the Change of Degree Status Petition at least one quarter before graduation. **Please note that courses used to satisfy the requirements of the GPMP Certificate cannot be applied toward MESM degree requirements.**

Master's Projects

One of the most important components of the MESM program is the capstone Master's Project, which serves as the master's thesis. All MESM students are required to complete either a Group Project, and the associated courses ESM 401A, B, C, and D, or an Eco-E Project, and the associated courses ESM 402A, B, C, and D, and pass each with a grade of B or better. There are no exceptions.

Group Projects

Students in Group Projects work together in teams of four to five to solve a real environmental problem for a client.

Primary contacts for matters related to Group Projects are:

- Sean Kerr, Group Project/Academic Programs Manager (sean@bren.ucsb.edu).
- Frank Davis, Professor, Chair of the Group Project Committee (fwd@bren.ucsb.edu)

The [Group Project Guidelines](#) are on the Bren School website under [Research Masters-Research>Request-Proposals](#).

In mid-Fall Quarter, the Group Project Committee chair and staff will present a one-hour information session about Group Projects for 1st-year MESM students. The information

session will be announced by email. The information session will focus on how to write a Group Project proposal and also provide an opportunity for students to ask questions about Group Projects.

In Fall Quarter, the Bren School solicits Group Project proposals. Proposals may be submitted by any person or organization. Group Project proposals must identify an environmental problem and propose to develop a solution based on scientific analysis. The solution should be applied in some capacity, for example, through recommendations, models, policy, legislation, business practices, etc. For information on submitting a Group Project proposal, please see the Group Project Request for Proposals posted to the website under [Master's Programs>Master of Environmental Science and Management>Master's Group Projects](#). To view examples of last year's successful proposals, please see our [current Group Projects](#) webpage. The deadline for submitting a Group Project proposal for the 2021-2022 academic year is **5:00 pm on Friday, January 22, 2021**. Proposals or questions about submitting a proposal should be directed to projects@bren.ucsb.edu.

The Bren School encourages MESM students to reach out to prospective clients and collaborate to write Group Project proposals. Students who co-author Group Project proposals will be able to 1) select a particular firm, agency or organization with whom they would like to work; 2) guide the specific topics or research questions; 3) gain experience in proposal writing, and 4) have greater control over the assigned Group Project if their proposal is selected. If a student co-authors a Group Project proposal that is selected for implementation, he/she is guaranteed by the voting process to be assigned to that project (if requested). However, please note that if more than two students work on a proposal for an accepted project only two of them (identified by the group or, if necessary, randomly by the Group Project Committee) are guaranteed assignment on that project.

Project selection is a competitive process (like the real world), whereby a committee of faculty and students select the projects that best fit the Bren School criteria and student interests. If a student prepares and submits a proposal, there is a chance that **the proposed project may NOT be selected**. The Bren School typically receives at least twice as many proposals as projects pursued, so the odds of selection can be less than 50%.

The primary factors in proposal selection are the quality of the proposal, its alignment with Bren educational objectives, and the value of the educational opportunity that it presents. While student-initiated proposals are valued, the Group Project Committee selects the strongest proposals regardless of the affiliation of the author(s).

In Fall Quarter, three 1st-year MESM students are elected by their peers to serve with faculty and staff on the **Group Project Committee**. The committee evaluates and selects proposals in February. Members of the Group Project Committee that have submitted proposals must recuse themselves from evaluation and voting on their proposed project. Students on the committee do not have a greater likelihood of having their proposal selected.

Once the committee has completed the selection process, the students on the Group Project Committee conduct an overview presentation about the selected projects for their peers. The complete text of the proposals is made available to students at this time for review prior to voting.

Master's Project assignments (both Group Projects and Eco-E Projects) are made near the end of Winter Quarter. Students are assigned to projects by a computer-based optimization. Students must allocate 100 points across projects, with a maximum of 80 points for any one

project and a minimum of four project options if they did not author a proposal. Up to two student co-authors may allocate all 100 points to the proposal they wrote. Students may allocate points to more than four projects. The optimization routine determines the optimal overall groupings based on students' revealed preferences determined by their point allocation. Groups are typically limited to five participants. Inevitably, not all students will be assigned to their first choice so it is important for students to identify several projects of interest. Most students get their first or second choice and, typically, only a few students get their third or fourth choice. Students should be prepared for this outcome.

Although projects on a specific subject may be of heightened interest, it is important to remember that the process of managing and completing a project is more important than the actual topic. As professionals, students will have to work on a range of different projects, and, in most cases, will not get to choose the specific projects they undertake. Additionally, many factors determine the students' overall project experience: team interactions, faculty advisor engagement, client responsiveness, data availability and quality, etc. such that the topic becomes less significant over time. For additional information and a timeline of project deliverables, please refer to the Group Project Guidelines posted to the website under [Resources>Current Students>Academic Resources](#). Past group project reports, posters and policy briefs are posted on the Bren website under [Research & Projects>Master's Projects>Group Projects>Past Master's Projects](#).

Eco-E Projects

Students in Eco-E Projects work together in groups of two to five over the course of a year to develop a business model intended to bring a new, environmentally-oriented, commercially-viable product or service to market. The Eco-E Project prepares students for careers as solution-oriented, environmental entrepreneurs who can identify opportunities where market demands overlap environmental solutions. Students who complete an Eco-E Project develop a business model, build a prototype concept, and create a go-to-market strategy for a new environmental business venture. Eco-E Project goals are for students to 1) gain training and experience in developing a business model in preparation for launching a real enterprise; 2) develop agile thinking skills to serve market needs and solve complex environmental problems; and 3) learn leadership skills and build effective teams.

The primary contact for Eco-E Projects is Emily Cotter, Eco-E Program Manager, ecotter@bren.ucsb.edu.

The Eco-E Project Guidelines are on the Bren School website under [Resources>Current Students>Academic Resources](#). MESM students who intend to submit a proposal for an Eco-E Project must enroll in **ESM 256B New Venture Opportunity Analysis** during the Winter Quarter of their first year. Students engaged in an Eco-E Project are encouraged to supplement their Eco-E Project coursework with coursework offered by the Technology Management Program. Students who complete Eco-E Projects are required to participate in two new venture competitions as part of their training. Participation in such competitions provides students with valuable experience giving investment pitches and potential opportunities to receive funding for their ventures.

Student Advising and Support

The Bren Student Affairs office is the **primary staff contact** for all Bren School MESM students. Students may contact the Student Affairs Manager Kristine Duarte in BH 2510 or at academics@bren.ucsb.edu for advice, information, assistance on any school-related matters, or just to talk. The Student Affairs Manager will assist or refer students to other individuals or resources as appropriate.

MESM students are advised by their Group Project or Eco-E Project advisor, their specialization advisor, and any other Bren faculty and staff as appropriate. MESM students should actively manage their education by being proactive in developing relationships with faculty and staff and seeking academic and career development advice.

MyPlan

Each MESM student designs an individualized study plan that is appropriate for his/her chosen specialization, given the student's particular background, interests, and goals. The MyPlan interface includes the core courses (30 units), Group Project or Eco-E Project (14 units) and electives for a primary specialization (minimum 36 units). MyPlan also includes a course workload planner for each quarter to help students plan a reasonable workload. MESM students should plan to take approximately **16-18 units per quarter**. If a student would like to take more units, then he/she should discuss the proposed workload with the specialization advisor. Students must submit a plan through [MyPlan](#) (available on the website at [Resources>Current Students>Academic Resources>Course Planning](#)) by the **last day of instruction of Winter Quarter** of the 1st year of study (March 12, 2021).

There are several training videos available to help students complete their MyPlan:

- [Training Video 1: your plan intro](#) (3.5 minutes)
- [Training Video 2: exceptions to your schedule](#) (5.5 minutes)
- [Training Video 3: revising your plan](#) (4 minutes)

The steps to complete MyPlan are as follows:

1. Select a specialization

The objective of a specialization is to build depth of knowledge in a particular area. Each specialization has 12-16 units of required "key" courses that all students in that specialization are required to take. Only one specialization is required to fulfill requirements for the MESM degree.

2. Select Group Project or Eco-Entrepreneurship Project

If the student has not been assigned a project yet, the expected type of project should be selected and it can be revised later, if needed.

3. Select second specialization (optional)

Students who would like to pursue a second specialization must select the second specialization and complete the required "key" courses (12-16 units). MESM students may not declare three specializations unless they plan to extend their program over a period of three years. There is not sufficient time within two years to complete core courses, a Group Project or Eco-E Project, and more than two specializations.

4. Select focus (optional)

Foci are not a required part of the MESM degree, but a focus may be added to any specialization to supplement the curriculum. The focus is supplemental and does not substitute for core requirements, specialization electives, or Group Project or Eco-E Project. MESM students may add a focus in Eco-E or Communication (Comm). The Eco-E focus requires 14 units of coursework and the Communication focus requires 12 units of coursework. To add the focus, select the focus and complete the "key" focus courses and focus electives. For guidance regarding a focus, please contact Eco-E Program Manager Emily Cotter or Communication Program Director Lisa Leombruni.

5. Tag this version of your plan

You can insert some key words into the Tag box to help you identify a particular plan. This is helpful if you plan to create several drafts of your plan and you want to be able to go back and reference them easily. **It is also a good idea to SAVE your plan at this point.** Any changes you make to your plan must be SAVED.

6. Select elective courses

Follow the "start here" arrow to select the courses you intend to take to fulfill your requirements. The first tab contains your key courses for your specialization. Subsequent tabs represent required or recommended "buckets" of general topic areas, e.g., technical skills, economics, policy and law, additional science, management and advanced special topics. Requirements are described on each tab. Requirements in the "buckets" are *in addition* to key courses, i.e., you cannot count a course toward both your key courses and a "bucket" area. Select the courses you plan to take during the year and quarter they are offered and then click the button labeled "process selected course adds" to add the courses to your schedule. Most specialization courses are taken during the second year of study and some require prerequisites. The Academic Programs website provides a prerequisite guide ([Resources>Current Students>Class Schedule](#)).

The specialization website ([Master's Program>Master of Environmental Science and Management>Specializations](#)) provides the minimum numbers of units within each "bucket" required or recommended for a specialization. While some courses are strongly recommended for a particular specialization, MyPlan is flexible to accommodate the student's interests within the specialization area. Students must complete 36 units, including 12-16 units of key courses, minimum numbers of units required in each topic "bucket", and other electives that are relevant to the specialization.

7. Add any exceptions

Three types of exceptions may be added through MyPlan: waiver, deferment and replacement. To access these exceptions, there are three buttons on the left side under the schedule. You may use "Add Waiver", "Add Deferment" or "Add Replacement" buttons to submit these requests to the Student Affairs staff. Any plans submitted with exceptions will be reviewed manually by the Student Affairs staff for approval.

8. Add courses from other UCSB departments

Your plan does not need not be limited to ESM courses. Students may and are encouraged to take courses from other departments. To add a course from another department, please use the "other UCSB course" button. You can choose if you want to count the course toward your requirements. Input the department abbreviation (e.g., EEMB), course number, units and quarter you plan to take the course. If you have chosen to count the course, your specialization advisor will review and approve your request. If you choose not to count the course, it will appear on your schedule, but will not count toward your requirements.

9. Check Plan and Check Detail

Once you have chosen your courses, check your schedule to ensure the course load is feasible each quarter. A warning in red text appears in any quarter you are below the minimum 8 units required to be a full-time graduate student or if you exceed 20 units (which is not recommended). When you are satisfied with your schedule, click the "Check Plan" button in the top section to confirm that specialization and focus

requirements are met. If you do not meet a particular requirement, return to your plan and select "Check Detail" to see what courses are missing.

10. Participate in specialization advising meeting

The Student Affairs Manager organizes advising meetings for 1st year MESM students for groups of specializations during Orientation and for individual specializations in Winter Quarter. The specialization advisor and staff will present the specialization requirements and highlight elective courses that will be offered in the specialization. Participation in specialization advising meetings is required; if a student is not able to attend due to a conflict with a course or job, then the student must contact the Student Affairs Manager (academics@bren.ucsb.edu) to schedule another time to receive the information.

11. Submit MyPlan by the end of Winter Quarter of Year 1

Once you have completed your MyPlan, choose the "Submit Plan" button in the top section. If all requirements are met, your plan will be automatically approved. If you have exceptions or the plan does not meet the requirements, the Student Affairs staff will review your plan and you will receive a message when additional information is available. Students must submit their MyPlan via a web link from [Resources>Current Students>Academic Resources>Course Planning](#) by the last day of instruction of Winter Quarter of the 1st year of study (March 12, 2021).

Submitting your MyPlan effectively "declares" your specialization and focus.

12. Making changes in MyPlan

It is likely that students will need or want to make changes to their MyPlan. Keep in mind that MyPlan is like a contract with the Bren School; any changes must be approved. Students should not take a course with the intent to count it toward their degree requirements if it is not on their MyPlan. Rather, if a student would like to count a course that is not on the MyPlan, he/she should update and submit his/her revised MyPlan for review and approval. If a student follows the specialization guidelines and meets all requirements, then an automated degree check may be sufficient to approve the revised MyPlan. If the student proposes a non-standard course substitution, then approval by the specialization advisor may be required. Specialization advisors and Student Affairs staff will review revised plans on a quarterly basis.

13. Participate in check-in meeting with primary specialization advisor

The Student Affairs Manager will organize check-in meetings for 2nd-year MESM students in each specialization with their primary specialization advisor in Fall Quarter. The advisor and staff will present the annual curriculum plan and highlight courses required or recommended for the specialization. This is also a chance for students to share their internship experiences. Participation in the Fall Quarter check-in meeting is required; if a student is not able to attend due to a conflict with a course or job, then the student must contact to the Student Affairs Manager (academics@bren.ucsb.edu) to schedule another time to receive the information.

Graduate (Grad) Check Form

The **Grad Check Form** is required by the Graduate Division in order to confirm that students have successfully completed their approved academic program and are eligible for a MESM degree. The Student Affairs staff will generate a Grad Check Form for every graduating student after spring grades are submitted in their final year. It is the students' responsibility to make sure they do not have any outstanding grades and notify the Student Affairs staff of any issues. Student Affairs staff will review the Grad Check Forms and the

Graduate Advisor (Assistant Dean for Academic Programs) will approve and sign the forms. The Graduate Division will review and confirm that students have met the MESM degree requirements and will issue the MESM degree (typically 3-6 months after the end of the academic year).

MESM Time to Degree

MESM students typically graduate after two years of study. The Bren School administration can accommodate students who have personal, family, or work situations that would make it difficult to complete their MESM degree in two years. Students who would like to pursue this option must meet with the Student Affairs staff (academics@bren.ucsb.edu) to work out a plan of study that will fulfill the requirements of the program. Students may take as few as 8 units per quarter to maintain good standing in the University. However, students still must pay full tuition/fees and UC SHIP each quarter, if enrolled in 7 units or more.

Transfer/Continuation to the PhD Program

Occasionally, MESM students decide to pursue a PhD degree at Bren upon completion of the MESM degree. The PhD program is **not** an extension of the MESM program. The MESM program provides a professionally-focused set of coursework coupled with educational experience. The PhD is a research degree and requires a strong interest in and the ability to conduct research and provide an original contribution of knowledge. The PhD program at the Bren School is a mentoring program; each PhD student works closely with at least one Bren professor in his or her area of expertise.

If a MESM student is interested in the Bren School's PhD program, he/she must submit a UCSB Graduate Division application by December 15 to be considered for the PhD program, and a Bren faculty sponsor must support the student's application to the PhD program and agree to be the student's faculty advisor if the student is admitted. The first step in considering the PhD program is for the student to reach out to prospective faculty advisors to discuss shared research interests and possibilities.

If a MESM student is interested in attending a PhD program in another UCSB department, he/she must contact that department's Graduate Program Assistant for the guidelines on their admissions/transfer process.

SECTION III: PHD PROGRAM GUIDELINES

The Bren School offers a research-oriented PhD degree, the cornerstone of which is an original work of research, presented as a dissertation, in an important area of environmental science and management. Bren PhD students develop the broad knowledge, analytical abilities, technical skills, and creative thinking required for leadership in environmental science and management.

PhD Timeline Checklist

Year 1

- Establish a Grade Point Average (GPA) in the first quarter of study by taking at least one class for a grade.
- Complete ESM 510 [2 units over two quarters], ESM 512 [2 units], and ESM 514 [4 units] by the end of Spring Quarter of the first year.
- Create a PhD student webpage.

Year 2

- Every year, beginning in year 2, PhD students must submit a Bren School PhD Annual Review Form by the end of Fall Quarter (first-year PhD students are exempted).
- Submit Graduate Division PhD Form I and Bren Justification of PhD Committee Form no later than the end of Fall Quarter of the second year.
- Schedule and complete written examination by the end of Spring Quarter of the second year. Faculty advisor submits results of completed written examination to Student Affairs Manager.

Year 3

- Work with PhD Committee to prepare dissertation proposal within 6 months of successful completion of written exam.
- Submit final dissertation proposal to PhD Committee at least two weeks prior to oral examination.
- Complete oral exam (recommended for Fall Quarter, required by Spring Quarter of the third year).
- File Graduate Division PhD Form II upon successful completion of oral examination.
- Update PhD student webpage to include dissertation title and abstract.

Years 4 and 5

- Complete research and dissertation.
- Schedule dissertation defense. At least two weeks prior to defense, submit dissertation title, abstract, short biography and photo to the Senior Events Manager.

- Defend dissertation.
- Submit Graduate Division PhD Form III to Student Affairs Manager upon successful completion of defense.
- eFile dissertation and submit signature page (with wet signatures) to the Graduate Division.

Required Units

The PhD degree is a research degree awarded upon demonstration of academic excellence and performance of original research. To this end, PhD students must pass doctoral qualifying examinations to demonstrate mastery of their chosen field and produce a dissertation acceptable to their PhD Committee.

PhD students typically must be enrolled in a minimum of **12 units** per quarter to maintain full time status and opportunities for financial support. PhD students must take 8 units of required core courses (see below) in their first year and no later than their second year. Students who pursue an emphasis, such as Economics and Environmental Science (EES), also take a series of required courses and associated exams. PhD students usually enroll in 12 units of ESM 596 Directed Reading and Research when they are not enrolled in any other courses. Students in their final quarter of dissertation preparation should enroll in ESM 599 Doctoral Dissertation Preparation.

ESM 596 Directed Readings and Research [1 - 12 units]

Bren PhD students frequently register for independent study under the supervision of their faculty advisor. To enroll in ESM 596, PhD students should e-mail academics@bren.ucsb.edu indicating their advisor and request an approval code. Academic Programs staff will provide the approval code for the PhD student to register on GOLD for the appropriate number of units. If a PhD student is not taking any other courses, he/she should enroll in 12 units of ESM 596. If the PhD student is taking other courses, then he/she may subtract the unit count of the other courses from 12 and register for the appropriate number of units of ESM 596.

Grade Point Average

All PhD students must establish a Grade Point Average (GPA) in the first quarter of study. This means that a PhD student **must take at least one course for a letter grade**. Other courses may be taken satisfactory/unsatisfactory (S/U).

Core Courses

Bren PhD students are required to enroll in at least 8 units of three core interdisciplinary seminar courses. Incoming PhD students are expected to take the following required courses, in addition to other courses their advisor recommends:

- **Fall 2020:** ESM 510 Faculty Research Speaker Series [1 unit] and ESM 512 Research Ethics & Conduct [2 units]
- **Spring 2021:** ESM 510 Faculty Research Speaker Series [1 unit] and ESM 514 Collaborative Interdisciplinary Research [4 units]

Students must complete all PhD core courses prior to scheduling their oral exams.

1. **ESM 510 Faculty Research Speaker Series** [1 unit in Fall **and** 1 unit in Spring]
Students will learn about interdisciplinary and disciplinary research conducted by Bren School faculty and will be exposed to diverse perspectives about the process of

conducting interdisciplinary research. In each of two quarters, students will attend research seminars given by four faculty members, read manuscripts or published papers on this research, and have discussions with the faculty members about their approaches to interdisciplinary research. *ESM 510 is required for all 1st-year PhD students*, but all faculty and PhD students are strongly encouraged to attend every session. PhD students must complete 2 units over two quarters; the seminar is offered every Fall and Spring Quarter. Grading is S/U.

2. **ESM 512 Research Ethics and Conduct** [2 units in Fall]
This course introduces the ethical principles that apply to scientists to incoming PhD students of the Bren School. We will discuss key concepts and cases in research conduct and research ethics including: (1) brief history and basic terms and concepts in ethics; (2) plagiarism and authorship; (3) falsification and fabrication; (4) peer-review process; (5) human subjects and bioethics; (6) conflict of interest; (7) policies and protocols to prevent research misconduct; and (8) miscellaneous ethical issues in the academic environment. We will also review historical cases of research misconduct, and we will analyze recent retraction cases. ESM 512 is required for all 1st-year PhD students and must be taken for a letter grade.
3. **ESM 514 Collaborative Interdisciplinary Research** [4 units in Spring]
Students will learn when and how to conduct interdisciplinary collaborative research by working on a multi-authored research paper that engages different disciplinary perspectives. The co-instructors will contribute their expertise in two or more disciplines (science, management, policy, economics, business, law, etc.) to explore a research question in the field of environmental science. Students will learn and practice techniques for comprehensive literature review, data synthesis and analyses, group writing, oral presentation, peer review, and appropriate referencing. ESM 514 is required for 1st- or 2nd-year PhD students and must be taken for a letter grade.

PhD Time to Degree

The time to degree standards for the Bren School from the time a PhD student commences the doctoral program are:

- Advancement to candidacy: 3 years
- Degree completion: 5 years

If MESMs are admitted to the PhD program, their academic clock will be reset to zero. Because the MESM is not a research degree, students continuing onto a PhD are not required to be ahead of schedule. PhD students who exceed their time to degree milestones for either advancement to candidacy or degree completion will be placed on academic monitoring to ensure timely completion of the degree.

A Leave of Absence may be granted for medical, family emergency, or pregnancy/parenting reasons. Three quarters of Leave of Absence are permitted during which no time shall accrue toward the Graduate Division time-to-degree requirements. Students who exceed time-to-degree requirements by the Graduate Division are not eligible for state funds provided by the Bren School or University.

Doctoral Levels

- P1 status: Academic or professional doctorate degree objective, but not advanced to candidacy
- P2 status: Academic or professional doctorate degree objective, *has* advanced to candidacy (P2 status lasts for 9 registered quarters)

- P3 status: After 9 registered quarters as P2 status, student goes into P3 status. Students in P3 status are no longer eligible for central campus funding (such as Central Fellowships and Block Grant), although P3 students can still be employed as long as they meet all other employment eligibility criteria.

Timeline*	Milestone	Required Form
Fall Quarter, 1 st year	Complete ESM 510 (1 unit) and ESM 512 (2 units)	N/A
Spring Quarter, 1 st year	Complete ESM 510 (1 unit) and ESM 514 (4 units)	N/A
Fall Quarter, 2 nd year	Declare PhD Committee	Graduate Division Form I
Spring Quarter, 2 nd year (recommended)	Complete written examination	
Fall Quarter, 3 rd year (recommended) Spring Quarter, 3 rd year (required)	Complete oral examination	Graduate Division Form II
Spring Quarter, 5 th year	Complete dissertation and defense	Graduate Division Form III

*PhD students are required to complete an annual review by the end of Fall Quarter. First-year students do not need to complete the annual review.

PhD Advisor

All PhD students must have a PhD Advisor. Typically, the faculty member who agreed to be the student's sponsor when he/she applied for the program will be the PhD Advisor unless the student switches advisors (with the new advisor's approval) after commencing the program. Students admitted under the Social Science Group (SSG) may not have a specific advisor until they declare their committee in their second year. Those students may wish to seek guidance from multiple members of the SSG.

The PhD Advisor is the chair of the student's PhD Committee and an advocate for the student. The Advisor is responsible for mentoring the PhD student and assisting the student in identifying opportunities to secure financial support. The Advisor helps the student define a research topic, develop a study plan, and select PhD Committee members. The PhD student should meet with his/her Advisor on a regular basis. It is critical for students to choose a PhD Advisor with whom they can effectively communicate. The student is expected to be proactive in creating and maintaining open lines of communication with his/her PhD Advisor.

PhD Committee

A student's PhD Committee must be comprised of at least three members of the [University of California \(UC\) Academic Senate](#), including two Bren School faculty members (including the PhD Advisor) and a third UC faculty member. At least one of the two Bren faculty members must have an appointment greater than 0% time. The committee may include more than three members, including members outside the UC Academic Senate who are knowledgeable in the student's subject matter, as long as they have a PhD degree or equivalent. The PhD Advisor is the committee chair. The PhD Committee should assist the student in preparing for written and oral exams and producing an excellent doctoral thesis. At a minimum, the student should meet with the entire PhD Committee at least once per year. More detailed information is available on the [Graduate Division Committees website](#).

Annual Review

Every Fall Quarter (excluding the first year in the program), the PhD student's progress and performance will be reviewed by the Bren faculty on the PhD Program Committee. For the review, the student must prepare a progress report using the [PhD Annual Review Form \(Resources>Current Students>Academic Resources\)](#) and submit it to the Student Affairs Manager.

Before submitting the Annual Review, the student must convene a meeting of the PhD Committee and present a progress report. All committee members must review, approve, and sign the Annual Review. Concurrent telephone or Skype participation in a committee meeting is acceptable; however, the Annual Review still must be signed by the committee member who participated remotely. Electronic signatures are acceptable.

The Bren faculty on the PhD Program Committee, Student Affairs Manager, and Assistant Dean for Academic Programs read the annual reviews and confirm that PhD students are making satisfactory progress. At a Bren School faculty meeting, the committee chair presents any cases of PhD students who have not made satisfactory progress. The faculty discuss the cases and make recommendations for each student who has not made satisfactory progress.

STAGE 1: Forming the PhD Committee

By the Fall Quarter of the second year of study, students must formally confirm their PhD Advisor(s) and select members of their PhD Committee. To nominate a committee, students must complete Graduate Division's [PhD Form I: Committee Nomination for Master's Thesis or Doctoral Degree](#). On the PhD Form I, students list the faculty members who have agreed to be on the committee. Students should not list any committee members that have not explicitly confirmed their participation. As part of the PhD Form I, all PhD students must complete the Graduate Student Conflict of Interest (COI) form. In addition to the PhD Form I, students must complete the Bren School's Form 1: [Justification of Proposed PhD Committee Form \(Resources>Current Students>Academic Resources\)](#).

The completed forms should be submitted to the Student Affairs Manager, who will facilitate a review by the Bren faculty at a faculty meeting. Students should submit a hard copy of the **Graduate Division Form I** with signatures of all faculty who agreed to serve on the committee. Students should submit the **Bren School Form 1** *electronically* in .doc format. Students should inform their PhD Advisor when they have submitted the forms. The PhD Advisor will present the proposed PhD Committee membership to the Bren School faculty for discussion and approval. If the Bren faculty approves the proposed committee (by a 2/3 vote), the Student Affairs Manager will inform the student and submit the Form I to the Graduate Division. If the proposed committee is not approved, the Student Affairs Manager will inform the student and provide relevant information to guide revision and resubmission of the form.

Under no circumstances may a PhD student take written or oral exams without an approved PhD Committee.

Conflict of Interest Policy

When a PhD Committee is proposed, the student must complete the Graduate Student Conflict of Interest (COI) form as part of the Graduate Division's [PhD Form I: Committee Nomination for Master's Thesis or Doctoral Degree](#). If a conflict of interest arises independent of the nomination of the committee, the student must submit the stand-alone [Graduate Student Conflict of Interest Form](#) to the Graduate Division. The COI stand-alone

form should be used if the student is [employed](#) by a private entity in which his/her PhD Advisor is a party to the agreement or arrangement and has a financial interest.

Changes in PhD Committee

If a student needs to make changes to his/her approved PhD Committee, the student must complete Graduate Division's [Form IA: Changes to Master's' Thesis or Doctoral Committee](#). In addition, the student must complete Bren's [Form 1A: Justification of Proposed Changes to PhD Committee](#) ([Resources>Current Students>Academic Resources](#)). Both completed forms should be submitted to the Student Affairs Manager, who will facilitate review by the Bren faculty at a faculty meeting. The student should inform his/her PhD Advisor that he/she has submitted the forms. The Student Affairs Manager will inform the student of the faculty's decision. If the proposed changes are approved (by a 2/3 vote), the Student Affairs Manager will submit the Form 1A to the Graduate Division. The proposed changes to a PhD Committee are not valid unless approved by the Bren faculty.

Substantive Changes in Dissertation Research

Substantive changes in dissertation research are defined as major changes in the student's course of study and research (e.g., change of PhD Advisor, new dissertation topic, etc.). The PhD Committee will determine if a proposed change is minor or major. If the PhD Committee approves a major change in a student's dissertation research, then the Bren faculty will review the proposed change and may approve the proposed change by 2/3 vote. If the student already has passed the written and/or oral exams, then he/she may be required to retake one or both.

STAGE 2: Written Examination

It is the student's responsibility to ensure that he/she is in compliance with the Bren School's timeline for PhD examinations and work closely with his/her PhD Committee to maintain an adequate schedule. The student is responsible for initiating the scheduling of examinations as appropriate.

Registration Requirements

PhD students must be registered during the quarters when they take their written and oral qualifying exams. Registration as a graduate student in the Spring Quarter maintains graduate student status until the beginning of the next Fall Quarter. If a student is registered in Spring Quarter, then he/she may take examinations or file a dissertation during summer without additional fees.

The Written Examination

Typically, each Bren PhD student must successfully complete a written examination by the end of the third year. The written examination is prepared by the student's PhD Committee and is intended to demonstrate the student's expertise in the chosen field of study. Please note that although students pursuing the [Economics and Environmental Science \(EES\) Emphasis](#) are required to take the Economics Department's written examinations, these DO NOT count as the written examination toward a PhD at the Bren School. EES students are required to take both.

The student should organize and schedule a meeting with the PhD Committee to prepare well in advance of the examination. The PhD committee will recommend a reading list as a guide for study and describe the nature of the exam. Members of the PhD Committee prepare questions for the written examination and the committee chair (PhD Advisor) coordinates the questions. Typically, students may work for up to five days on the written examination but the duration and format of the written examination varies. Within a month

of the student's completion of the exam, the PhD committee prepares a written evaluation of the examination and the student receives one of the following possible grades:

1. Pass
2. Conditional Pass: The student must repeat a portion of the written exam or in some way satisfy deficiencies. The deficiencies must be corrected within six months of notification. If, for some reason, the deficiency cannot be corrected within six months (i.e. a class is necessary but only offered once a year), then the student may have up to 12 months to rectify the conditional pass.
3. Fail: The student does not pass but is allowed to retake the written exam within six months of notification. If the student fails the written exam, he/she likely will be placed on academic monitoring or probation with the condition that the written exam must be taken again and passed. If the student fails a second time (or fails the written exam after a conditional pass), the Bren School typically will recommend to the Graduate Division that the student be moved to academic probation and dismissed from the Bren PhD program.

PhD students must submit the Bren Report on PhD Written Exam Form ([Resources>Current Students>Academic Resources](#)) **and** the written examination questions (not answers) to the Student Affairs Manager within 30 days of the examination.

STAGE 3: Dissertation Proposal and Oral Examination

To advance to candidacy, all Bren PhD students must develop and defend a comprehensive dissertation proposal and take an oral qualifying examination by the Spring Quarter of the third year of study. The Graduate Division requires **at least three consecutive quarters of residence** prior to taking the oral qualifying examinations.

The dissertation proposal is developed in close consultation with the PhD Committee. The student typically drafts a proposal of initial ideas and then works with the PhD Advisor to improve the proposal. Interaction with members of the committee and other experts is encouraged during preparation of the proposal.

The final draft of the dissertation proposal should be approximately 15 pages and must be submitted to the committee at least two weeks prior to the oral examination date. The committee may request a change in the page or time limits (for example, if an outside member needs more time).

The written dissertation proposal must:

- Describe the background and significance of the proposed dissertation research
- Present the theoretical and conceptual framework of the study, including how it builds on prior research on the topic, and
- Explain the methodological approach including selection of research sites and subjects/participants, description of data sources, or explanation of how the data will be collected and analyzed.

The dissertation proposal also should include a timeline and identify financial or other types of support essential for the proposed research. If relevant, the proposal must address the use of any human subjects in the research.

Oral Examination

All Bren PhD students must take their oral examination in person at the Bren School. During the period of remote instruction, it is permissible to take the oral examination by Zoom or other remote instruction technology. All members of the PhD Committee must participate in the oral examination. The objective of the oral examination is to ensure that the student

possesses the full knowledge and competence required to carry out the proposed dissertation research. The committee determines the best way to evaluate the student's knowledge. The oral examination typically consists of a brief presentation by the student to describe proposed research followed by an extended critical analysis of the proposal by the student and committee members. Immediately after the oral examination, the committee votes to either:

1. advance the student to PhD candidacy,
2. allow the student to take a second oral examination within six months and recommend the student for academic monitoring, or
3. fail the student and recommend academic probation.

If a second oral exam is recommended, the committee will vote for advancement, monitoring or probation following the second oral exam.

Advancement to PhD candidacy

Advancement to candidacy requires successful completion of the oral examination and submission of Graduate Division's [PhD Form II: Report on Doctoral Degree Qualifying Examinations](#), which must be signed by all members of the PhD Committee. A hard copy of the Form II should be brought to the oral examination so that, if the student passes, the necessary signatures can be obtained immediately.

Students must bring the completed PhD Form II to the Student Affairs Manager (BH 2510) to obtain the signature of the Graduate Advisor (Assistant Dean for Academic Programs) prior to submission to Graduate Division. Then, the student must take the completed PhD Form II to the Cashier's Office, pay the advancement-to-candidacy fee, and file the form with Graduate Division.

Students have until the last business day before the next quarter officially begins (as indicated in the University's quarterly Schedule of Classes) to submit the Form II, which officially advances the student to PhD candidacy at the start of the next quarter.

If a student has any Incompletes or No Grades on his/her record, he/she is ineligible to advance to candidacy until these have been resolved. There are no exceptions to this Graduate Division policy.

Advancement Privileges

Once advanced, the quarterly non-resident supplemental tuition (NRST) is waived for nine quarters (normally three years) for doctoral students. Waiver eligibility begins with the first academic quarter following advancement to candidacy. Eligibility is not extended during unregistered quarters, although approved Leaves of Absence will not count towards the nine-quarter limit. International students have their NRST waived for three calendar years, however, there is no extension for lapsed or leave quarters.

Upon advancement, the Graduate Division notifies the Davidson Library that the student is eligible for doctoral candidate borrowing privileges as long as the student is in "registered" status or on approved Leave of Absence. To learn more about these extended privileges, visit the [Davidson Library website](#).

STAGE 4: The Dissertation and Defense

To receive a PhD degree, a student must perform original research that demonstrates his/her ability to contribute significant, independent, and original scholarship. The PhD Committee guides the student in this work and judges the merit of the completed research.

The dissertation must be presented in a form acceptable to the Davidson Library and meet the filing requirements of Graduate Division. For details, see the Graduate Division's [Filing Tutorial](#). While it is not mandatory to give a bound copy of the dissertation to the PhD Advisor and PhD Committee members, it is customary. To obtain a bound copy or copies of the dissertation, students should follow instructions on the Library's [Dissertation Binding website](#).

PhD students are expected to work with their PhD Advisor and PhD Committee to prepare the dissertation. Typically, this iterative process occurs for several months prior to submission of the dissertation. When the student has completed the written dissertation to the satisfaction of the advisor and committee, the student must give a public defense of the dissertation in person at the Bren School during business hours. During the period of remote instruction, it is permissible to present the dissertation defense by Zoom or other remote instruction technology. Students must allow at least two weeks between the time the final draft of the dissertation is submitted to the PhD Committee and the public defense. Some committees may require more time.

The dissertation defense is intended to:

- Describe the significance of the dissertation research;
- Explain the methodological approach, including research sites, data collection techniques or sources, and analyses;
- Present key findings and conclusions from the research; and
- Describe the student's contribution to the field, and potential applications or innovations based on the research findings and explore potential future directions for the research.

When the PhD Committee has indicated that the student is ready to defend the dissertation, then the student should select a date and time when all of the PhD Committee members can participate in the defense. At least two weeks prior to that date, the student must contact scheduling@bren.ucsb.edu to request a room for the defense. Please provide scheduling with the date and time of the public defense plus the time anticipated for the closed session following the defense. Two weeks prior to the defense, students also must send the following information to the Senior Events Manager (avanwoert@bren.ucsb.edu) for the announcement of the public defense: dissertation title, student's name as it should be printed, advisor's name, abstract of dissertation, short bio of student, and a photo of student (2 x 2 inches).

After the public defense, the PhD Committee meets with the student in a closed-door session to evaluate the dissertation. Following this, the committee typically meets without the student to determine the outcome of the defense. The committee assigns one of three outcomes and notifies the student immediately of the result:

1. Pass
2. Conditional Pass: The student must modify the written dissertation as recommended by the committee.
3. Fail: The student must re-defend his/her dissertation after a delay of at least two but no more than six months. A student who fails the dissertation defense likely will be recommended for academic probation by the PhD Committee. A second failure of the defense will result in a recommendation of the student's dismissal to the Graduate Division.

If the student passes the dissertation defense, then he/she must complete Graduate Division's [Doctoral Degree Form III](#), which must be signed by all members of the PhD Committee. A hard copy of the PhD Form III should be brought to the oral defense so that

the necessary signatures can be obtained immediately if the student passes. The approved and signed PhD Form III should be submitted to the Student Affairs Manager (BH 2510), who will file the PhD Form III directly with Graduate Division. The student's dissertation must be eFiled and a hard copy of the dissertation signature page with wet signatures must be filed with the Graduate Division. Additional resources for the dissertation can be found on the [Graduate Division's "Filing Your Thesis" website](#).

Filing Fee Quarter Leave of Absence

The Filing Fee Quarter Leave of Absence status may be used in lieu of registration to maintain the relationship between the student and University for the express purpose of completing one final requirement (e.g., filing the dissertation and/or defense). The Filing Fee Quarter Leave of Absence is to be used only if the student has completed all other requirements for the degree, and will not be holding a student appointment title or award, or extensively using University resources or faculty time. If, for any reason, the student does not complete the degree requirements during the approved filing fee quarter, he/she will have to register and pay full fees for the subsequent quarter(s) in which the final degree requirements are met.

This use of the Filing Fee Quarter Leave of Absence requires that the student be enrolled in full-time status and paying all required fees for the quarter prior to the filing-fee quarter. The filing fee is half the amount of the registration fee (approximately \$200). Students pay the filing fee on the day they actually file for their degree. Students may not carry forward a Filing Fee Quarter Leave of Absence from one quarter to the next.

To pursue a Filing Fee Quarter Leave of Absence, students must file a [Filing Leave of Absence Petition](#). The PhD Advisor and the Bren School's PhD Graduate Advisor (Assistant Dean for Academic Programs) must approve the petition, verifying that the student is expected to finish during the proposed quarter. The petition serves as a contract that commits the student to file his/her dissertation that quarter in return for the privileges a Leave of Absence confers.

PhD Community

The Bren School supports multiple activities to promote a spirit of collaboration and interdisciplinary innovation between PhD students and faculty.

Coffee Hour

A weekly coffee hour is convened for PhD students, faculty, and visiting researchers during the academic year. Generally, two first-year PhD students share the responsibility of coordinating coffee hour and students take turns bringing snacks. This is an unstructured time for students to get together and share ideas.

PhD/Faculty Gatherings

Approximately quarterly during Fall, Winter, and Spring quarters, a PhD/faculty gathering is hosted by PhD students at Bren. There is typically a presentation with an academic or professional component e.g. fellowship information, tips and resources for writing, mixers with PhD students from other departments. Drinks and snacks are provided by the Bren School, though students take the lead on programming and coordination.

Annual PhD Student Symposium

In Winter Quarter, the annual PhD Student Symposium is held at Bren to showcase the work of continuing PhD students. Organizing is done by the students with limited assistance from Bren staff. The symposium is comprised of both short (3-minute) talks, and long (12-minute) talks, concluding with a poster session and reception.

PhD Annual Retreat

The PhD Annual Retreat is held prior to the start of Fall Quarter. This is typically a trip off-site, usually over a weekend, to strengthen relationships and interpersonal communications within the PhD community. The location changes, but usually it is held at a destination within the UC Natural Reserve System. Daytime activities and meals are coordinated by students. Faculty and staff are encouraged to participate.

PhD Webpages

The Bren School provides the opportunity for students to create a page on its website describing their research. Students should communicate with the Bren School Student Affairs Coordinator (academics@bren.ucsb.edu) to ensure consistency of appearance and adherence to designated templates. Students are strongly encouraged to create their Bren webpage by their second year of study.

Bren School Commencement

PhD candidates who have completed their dissertations and defenses are encouraged to participate in the Bren School commencement ceremony conducted at the end of Spring Quarter. If a student is interested in participating, he/she should notify the Student Affairs Manager (academics@bren.ucsb.edu). The student must provide the following information for the commencement program: student's name as it should be printed and announced during the ceremony, PhD Advisor's name, and dissertation title. PhD students also will need to reserve a cap, gown, and PhD hood to wear during the ceremony. Please refer to the [Bren School Commencement website](#) for information regarding commencement.