# Graduate Student Handbook

UC SANTA BARBARA
Bren School of Environmental Science & Management

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# Section I: General Information for Bren Graduate Students

The purpose of this guide is to present Bren School policies and procedures and other relevant information for Bren graduate students. While this guide references some University of California policies and procedures applicable to all graduate students, it does not duplicate the UC Santa Barbara General Catalog or the How to Navigate through Grad School guides. Please contact the Bren School Student Affairs staff (academics@bren.ucsb.edu) with any questions.

## 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 by nature, associated 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, because we believe in the inherent value of diversity and 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.

## Community Values

*Inclusive of and adapted from the UC Santa Barbara Principles of Community*

The Bren School of Environmental Science & Management at UC Santa Barbara affirms the intrinsic dignity and value in each of us. We believe in every individual's right to freedom of expression, including the ability to disagree with and/or counter another's point of view, and we hold one another accountable to the highest standards of civility, respect, and decency in all of our interactions. We do not tolerate acts of bias, bigotry, harassment, or other harm to individuals by anyone in our community on the basis of race, color, ethnicity, sexual orientation, gender, gender identity, age, physical or mental ability, size, language, religious beliefs, political affiliation, service in the uniformed services, citizenship, pregnancy, medical condition, genetic information, ancestry, marital status, or national origin among other personal characteristics. We affirm that the responsibility for opposing such behavior lies with all

members of the community whenever they encounter such behavior. We celebrate our differences and recognize and honor diversity as vital to the excellence of our community and institutions.

Expected Behavior

In support of our commitment to creating and supporting a diverse, inclusive and welcoming community, we expect all community members, residents and visitors alike, to mind the following expectations about behavior:

- Treat all members of and visitors at the Bren School with kindness, respect and consideration, valuing a diversity of views and opinions (including those you may not share).
- Communicate openly, with respect for all others, critiquing ideas rather than individuals.
- Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward others.
- Be mindful of your surroundings and those around you.
- Respect people's boundaries.
- Be considerate in your interactions with others and careful about the words you use. Consider if the language that you're using can be perceived as discriminatory.
- Be mindful of how much time and space you take up. Be aware of the dynamics of power and privilege, and whether you may be taking advantage of it.

# WHO'S WHO IN THE BREN SCHOOL

## Faculty

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 regarding 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, build reputations as superior scholars and researchers in their area of expertise, and 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 one quarter of sabbatical leave for three years of service (or they can accumulate leave and take a full year). In any given year, it is possible that a particular faculty member may

not be in residence for all or part of that year. In addition, faculty are periodically presented with administrative opportunities that are mutually beneficial for them and the University, which require the faculty to spend a quarter or more on full or partial leave from their regular duties. Faculty on sabbatical or leave in 2025-2026 are summarized in the following table:

| Name | 2025-2026 Release/Leave (F= Fall W= Winter S=Spring) |
|---|---|
| Anderson, Sarah | Interim Dean in Fall 2025, Winter and Spring 2026 |
| Caylor, Kelly | Associate Vice Chancellor for Research (50%) |
| Costello, Chris | Director, Emerging Markets Lab (emLab), 50% Leave in Fall 2025, Winter and Spring 2026 Environmental Defense Fund |
| Deshmukh, Ranjit | ⅔ Sabbatical in Fall 2025 |
| Dudney, Joan | Sabbatical, Winter 2026 |
| Halpern, Ben | National Center for Ecological Analysis and Synthesis (NCEAS) Director (100%) |
| Heilmayr, Robert | Sabbatical, Fall 2025 |
| Holden, Patricia | Sabbatical in residence Winter and Spring, 2026 |
| Kendall, Bruce | Associate Dean |
| Larsen, Ashley | Sabbatical in residence, Fall 2025 |
| Macdonald, Andy | Sabbatical, Fall 2025 |
| Masanet, Eric | 50% Department Of Energy (DOE) |
| Oliver, Ruth | Leave Fall 2025, Winter and Spring 2026 |
| Salzman, Jim | Leave in F25 |

Adjunct faculty are individuals who have their main affiliation at another institution and are not part of the UC Academic Senate but are involved in teaching and research at UCSB.

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.

Each year, the Bren School hires lecturers and visiting professors who are professionals in the field or are working at other universities to teach courses that 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.

## Researchers

There are a number of researchers and postdoctoral students in the Bren School, 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.

## Opportunities to Engage

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 (academics@bren.ucsb.edu); invitations for nominations will be made via email. Committees with student representatives are described below. A resource document for committee members describes best practices for Bren student committee representatives for soliciting feedback.

It is expected that elected students commit to serve their full term as representatives. If a student can no longer serve on their committee, they are requested to reach out to their cohort to find a suitable replacement and notify all parties involved of the change, including the Student Affairs staff. Student cohorts will be notified in the Fall Quarter of any committee vacancies that remain unfilled. If no nominations are collected for student committee membership, the seats may remain vacant until the following election cycle.

### Class Chairs

Class Chairs are elected for each cohort of master's students. Each MESM class elects two co-chairs early in Winter Quarter. Class Chairs facilitate communication between their classmates and the Bren School. After graduation, the Class Chairs continue to facilitate communication between alumni in their class and the Bren School. The support of our alumni and friends enables the school to offer student financial aid and unique professional development and training opportunities.

### Dean's Chats

The Deans of the Bren School hold quarterly meetings with students with the goal of providing a supportive and positive learning environment for all students. Through the Dean's Chats, any Bren student may bring their idea, question, or concern directly to the administration. Dean's Chats are scheduled through the Bren Events calendar and advertised through the This Week at Bren (TWAB) email digest of weekly events. For urgent questions and concerns, students should speak directly with a Bren School staff member and/or a relevant committee representative.

## Student-Faculty Representatives

A student from each academic program (MESM, MEDS, PhD) serves as the liaison to the Bren School faculty, known as a "Student-Faculty Representative." The three Student-Faculty Representatives coordinate with the Faculty Executive Committee (FEC) Chair and are invited to attend one faculty meeting per quarter during the academic year. Student-Faculty Representatives are responsible for soliciting feedback from the Bren Student Leadership Collective (all elected student representatives) and the student body. Student-Faculty Representatives should focus on topics that are relevant for the full Bren faculty and not duplicate ongoing discussions and initiatives within existing committees.

## Diversity Committee

The Diversity Committee focuses on diversity and integrating diversity considerations into decision-making. The Diversity Committee typically consists of two Deans, two Bren faculty, three staff, one PhD student representative, one MEDS student representative, and one MESM student representative. The Diversity Committee meets once or twice per quarter, or as needed. The Bren School's Diversity Values are posted on the website under About Bren.

## Bren Seminars Committee

The Bren Seminars Committee consists of PhD students and master's students who plan and host the Bren Seminar series in coordination with faculty and staff. 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 and one faculty representative.

## PhD Program Committee

The PhD Program Committee sets standards and policies 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. The Committee consists of faculty, staff, and two PhD student representatives, one who has advanced to candidacy and one pre-candidacy. 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 Director of Academic Programs.

## Master's Curriculum Committee

The Master's Curriculum 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. This Committee consists of faculty, staff, one 2nd-year MESM student representative, and one MEDS student representative. In Spring Quarter, the MESM student representative is elected from the 1st-year class and serves on the committee through their second year. The MEDS student representative is elected during Summer Quarter and serves on the committee through the academic year. 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 Director of Academic Programs.

### MEDS Capstone Project Committee

The MEDS Capstone Project Committee reviews and selects Capstone Project proposals. Faculty, staff and two MEDS students oversee the Capstone Project selection process. In Summer Quarter, MEDS students are elected to serve on the committee during Fall Quarter. The faculty and staff guide MEDS Capstone Project policy and communicate guidelines to students. The staff contact for the MEDS Capstone Project Committee is the Data Training and Capstone Coordinator.

### MESM Group Project Committee

The MESM Group Project Committee reviews and selects MESM Group Project proposals, which serve as master's thesis projects for MESM students and consists of faculty, staff and three 1st-year MESM students who oversee the MESM 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 faculty and staff guide MESM Group Project policy and communicate guidelines to students. The staff contact for the MESM Group Project Committee is the Director of Academic Programs.

### Innovation Program Committee

The Innovation Program Committee consists of faculty and staff who oversee the Environmental Innovation & Entrepreneurship Program. The committee members review proposals and select Eco-E Projects, advise students in Eco-E Projects, provide feedback to Eco-E Project teams through progress review meetings, and allocate funding for student fellowships. The staff coordinator for the Innovation Program Committee is the Innovation Program Manager.

## Bren Student Clubs

Students add valuable dimensions to the Bren community by leading student groups and clubs. Bren School clubs include: Environmental Justice Club, Bren Sustainability Committee,

Bren Energy Club, Brengrass (musical group), and Bren Storytellers Club. Bren clubs pursue priorities important to students and contribute to comradery and community among the student body. Students interested in starting a new Bren club should follow the instructions below:

- Confirm a faculty sponsor for the proposed club. The most successful Bren student clubs have the support of a Bren faculty member. Faculty research interests and contact information may be found on the Bren website under Research>Faculty Research.
- Write a proposal including the following:
    - Club description and goals (include names of student club organizers)
    - Club structure (include any planned events, activities, conferences, newsletters, etc.)
    - Club needs (if funding is requested, please include details on the club's financial needs)
    - Club leadership succession (please include how club leadership will be passed on after the current student club organizers graduate)
- Submit club proposal to academics@bren.ucsb.edu

If the proposal is approved by the Bren School's administration, then the Student Affairs staff will add the club name and description to the Bren website under Resources>Current Students>Student Orgs and Activities. Please include the club organizer's names, google groups signup form, or any other relevant information for students who may want to join the club. Club organizers of an approved club may have permission to use Bren's student google groups and listservs to advertise their club information and events to the student body.

## Leadership Councils & Partners

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

Councils and Partners provide professional expertise and networks ranging from sustainability to political, business, economic, legal, or other 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 supports and promotes the Bren School in achieving its mission while serving as a valuable conduit between the school, the local community, and their networks. The Council includes individuals who are experienced community and civic leaders, alums, and business and environmental professionals. Dean's Council members may directly support student success through contributions of expertise, mentorship, and philanthropic gifts. The staff coordinator of the Dean's Council is the Director of Development. For the 2025-26 Academic year the Dean's Council will be on hold pending the appointment of a new Dean.

The Corporate & Institutional Partners Program creates mutually beneficial collaborations with a range of visionary companies and organizations. These Partners contribute to the Bren School for a variety of purposes, including student support, research, initiatives and programs, and unrestricted gifts. The staff coordinator of the Corporate & Institutional Partners is the Director of Development.

The Eco-Entrepreneurship Advisory Council (EEAC) provides perspective and guidance to students pursuing the Environmental Innovation and Entrepreneurship focus and Eco-Entrepreneurship Projects within the MESM program. The council is composed of experienced business professionals, known as Eco-Entrepreneurship Advisors, who actively share their experience, expertise and networks to directly engage students as they explore becoming environmental entrepreneurs. The staff coordinators for the EEAC are the Innovation Program Manager and the Director of Development.

The Council of Legal Advisors (CLA) supports environmental legal education at the Bren School by forming partnerships with leading environmental lawyers and firms. Council members' financial contributions enable the Bren School to ensure that our environmental law training offers content (short courses, workshops and seminars) that is provocative, adaptive, timely and innovative. The faculty chair of the Council of Legal Advisors is Professor James Salzman and the staff coordinator is the Director of Development.

# BREN CURRICULUM

## Curriculum Plan

The curriculum plan provides a complete listing of the courses that are expected to be offered during the upcoming 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 in the same quarter from one year to the next, but this is not guaranteed. Courses may shift to another quarter for various reasons. Students should expect that required core courses will be available every year. Elective courses (e.g, for specializations) vary from year to year depending on which faculty are in residence and which lecturers are available. Students should expect some changes in the curriculum from one year to the next. Like the field of environmental science and management, the Bren curriculum is dynamic. Students may contact academics@bren.ucsb.edu with questions about courses.

## Course Descriptions

- MESM (ESM) course descriptions are on the Bren website under Master's Programs>Master of Environmental Science & Management>Courses.
- MEDS (EDS) course descriptions are on the Bren website under Master's Programs>Master of Environmental Data Science>Courses.

- PhD (ESM) course descriptions are on the Bren website under PhD Program>PhD Academics>PhD Courses.

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. EDS 296, ESM 292, ESM 293, ESM 294, ESM 296, ESM 298, ESM 297, ESM 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 official Schedule of Classes is on the Bren website. GOLD reflects the current Schedule of Classes but may differ and be inaccurate if a course is offered in an intensive or unusual format. Please contact academics@bren.ucsb.edu to confirm a particular class time or clarify any discrepancies.

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 to provide the full range of course offerings. Faculty and staff make 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 schedule conflicts and they must choose one course as their priority.

The Bren School offers some courses taught by visiting professors in an intensive format, compressed into a week or two, meeting daily 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 and occasionally on Saturday and Sunday. Some MEDS courses might be held at UCSB's National Center for Ecological Analysis & Synthesis (NCEAS) located in downtown Santa Barbara.

## Books

Course textbook information is provided by the instructor via the course syllabus, email, or Canvas. Two copies of each required MESM and MEDS core course textbook are placed in the Bren Reading Room (BH 3312). The Bren School does not typically purchase copies of books for elective classes.

## Canvas

Canvas is the web-based course content and learning management system (LMS) for UCSB. Instructors may post course syllabi, reading materials and assignments in Canvas where students can view the materials for courses in which they are enrolled. Please note that faculty use of Canvas is optional, and not every instructor utilizes the system.

# 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 instead broaden students' knowledge, professional skills, and network. Bren students are expected to participate in some seminars, workshops, and talks. Most of these events are intentionally 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.

- Mondays 11:00 am – 12:00 pm. Bren Seminars focused on a wide range of topics in environmental research, open to the public. Bren faculty and students are encouraged to attend regularly.
- Tuesdays 11:00 am – 12:00 pm. Master's Project workshops for MESM students (some mandatory for a specific cohort).
- Wednesdays and Thursdays 11:00 am – 12:00 pm. MESM and PhD career talks and workshops (some mandatory for a specific degree program cohort). See Career Development section of this handbook for more details.
- Wednesdays 11:00 am – 12:50 pm. MEDS professional development workshops.

You can also view the schedule of upcoming events posted to the Bren website under Events.

## This Week at Bren (TWAB)

This Week at Bren (TWAB) is an email digest of the coming week's all-Bren events sent on Monday mornings each week that classes are in session. TWAB is a single email message that lists upcoming seminars, events, club meetings, and other activities for Bren students, the Bren community, and/or the public. At the top of each TWAB email, there is a link to the Google TWAB calendar that includes these events. Students may subscribe to the Google TWAB calendar so they are aware of upcoming events and deadlines. To share an announcement for an upcoming event on TWAB, please email events@bren.ucsb.edu before 5:00 pm on the Friday of the week preceding the event.

## Attendance at Bren Events

Some events and activities at Bren require students to respond to whether or not they will be able to attend. Students should respond promptly and accurately. If a student responds that they will attend, then the student should make every effort to participate. If the student becomes ill or an emergency arises and they are not able to participate, then the student must notify the host as soon as possible to let them know. 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 please follow through when committing to attend.

# STUDENT STATUS

## Academic Standing/Standards of Scholarship

To remain in good academic standing, a UCSB graduate 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 3.0 for one quarter, they will be placed on Academic Monitoring. If the GPA remains below 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 MEDS degree within one year, the MESM degree within two years, or complete the PhD degree within five years. Students may work with the Director of Admissions and Student Affairs to develop a study program that exceeds the normative time.

## Establishing California Residency

Out-of-state residents must pay an additional fee for non-resident supplemental tuition (NRST). Living in California for more than one calendar year (366 consecutive days) is usually (but not always) sufficient to establish a California residency. If students 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 for guidance regarding the residency determination process. The final authority on residency rests with the Residence Deputy at the Office of the Registrar. Thus, 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 spoken and written English before they are awarded a degree. During Orientation, non-native English speakers are required to take 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 promptly take any required EMS courses. Students lacking adequate written and oral communication skills may have difficulty with their Bren courses, which may jeopardize successful degree completion.

Students who need to take EMS courses may have to defer some courses and should meet with Student Affairs staff (academics@bren.ucsb.edu) to discuss which courses to defer. It may also be prudent to request an extension for time-to-degree past the normal one year for MEDS, 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 and scheduling can be found at www.ems.ucsb.edu.

Non-native English speakers enrolled in the Bren School are encouraged to take ESM 437 Writing Skills for Environmental Professionals during the Fall Quarter of their first year. This course is designed to improve academic and applied writing about environmental sciences.

## Leave of Absence

UCSB requires continuous registration of 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:

- Personal leave
    - A student may request a personal leave for any personal reason that limits their capacity to enroll and make progress towards their degree. Students are eligible for 3 quarters of personal leave but could request up to 3 more quarters with the Graduate Dean's approval.
    - No additional documentation is needed in support of the leave request, unless the student is requesting beyond the first 3 quarters of leave.
    - Students on a personal leave of absence are not registered students and therefore relinquish most student privileges and resources such as extensive use of faculty time.

- Filing leave
    - A student may request filing leave if they have fulfilled all degree requirements except the final examination and filing of the master's thesis, doctoral dissertation, supporting document, or completion of master's comprehensive examination or project.
    - Summer Filing Quarter for international students

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, they should meet with the Student Affairs staff and/or Graduate Advisor (Assistant Dean).

## 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.

*International students are only eligible for part-time status for health.*

Students considering part-time status should meet with the Student Affairs staff and/or Graduate Advisor (Assistant Dean) 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, they must meet with the Student Affairs staff to obtain appropriate information and guidance on how to proceed. If the student

decides to withdraw, then the Student Affairs staff will request that the Graduate Division close the student's degree objective(s). If a master's student withdraws after beginning their master's project, they 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, or if an international student, the Office of International Students and Scholars (OISS), 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 from 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 an interdisciplinary emphasis to a PhD degree, 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.

Bren PhD students who would like to add the Master of Science in Environmental Science and Management after they have completed their Written Exam with a Master's pass may submit the Change of Degree status petition to academics@bren.ucsb.edu.

## Adding Bren PhD Degree to MESM Degree or MEDS Degree

MESM and MEDS students who would like to continue in the Bren PhD program must apply for admission through the standard UCSB Graduate Division application process.

# 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 Registration Calendar. Failure to meet the deadlines may result in late fees.

If any student has questions or concerns related to registration or grades, they should contact the Academic Programs staff (academics@bren.ucsb.edu).

## 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.

## Enrollment in Classes with Discussions/Labs

For classes with more than one instructional component (i.e., discussion/lab section), students must enroll in the discussion/lab that best fits their schedule. The registration system will automatically enroll students in the lecture portion of the class when they register for the corresponding lab/discussion section.

## Approval Codes

An approval or "add" code is required to enroll in a course with restricted registration, if a student is adding a course after the first full week of the quarter, or is missing a prerequisite. 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 and EDS) classes may be obtained by contacting academics@bren.ucsb.edu. Instructor approval is required to waive any required prerequisite(s) and for enrollment once classes have begun; this approval must be included in the request for an approval code. Requests for approval codes needed to enroll in a non-Bren course should be directed to the course instructor in that department.

## Class Size

The Bren School philosophy is to accommodate all Bren students who want to take a particular Bren course. However, some 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 or being added to a waitlist.

## Number of Units

The Graduate Division recommends each full-time graduate student be enrolled in a minimum of 12 units per quarter. However, there is no loss of privileges as long as the student is enrolled in at least 8 units.

- The MESM degree requires a minimum of 76 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 MEDS degree requires a minimum of 54 units. MEDS students must take all MEDS core courses offered in a given quarter (12-16 units per quarter).
- The PhD degree is not based on a unit count. PhD students must take three core ESM courses (10 units) 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 transferable 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 MEDS, MESM, or PhD degree and a particular specialization are the only courses that will be considered for unit transfer.

Individuals must be enrolled in a Bren School graduate program to count a course toward degree requirements. A student cannot transfer unit credit for courses taken at UCSB prior to applying to the Bren School. Courses taken through UCSB Extension prior to program application cannot count toward the minimum degree requirements. If admitted to the Bren School, 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 UCSB General Catalog.

## Variable Unit Courses

Some courses at Bren are set up with a range of units (e.g., 1-4 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 special courses of varying lengths. 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 15$^{th}$ day of the quarter and again before the last day of classes to make sure that it is accurate.

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

- EDS 296 Advanced Special Topics in Environmental Data Science
- ESM 292 Advanced Special Topics in Environmental Communication
- 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 Environmental Innovation & 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 for PhD Students

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. In some cases, MESM and MEDS students may obtain an exception to enroll with the permission of the instructor. ESM 595 is a variable unit course depending on the workload determined by the faculty member. 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). Faculty from other departments may supervise Bren students in their department's equivalent of ESM 596, such as GEOG 596; students should contact that department for an approval code.

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. PhD students typically enroll in ESM 596 with their faculty advisor. No petition is required for PhD students to request an approval code to register for ESM 596, however, students are expected to complete a syllabus or work plan with their advisor to set expectations for work and responsibilities for the quarter. PhD students should contact academics@bren.ucsb.edu to receive an approval code to enroll in ESM 596.

For MESM and MEDS 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. Master's students must confirm the appropriate number of units and grading options with their sponsoring faculty member. 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 approval via academics@bren.ucsb.edu, 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. MEDS students may take ESM 596 as an elective but it will not count toward MEDS degree requirements.

## 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 Retroactive Schedule Adjustment Petition, they will be required to furnish the appropriate instructor code. Bren's instructor codes are located

at the bottom of each permanent faculty member's 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 first obtain the instructor's approval. If a student "sits in" on a course, they should not register for the course on GOLD and the course will not appear on the student's transcript.

## Adding and Dropping Courses

UCSB policy allows graduate students to add and drop courses up until the last day of classes. However, adding courses after the second or third week of the quarter is unusual for Bren students, unless they have been keeping up with the coursework and have permission from the instructor, or they add a short course with a late start date. 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, they 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.

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 last day of instruction for the quarter; after this date, any changes to a student's schedule can be made only by completing a Retroactive Schedule Adjustment Petition (see below). Although not recommended, students may drop classes up until the last day of instruction without a code.

## Retroactive Schedule Adjustment Petition

We urge students to make any schedule changes well before the end of the quarter. Retroactive adjustments made after instruction has ended 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). Students should complete the form, obtain the instructor's signature, and submit it to academics@bren.ucsb.edu for submission to the Graduate Division.

## 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. Adding or dropping any courses after the end of the quarter, require submission and multiple approvals on a Retroactive Schedule Adjustment Petition.

## Course Evaluations

Course Evaluations are administered online during weeks nine and ten of the quarter through UCSB's Office of Instructional Development via Canvas. UCSB provides a consistent set of questions for evaluation and invites students to offer additional feedback. Both instructors of record and teaching assistants may customize their evaluations with additional questions specifically focused on their teaching. All student responses are anonymous. Students are encouraged to provide written qualitative feedback but cautioned to avoid self-identifying details. 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). A satisfactory (S) grade is equivalent to a B or higher. An unsatisfactory (U) grade will be issued for work that is B- or lower. Students will receive no credit for a grade of U but they will receive credit for letter grades above F. Students must receive a "C" or better for a course to count toward their degree requirements at the graduate level.

## Core Course Grades

The Graduate Division requires students to maintain a GPA of 3.0 to remain in good academic standing. The Bren School adheres to the following policies for core courses:

### MEDS

In Summer Quarter, EDS 214 is taken for a letter grade to establish a grade point average; all other EDS summer courses are S/U. From Fall Quarter through Spring Quarter, MEDS students must complete all EDS courses with a C or higher while maintaining an average GPA of 3.0 or higher in order to graduate.

### MESM

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

### PhD

PhD core courses include ESM 512 Research Ethics and Conduct (2 units), ESM 513 Environmental Research Design (4 units), and ESM 514 Collaborative Interdisciplinary Research (4 units). 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. **Only courses in which a grade of A, B, C, or S is earned may be used to satisfy requirements for the master's degree.** 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 grade option in GOLD, the Registrar's Office automatically converts the letter grade to the corresponding non-letter 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 credit 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 graduate 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 toward the degree. Students may change their grading options until the last day of instruction. **MESM students may only count up to 8 units of S/U units toward their graduation requirements. MEDS students are required to take S/U for 10 units of MEDS core courses in Summer Quarter and all other MEDS courses for letter grades.**

## 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. Without an approved 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 to the Registrar before the end of the quarter. Please note that the Incomplete Extension Petition may not be submitted by a student. Only the course instructor or an authorized department representative may submit the petition via DocuSign.

## 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., a 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.

Students are allowed to carry NG and NR up to 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 UCSB and Graduate Division policies and procedures 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.

Graduate Student Petitions are available on the Graduate Division website under Academic Services>Forms and Petitions. 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.

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.

# 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. The Bren School is required to report known instances of inappropriate academic conduct and there can be significant consequences for students who do not uphold the standards.

## Categories of 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. If students have questions about plagiarism, they should contact the Academic Programs staff (academics@bren.ucsb.edu).

## Conflict of Interest

The policy regarding Conflict of Interest (COI) in Graduate Education affirms joint student and faculty responsibilities in relation 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 Director of Admissions and Student Affairs 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). To qualify as human subjects research as defined by the Common Rule, activities must fall under both definitions of (1) research and (2) human subjects under 45 CFR 46.102 (see below). See definitions below. If the activities fit the definitions of (1) research and (2) human subjects, then the activities are considered human subjects research and an application must be submitted to the HSC for review and approval (or exemption) before research can begin.

45 CFR 46.102 Definitions:

- "Research" means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.
- "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.
        - Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes.
        - Interaction includes communication or interpersonal contact between investigator and subject.
        - Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information that has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

In planning to use human subjects, please review the UCSB Office of Research website at https://www.research.ucsb.edu/human-subjects/about. To proceed with human subjects research, students must understand and abide by the University policies and procedures governing human subject research. It takes time to complete Human Subjects training, submit

a protocol (methods and interview questions), and obtain approval from the HSC. Students conducting human subjects research must plan well in advance. The faculty advisor also 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), 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 and funding resources under the Current Student Resources section.

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

Most master's students fund a portion of their education with loans or personal savings. Since the master's programs are 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 master's students not work during the first quarter, if possible, to assess whether or not they have the time and energy for both their master's 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, may have a fellowship from an outside organization, or may be hired as an Academic Student Employee (such as 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. Students are encouraged to communicate regularly with their faculty advisor regarding funding and they must discuss funding with their faculty advisor at least once a year during the Annual Review process. Summer funding availability varies. Some faculty advisors may offer summer funding in the form of a stipend or a Graduate Student Researcher position. Students are encouraged to seek other summer funding opportunities, such as mentoring an undergraduate student, working as a Teaching Assistant, and applying for grants or internships.

After the first year of study, international students receive the International Doctoral Research Fellowship (IDRF) to pay for non-resident supplemental tuition (NRST) until advancement to candidacy (within normative time). After advancement to candidacy, NRST is waived for three years for international and non-resident doctoral students.

## Free Application for Federal Student Aid

All Bren graduate 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.

Due to the Summer Quarter start of the MEDS program, MEDS students who are US citizens or residents must submit a FAFSA for both the incoming academic year and the year prior (e.g. a MEDS student in the Class of 2026 must submit a 2025-2026 FAFSA and a 2024-2025 FAFSA) to qualify for financial aid throughout the duration of the program.

## Recruitment Incentive Awards

The Bren School receives some state funds (Block Grant) for recruitment incentive awards to pay academic fees, non-resident supplemental tuition, health insurance, and/or stipends. In addition, some generous donors have provided the Bren School with gifts and/or endowments for student fellowships. The Professional Degree Supplemental Tuition (PDST) from the Master's programs are another source of student fellowships for master's students.

Recruitment incentives typically are allocated to incoming Bren graduate students who have demonstrated academic excellence and financial need. Incoming master's 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 typically for the first year only. Multi-year funding plans, primarily for PhD students, are described in the letter of admission and financial aid.

Recruitment incentive awards that pay for academic fees, non-resident supplemental tuition (NRST), 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. 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 Teaching Assistant or Graduate Student Researcher appointment, they must immediately notify the Student Affairs staff. Student academic appointments of 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 recruitment incentive awards. It is not possible to reallocate recruitment incentives to different funding types, so students should factor that into their employment and financial decisions. For example, a recruitment incentive that pays for tuition or UC SHIP may not be reallocated as a stipend if the student receives a Teaching Assistant position, but could be used to pay for Professional Degree Supplemental Tuition (another form of tuition).

## 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 team 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 or other funding agencies and organizations. 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/.

## Philanthropy-Based Fellowships and Student Support

The Bren School receives philanthropic gifts from donors that directly benefit students through fellowships and other support such as Group Projects, and conference support. Qualifications to receive funding vary based on Bren priorities and donor intent. Students that accept donor-funded support are required to participate in stewardship such as meeting with the donor, writing thank you cards, writing testimonials and sharing photos, and attending events. Such personal engagement with donors provides students with valuable connections to individuals and groups invested in their education. The Bren development team leads these efforts, based on the Dean's priorities, in coordination with Bren faculty and staff.

## Student Academic Appointments

At UCSB, student academic appointments include Teaching Assistant (TA), Associate Instructor, Tutor, Reader, and Graduate Student Researcher (GSR) positions. If a student is employed for less than 100 hours per quarter (<25% time), then the student will receive an hourly wage or salary only. If a student is employed more than 100 hours per quarter (>25% time), 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 (NRST) or the Bren professional degree supplemental tuition (PDST). GSR appointments at or above 35% do cover NRST, but not the Bren PDST.

Students may be employed up to 50% time in an academic appointment if the student is in good standing. If a domestic graduate student wishes to pursue an appointment at 51-75% time, the hiring department must contact eligibility@bren.ucsb.eduto request Department approval for an Exception to Employment Policy. International students are never permitted to work more than 50% time due to visa restrictions. Domestic students are typically not permitted to have more than 75% time employment through academic appointments. Rare exceptions may be made by the Graduate Division Dean.

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.

Employment in another department requires the hiring department to request approval by Bren by submitting a completed Eligibility Verification by Home Department request for approval to eligibility@bren.ucsb.edu. The Bren School will review the student's standing and academic progress for approval. The Graduate Division requires this approval for all non-home department hiring.

## Teaching Assistant

The Bren School offers approximately thirty 50%-time TA positions per year, primarily to support master's core and lab courses. Only PhD students may be employed as TAs and Readers at the Bren School. No MEDS or MESM students may be employed as a Bren course TA or Reader. UCSB policy prohibits students from serving in a capacity in which they formally evaluate (i.e., grade) their peers. MEDS, MESM, and PhD students may hold academic appointments in other UCSB departments that offer undergraduate courses (such as Environmental Studies). MEDS, 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 annual call for TA applications circulated by the Student Affairs staff in March of each academic year. Students should complete the application and indicate the courses they would like to TA and their qualifications. Bren TA assignments for the upcoming academic year are typically completed the prior June.

Students interested in serving as a TA in another department on campus should contact the department's Staff Graduate Advisor for guidance on how to apply or check the department's website. Please note: All outside departments must submit an Eligibility Verification from Home

Department Request for approval to eligibility@bren.ucsb.edu. Bren must confirm a student's eligibility and good standing before the outside department can hire a Bren student. The UCSB Academic Student Employment Positions page has contact information for all departments that anticipate having TA positions available, though the page may not necessarily reflect all available positions.

## Graduate Student Researcher

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 MEDS and 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 hire a student as a GSR.

## Reader and Tutor

A Reader appointment is for a student to serve as a "course assistant," which will normally include grading of student papers and final examinations. These appointments are typically 10 hours/week or less. A Remedial Tutor assists students in understanding course concepts, discovering solutions to problems, modeling study strategies, developing methods for independent work, and preparing for upcoming exams.

## Professional Development Funding

Professional development should be a life-long goal for you at UCSB and throughout your career. There are a number of avenues you can pursue to apply for professional development funding while at UCSB. Some of these are within the Bren School and others are across the UCSB campus.

For Bren students, there are three main professional development funding sources that allow you to attend conferences and participate in professional workshops, trainings, certificate programs, and other career development and professional events and activities.

Here are the three main funding sources:

1. For PhD, MEDS, and 1st-year MESM students: Bren School Conference Funding Program
2. For 2nd-year MESM students: Jostes Special Opportunities Fund (SOF)
3. UCSB Individualized Professional Skills (IPS) Grant Program*

*Before you apply for the UCSB IPS Program, please make sure you seek funding through the Bren School (1 and 2). If the Bren School doesn't cover the expense or only covers part of it, then you can apply for funding through the UCSB IPS Program.

For more information about these funding options, please see the Professional Development Funding page on the Bren website.

## 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 directly to the ACE USA website: http://www.theadvantagegroupllc.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 they have returned from the trip.

## UCSB Financial Crisis Team

The UCSB Financial Crisis Response Team assists students who are experiencing a financial crisis. They streamline access to financial assistance for students in need and provide a single email point of contact (Financialcrisis@sa.ucsb.edu) for students. The multi-disciplinary team works closely with the Office of Financial Aid and Scholarships and other campus resources to evaluate and respond to students in urgent financial need. Depending on the individual situation, a student will either complete an online form (via a link that will be emailed to them) or meet with an advisor, or both. This team has access to limited emergency funds for one-time grant awards to students with no other options. Additionally, an emergency loan program has been established to assist international students in need.

## Basic Needs

UCSB established a Food Security and Basic Needs Taskforce in response to a survey conducted by the Office of the President that revealed that 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. Basic Needs resources for Food, Housing, Financial, Technology and Academic needs can be found at https://basicneeds.ucsb.edu/.

# CAREER DEVELOPMENT

## Career-Advising Services and Policies

The Bren Career and Alumni Team provides career assistance to Bren graduate students as well as limited services to alumni. Please find an overview of the timeline of student and alumni career services below. See full details in our Student Career-Advising Services and Policies and Alumni Career-Advising Services and Policies on BrenConnect (login required).

Career Services Timeline:

- Current student services: From Day 1 of Summer Quarter classes (for MEDS students) and from Day 1 of Fall Quarter classes (for MESM and PhD students) during their matriculation year 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 their access to full services while enrolled in school.
- Limited alumni career-advising services (2 phases): From August 1 of the graduation year onward, in 2 phases (Phase 1: August 1 – December 31 and Phase 2: January 1 onward). This shift helps career staff prepare for incoming and current MESM, MEDS, and PhD students throughout the year. Currently provided at no charge, alumni services include full BrenConnect access, the Bren alumni e-newsletter, and limited alumni career-advising in 2 phases. Please see the Alumni Career-Advising Services and Policies on BrenConnect for full details on each phase.

## Program Structure

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

- For MEDS students, the Career Team guides students through a strategically planned 11-month Career Development Program including a workshop and speaker series, mandatory and by-request individual advising, and weekly RAD (Read-Attend-Do) emails designed to support students' post-Bren job search and development of lifelong career skills.
- For MESM students, the Career Team guides students through a strategically planned 2-year Career Development Program including a workshop and speaker series, mandatory and by-request individual advising, and weekly RAD (Read-Attend-Do) emails. This program is designed to support students' summer internship search, post-Bren job search, and development of lifelong career skills.

- PhD students have access to Bren career advising, workshops, and talks at their own pace to meet their varying career needs and graduation/job search timelines. PhD students are invited and encouraged to attend any MESM career development workshop that applies to their specific needs. The Career Team introduces PhD students to services during Orientation. Additionally, PhD students have full access to UCSB's Graduate Student Resource Center (GSRC), which specializes in providing career and professional development workshops, 1-on-1 advising, and events targeted to PhD students (including offerings for both students conducting an academic job search and those pursuing a non-academic route).

Students in each program also have access to BrenConnect, which provides networking resources, job postings, and career guidance articles. Learn more about BrenConnect and other career services in the next section.

## Overview of Services

Career services for current students include:

1-on-1 Career Advising: This includes select mandatory appointments for MEDS and MESM students and by-request mock interviews, document reviews, job/internship search strategy sessions, and other career advising for all students. To request assistance, follow the instructions in our Student Career-Advising Services and Policies on BrenConnect (login required).

Career Workshops, Talks, and Other Events: The Career Team will provide schedule details via email, and MEDS and MESM workshops will be scheduled onto students' Google calendars. While Bren does not host job fairs we instead encourage job and internship search strategies that will help you strategically pursue your unique career goals. Additionally, some alumni/employer career speakers may be looking to recruit for open positions and/or may host open houses at their locations. Here is more information for each program of study:

- MEDS workshops and career talks are typically Wednesdays from 11:00 am to 12:50 pm. The Career Team may also offer workshops, talks, and events during the 2nd-year MESM workshop timeslot on Thursdays from 11:00 am to 12:00 pm if it would be beneficial for both MEDS and MESM students to attend. In such cases, a joint session will be conducted. For more details, see the MEDS Career Workshop/Speaker Schedule + Related Slides and Recordings on BrenConnect (login required).
- MESM workshops, career talks, and other events (also open to PhD students) are typically Wednesdays and Thursdays from 11:00 am to 12:00 pm, with 1st-year MESM workshops held on Wednesdays, 2nd-year MESM workshops held on Thursdays, and other events scheduled for either day. For more details, see the MESM and PhD Career Workshop/Speaker Schedule + Related Slides and Recordings on BrenConnect (login required). MESM students may also be able to attend some data science-focused career talks. If/when this is the case, the Career Team will add the event to students' Google calendars and provide information via the weekly career Read-Attend-Do (RAD) emails.

- PhD student workshops, career talks, and other events: PhD students are invited and encouraged to attend any MESM workshops that fit their specific career development needs and graduation timelines as well as any PhD-focused workshops; these are all typically held on Wednesdays and Thursdays from 11:00 am to 12:00 pm. For more details, see the MESM and PhD Career Workshop/Speaker Schedule + Related Slides and Recordings on BrenConnect (login required). PhD students may also attend data science-focused career talks and panels if desired; see the MEDS Career Workshop/Speaker Schedule for more details.

Access to BrenConnect (Career Resources and Networking Hub): New students will receive instructions for creating an account for this password-protected site during their respective introductory career workshops. Please do not create an account before then. Current students may log in here. BrenConnect provides access to the following:

- Alumni & Student Finder: Searchable database of alumni and student employment and contact information.
- Bren-Specific Career Articles: 24/7 access to the Career Team's tips and tricks, including resume and interviewing guides, example documents, negotiating strategies, professional development resources, and more.
- Job/Internship Postings, Conference Opportunities, and Online Networking Groups: Access to 1) class-specific MEDS and MESM job/internship groups (students will be automatically added) with relevant internships, fellowships, and/or post-Bren jobs; 2) our Job Postings group open to all students and alumni; 3) a conferences, trainings, and events board; and 4) any user-managed field- or interest-specific groups, e.g., the Bren Alumni & Students of Color Association (BASCA) group.
    - Note for PhD Students: The Career Team (and sometimes faculty) distributes relevant *academic/research-focused opportunities* via the Bren PhD listserv rather than BrenConnect. PhD students interested in *non-academic opportunities* should 1) join the BrenConnect Job Postings group to access post-Bren positions and/or 2) contact the Career Team to sign up to receive non-academic summer internship announcements via BrenConnect.
    - Note About Teaching Assistant (TA), Graduate Student Researcher (GSR), Work-Study, and Other Campus Positions: The Career Team does not manage TA, GSR, work-study, or campus job postings. For more information, see the handbook sections on Teaching Assistantships and GSR positions as well as the Funding and Employment for Current Students page on the Bren website.

Weekly RAD (Read-Attend-Do) Career Guidance Emails: MEDS and MESM students will receive weekly RAD emails 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.

## Professional Development Funding

Bren students have access to three main professional development funding sources to support conference attendance and other professional development opportunities; please see the Financial Support > Professional Development Funding section of this handbook for more information.

## MESM Summer Internship Fellowships (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. With funding from generous donors and the professional degree supplemental tuition (PDST), the Bren School offers Summer Internship Fellowship (SIF) funding to MESM students completing unpaid or low-paying internships to help offset a portion of their internship-related expenses. The Career Team sends the SIF application to students at the beginning of Winter Quarter. Please note: The SIF program does not provide support for paid of unpaid internships related to Group Projects.

To apply, students must be in good academic standing (a 3.0 cumulative GPA or better) and meet other fellowship program requirements. For more details (including what qualifies as a low-paying internship), see the Bren Summer Internship Funding (SIF) Info on BrenConnect (login required); however, please note that the SIF information on BrenConnect is subject to change year to year and is updated yearly before the new application goes out at the start of Winter Quarter.

## Course Credit for Internships or Research

The Bren School offers two courses that allow students to receive course credit for internships or research with Bren faculty. Please visit this article on BrenConnect (login required) for full details and instructions, but here is a brief overview:

1. ESM 410 Internship Practicum course: For students completing an internship with a non-profit or another employer; this fits most students' situations. If an employer is requiring that you receive academic credit or if you are an international student whose visa requires you to receive credit for an internship, this is likely the course that fits your situation. You must contact the Career Team at career@bren.ucsb.edu about your plans to enroll in ESM 410. Before reaching out, please visit this article on BrenConnect (login required) for full details and instructions.
2. ESM 596 Directed Readings and Research course: For students completing research with Bren faculty (e.g., an extension of Group Project work or another research project); this fits fewer students' situations, and you must contact Kristine Duarte, Director of Admissions and Student Affairs Manager, at kristine@bren.ucsb.edu to ensure this is the right choice for you. Before reaching out, please visit this page on BrenConnect (login required) for full details and instructions.

If you have any questions, please reach out to the Career Team (regarding ESM 410) or Kristine Duarte (regarding ESM 596) as mentioned above.

### Professional Associations

Subject to sufficient student interest, Bren students have the opportunity to participate in student chapters of Net Impact, Association of Environmental Professionals (AEP), and American Planning Association (APA), including hosting career speakers, participating in conferences, and/or volunteering at relevant events. These associations are student-run with some Career Team oversight: Students are responsible for holding meetings, managing budgets, electing officers, and setting yearly agendas. See the Bren Student Professional Association Chapters article on BrenConnect (login required) to learn more. (Note: Bren also has several student clubs; these are not overseen by the Career Team. Find out more in the Bren Student Clubs section of the handbook.)

## COMMUNICATION & TECHNOLOGY RESOURCES

### Mail

Each Bren student has an assigned folder located in the filing cabinet 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 folders is for professors and TAs to return homework assignments and exams. Students are responsible for checking their folders regularly. Students are advised to direct important 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.

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

Copy machines at the Bren School are for use by staff, faculty, and Teaching Assistants employed by the Bren School. The closest public copiers for student use are located in the Davidson Library and UCen (SBPrinter.com).

## Printing

To conserve natural resources, the Bren School discourages hard copy printing unless absolutely necessary. Before printing, please consider using a digital alternative. 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, MEDS, and PhD students receive $30 per year of free printing. This is to cover light printing and printing mishaps (jams, double prints). Canceled jobs and errors, even those caused by machine error, cannot be credited so always exercise caution before hitting the print button.

Please take note of the name and location of the selected printer to collect the print job. Resending to other printers wastes paper. Every quarter, nearly a ream of unclaimed print jobs goes into the recycling bin. Financial managers for master's group and capstone 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.

## Video Meeting and Computing Equipment

The Bren School has a variety of technology equipment (e.g., laptops, webcams, microphones, laptop dongles) available for instructional purposes, special presentations, and committee and research-related video meetings. This equipment must be reserved at least 24 hours in advance by contacting the Compute Team at compute@bren.ucsb.edu. Priority is given to instructional uses of the equipment, and there is no overnight checkout. Feel free to ask for instructions on how to use the equipment.

Students are responsible for the 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.

If students, faculty, and staff use 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 projectors in most rooms, press the POWER button on the remote control twice. If the POWER button is only pressed once, the projector will remain ON. Some projectors have separate ON and OFF buttons. Please conserve our community resources; projector bulbs are expensive ($500/bulb).

## Computing / IT Help Desk

For assistance with Computing, students may submit a help ticket to compute@bren.ucsb.edu. 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 4:30 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 reopen the ticket if additional help is needed or 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 an email written by someone else, it is generally best to get their approval before sharing it with others. If 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.

## HelpDesk

The Bren School has established alias email addresses for help, repairs, and frequently needed services. Please use these email addresses 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 of the office. Bren School email aliases include:

- academics@bren — for general requests from current students on topics such as registering for classes, grade reporting, approval codes, student employment, fellowships or billing, academic advising, and other questions or concerns for Academic Programs and Student Affairs staff
- admissions@bren — for prospective students and recently admitted students to receive information on admissions, application process, webinars, open houses, and visiting Bren
- brenhall@bren — for building related issues
- career@bren — for current students to obtain information and/or request assistance from the career development staff
- compute@bren — for issues relating to networks or computers or other hardware/software problems at the Bren school
- eligibility@bren — for non-Bren departments wishing to hire Bren students

- 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.
- info@bren — for general inquiries and keys at the Bren School
- 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 (J1s, etc.), time care and/or payroll questions, salary transfer requests, Kronos timekeeping questions
- projects@bren — For inquiries and submissions related to Master's Research Projects
- 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. Go to booking.bren.ucsb.edu for self-service room reservations.
- 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.

## Email Listservs

A number of listservs exist to facilitate email communication with large groups within the Bren School. For example, an email sent to mesm2026@bren.ucsb.edu will be distributed to all MESM students in the Class of 2026. A list of the most common Bren School listservs can be found on the Bren website under Resources>Faculty and Staff. Please note that these listservs 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 academics@bren.ucsb.edu if you have questions or need assistance sending a message to a specific group at Bren.

## Bren-Alerts

Bren-Alerts is an email listserv used to announce Bren events that are open to the public. Bren graduate students receive messages distributed to Bren-Alerts automatically via their Bren email addresses. To request the announcement of a public event, students should send the announcement to events@bren.ucsb.edu and it will be distributed by the Senior Events Manager as appropriate. Students cannot directly distribute messages through Bren-Alerts. Announcements of non-public events may be made through the email aliases described above. Students are encouraged to sign up for Bren-Alerts with a personal address after graduation to continue to receive announcements about Bren public events as alumni.

## Events/Flyers

The schedule of public events (and recent events) is on the Bren School website. In addition, an announcement is distributed to all Bren graduate students in advance of an event. Events not open to the public but open to Bren graduate students will be announced using an appropriate email list.

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 the use of the Bren listservs, please consider whether these venues are appropriate for flyers and refrain from posting inappropriate items.

## Bren-Random

The Bren-random Google Group 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 Resources>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 the 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.

## Scheduling Meetings with Faculty and Staff

Students should consult the Google Calendars of faculty and staff to identify potential dates/times for meetings. Scheduling meetings with faculty and staff should not be done without their permission. After consulting the Google Calendar, students should email faculty or staff to request a meeting date/time. Students should suggest a few possible dates/times that might work based on the 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 (deans-asst@bren.ucsb.edu).

## Bren School Logo

Students may access several logo styles as well as Bren's Visual Identity Guide by navigating to the "Communications and Web Resources page" on the Bren School website.

# STUDENT SUPPORT SERVICES

## Counseling and Psychological Services (CAPS)

All registered UCSB students are eligible for service from 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 students. 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 resources to support the academic, personal, and professional success of UCSB graduate students. Please visit the Graduate Student Resource Center for access to resources such as writing tutors, peer advisors, events, and workshops.

## Disabled Students Program

The Disabled Students Program (DSP) at UCSB coordinates academic support services for students with disabilities who may need assistance in their academic activities. DSP offers services such as reading assistance, note-taking, and test-taking accommodations. To receive these services, students should create a DSP profile and seek approval as soon as possible after filing their Statement of Intent to Register (SIR). It is the student's responsibility to inform DSP of their disabilities and provide the necessary documentation. DSP works collaboratively with students and departments to determine and provide suitable accommodations that ensure equal access to education.

## 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 advocate for fairness and work to ensure that all members of the University community receive equitable treatment. The ombuds serve the campus community by helping to resolve complaints, providing information and referrals, and 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.

## Student Wellbeing, Support, and Safety Resources

For a comprehensive listing of UCSB resources for student wellbeing, please visit the Student Wellbeing page.

### Bren School Contacts and Support:

The Bren School aims to be a supportive and inclusive community with no tolerance for bias, harassment, or violence.

The Bren School is embedded within a larger university setting and we know that navigating that complexity can be daunting, as well as frustrating when information can seem difficult to obtain. In any situation in which a Bren graduate student is not sure about the appropriate reporting procedure, students should bring their concerns to a trusted member of the Bren School staff or faculty. We recommend that students should contact the following people:

- Executive Director of Student Services Kristine Duarte (kristine@bren.ucsb.edu)
- Director of Academic Programs Sean Kerr (kerr@bren.ucsb.edu)
- Assistant Dean Leticia Porter (porter@bren.ucsb.edu)
- Interim Dean Sarah Anderson (sanderson@bren.ucsb.edu)

We will provide support and will help the student with appropriate reporting depending on the nature of the incident.

## Sexual Violence, Harassment, and Discrimination

Students should know that most university employees are mandatory reporters; they are required to report incidents of sexual harassment, violence, and discrimination to the university.

Students may choose to get confidential resources or to report directly to the Title IX office or a trusted staff member. These issues are handled by the university in accordance with federal law and Bren School faculty, staff, and students may not be privy to information about an issue.

### Confidential Option: Confidential Advocacy and Counseling

Incidents of sexual violence and sexual harassment may be discussed confidentially with the Campus Advocacy, Resources, and Education (CARE) office at (805) 893-4613 or Counseling and Psychological Services (CAPS) at (805) 893-4411.

- CARE: UCSB's confidential advocacy and education office for interpersonal violence
- CAPS: UCSB Counseling and Psychological Services

### Reporting Option: Title IX Reporting

*If the victim is or was in danger*, sexual violence, sexual harassment, and acts of discrimination related to gender and sexual identity should be reported to Campus Police (9-911) or 911.

*If the student is in a safe situation*, they should report sexual violence, sexual harassment, and acts of discrimination related to gender and sexual identity via an online form to the Office of Title IX/Sexual Harassment Policy Compliance or at (805) 893-2701. Reports to the Office of Title IX/Sexual Harassment Policy Compliance are not confidential, and the content may need to be reported to law enforcement if the student is in danger or a crime has been committed. Faculty and staff are mandated reporters of such acts.

- UCSB Title IX Office
- UC Title IX Online Incident Reporting Portal

## Hate Crimes, Hate Incidents, and Bias

Hate crimes, hate incidents, and incidents of bias should be reported through the UCSB Incident Report Form (not a police report) or to the Hate Incident Response Coordinator at (805) 893-3596. If the hate crime or incident is immediately threatening, then the student should contact Campus Police (9-911) or 911.

- UCSB Bias Incident Response Information
- Incident Report Form

## Microaggression Incidents

Incidents of microaggressions by Bren students, faculty, or staff against students may be reported as described above through the UCSB Incident Report Form or (805) 893-3596 or may be discussed with a trusted member of the administration, faculty, or staff.

We recommend that students bring their concerns to Assistant Dean Leticia Porter (porter@bren.ucsb.edu) or Executive Director of Student Services Kristine Duarte (kristine@bren.ucsb.edu). Our staff will help the student with appropriate reporting, depending on the nature of the incident.

- UCSB Bias Incident Response Information
- Incident Report Form

## Zoombombing Incidents

By default, Zoom's privacy and security settings are set to balance enough security for the normal user, while also being easy to use. While in incidents of Zoombombing, when an uninvited party joins a Zoom session to cause disruption, are rare, they can still occur. For tips to increase your Zoom security, avoid and report Zoombombing, visit UCSB's Office of Information Technology.

# BREN HALL BUILDING INFO

## 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 and 2024, Bren Hall was recertified at the LEED® Platinum level for Existing Buildings – Operations & Maintenance, making it the first building in the country to receive four platinum LEED certifications. We are proud of our building and appreciate the wonderful educational and work environment that it provides.

As a professional graduate program, the Bren School is committed to high maintenance and cleanliness standards of its hallmark building. All Bren Hall occupants (faculty, staff, students, researchers, and partners) must work to maintain the cleanliness and orderliness of the building so that we have a clean and comfortable workspace. Students are expected to do their part to keep the building clean, pick up after themselves, and maintain shared student spaces, particularly in light of the limited campus janitorial services. Many tours of Bren Hall are given

throughout the year and occasionally include individuals considering a gift to the school to support students, programs, and research activities. Bren Hall must always be a presentable, functional, comfortable, and clean space for occupants and visitors.

## Emergencies/Safety

If there is an emergency or security issue, call 911 from your mobile phone or 9-911 from a campus phone. For non-emergencies, call the UCSB police at 805-893-3446 from your mobile phone or extension 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 805-893-2000 from your mobile phone or extension 2000 from a campus phone.

First Aid kits are in the Student Kitchen (BH 3328), Dean's Suite Kitchen, and Dean's Suite Front Desk. 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 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 Front Desk staff 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 info@bren.ucsb.edu to authorize the request. The Front Desk staff cannot issue a key until authorization has been received. Please make an appointment to pick up your key by contacting info@bren.ucsb.edu.

## Building Security

Bren Hall is typically unlocked between the hours of 7:30 am and 5:30 pm on weekdays. Special authorization is required for entry into the laboratory wing after regular business hours via the elevators and the north lab wing entrance doors. This includes the Davidson Student Commons (BH 3330), Student Computing Facility (BH 3022), and GIS Lab (BH 3035). 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 and fire safety, doors to Bren Hall must never be propped open after regular business hours.

## General Etiquette for Bren Hall Rooms

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

Be courteous. Two rooms (Bren Hall 1011 and 3312) are intended to be quiet study rooms. Other common computing rooms (Bren Hall 3022 and 3330) may be used for individual study and small group meetings and collaborations. The noise level in Bren Hall's common rooms should be kept reasonable so students working or studying can concentrate. If the noise becomes an issue and a student-initiated solution is not found, please communicate concerns to a Bren School Staff Member the Dean's Advisory Council (DAC) representatives.

Students are responsible for keeping the common spaces clean. Food and drinks in spill-proof containers are allowed in Bren Hall rooms as long as the waste is disposed of properly and nothing is spilled on the furniture and computers. The Bren School administration reserves the right to ban food and drinks from any room if it is not kept clean or computers are damaged. Please do not tape anything to the walls because tape degrades their surfaces.

## Service and Support Animals at Bren Hall

Service and Support Animals are allowed inside most areas of Bren Hall, subject to the definitions and policies in the UCSB Service and Support Animal Policy, as well as relevant policies from the campus Americans with Disabilities Act (ADA) Compliance Office, Human Resources, and Disabled Students Program. Service and Support Animal handlers may be asked to verify their animal's status. Animals that do not qualify as Service or Support animals are not allowed inside Bren Hall. Pets can interfere with specially trained service animals and create disruptions to instruction, research, and other school activities.

## Classrooms/Meeting Rooms

Bren Hall has a variety of classrooms, labs, and meeting rooms to support instruction and collaborative academic projects. Bren students are responsible for scheduling rooms for their own academic meetings, including Master's Project group meetings and PhD committee meetings. Except for interviews, students may not book rooms for

personal use, including non-Bren course TA needs, such as office hours or review sessions. These space needs should be met by the hiring department. For Bren course recurring TA office hours, please contact scheduling@bren.ucsb.edu.

Room reservations can be made via the online Robin Powered self-booking system, the Bren Hall Room Request Form, or by emailing scheduling@bren.ucsb.edu. Instructions for using the RobinPowered system can be found here. Bren students may self-book the following rooms for meetings during business hours only: Visitors Center (BH 1410), Sycamore (BH 1510), Oak (BH 1520), and Pine (BH 3526). Lab-wing rooms Maple (BH 3016), Willow (BH 3313), Bonsai (BH 4327), and Manzanita (BH 4329) are open 24/7 and also open for self-booking. When self-booking, please include an event title that includes your group name or your last name and the word "Bren". *Self-booked meeting rooms can be reserved for a maximum of two hours and up to 14 days in advance*. Comprehensive details about amenities and seating are available on the Bren website.

To schedule meetings for academic purposes in other rooms, meetings over two hours in length, recurring meetings, or meetings beyond 14 days, please complete and submit a Bren Hall Room Request Form or email scheduling@bren.ucsb.edu. For recurring weekly Master's Project meetings, please use the RobinPowered scheduling system to confirm that the day and time you selected are available all quarter, then submit a Bren Hall Room Request Form or email scheduling@bren.ucsb.edu to request the recurring meeting booking.

Two rooms (Bren Hall 1011 and 3312) are intended to be quiet study rooms. Other common computing rooms (Bren Hall 3022B and 3330) may be used for individual study and small group meetings.

Classrooms and meeting rooms are generally locked around 5:00 pm by Campus Facilities 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. Please leave rooms clean and organized, return any moved furniture to where you found it, and turn the data projector and lights off when finished.

Non-Bren Use of Bren Rooms

Bren Hall rooms are for use by Bren students, staff, faculty, and other Bren affiliates for academic purposes. In the past, non-Bren people have reserved Bren Hall rooms through the RobinPowered scheduling system or simply occupied rooms. In the event you have reserved a room (and have confirmed this on the Robin-Powered system) and find it occupied at your reserved time, please ask the occupants to depart. If they do not comply, please seek the assistance of a Bren School staff member.

## Davidson Student Commons (BH 3330)

UCSB graduate Jim Davidson (1990) made a generous gift to the Bren School to furnish Bren Hall 3330 with tables, chairs, cabinets, and a couch. Thus this common room bears Davidson's name. Computers in the Davidson Commons are available for use by Bren graduate students. The Commons may be used to study or meet in groups when necessary.

## Student Computing Facility (BH 3022)

The Student Computing Facility or SCF (BH 3022) is a computer lab for Bren students with individual computing stations and group collaborative spaces. The SCF is divided into one discussion-style classroom with 6 tables each with 5 chairs (to accommodate up to 40 students) and is used for discussion sections for courses with substantial group work. The other half of the SCF is a quiet workspace for students with individual computer stations. The SCF is unlocked during business hours and is available for Bren students after business hours via an Access Card. Students are welcome to use the SCF when there is not a class scheduled to use the room. Please send an email to compute@bren.ucsb.edu regarding problems with the computing hardware or software.

## Reading Room (BH 3312)

The Reading Room (BH 3312) is a quiet space, reserved for individual study only. Students are not allowed to engage in conversations, 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.

There is a Little Free Library on the 3rd floor by the outdoor seating area for recreational reading materials that can be traded.

## Quiet Room (BH 1011)

The Quiet Room (BH 1011) is a quiet space, reserved for individual study only. Students are not allowed to engage in conversations, hold meetings or study sessions, or store personal items in this room.

## Student Kitchen/Patio (BH 3328)

Bren students may use the kitchen and patio 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.

Students are responsible for keeping the kitchen and patio clean and free of trash, dirty dishes, old food, clothes, etc. and cleaning up after themselves, including spills in the microwave, refrigerator, or countertop. Please recycle cans, bottles, plastics, office paper, newspapers, and cardboard in the containers provided. 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. There is a variety of cleaning supplies located under the sink in the kitchen.

If a recurring problem precludes the cleanliness of student areas, please contact the building staff at brenhall@bren.ucsb.edu.

## Student Lockers

The Bren School owns and maintains 120 lockers in the Bren Kitchen (BH 3328) for use by currently-enrolled master's students. There are also 24 large sharable lockers available in the Davidson Student Commons (BH 3330). The Front Desk staff 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 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 on the second floor of Bren Hall overlooking the ocean. Students are welcome to use Deckers Deck unless an event is in progress. Please keep noise levels low on the deck to minimize disruption to ongoing work conducted by staff, faculty, and partners in the Dean's Conference Room and 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

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

## Alcohol Sale and Service

The Bren School strictly adheres to UCSB regulations related to the 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 students to bring alcohol

to the University and serve and consume it, for example, 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. Bringing bikes indoors degrades the carpeting and flooring. 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 Commute By Bicycle | Transportation & Parking Services.

## 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 lockbox by the door. Space in the locker is determined by a lottery. The Bren Hall Building Manager 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. This shower is intended for a quick rinse after exercising and is not for daily personal hygiene or other purposes. The custodial staff is responsible for cleaning the shower. Personal items left in the shower area will be discarded. Remove sand after beach activities using the outdoor shower in the surfboard storage area. Do not track sand into the shower, as it clogs the pipes and will quickly ruin the facility. If sand is tracked in, the shower will be closed.

## Building Maintenance

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 the Dean's Suite Front Desk (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 does it go in…. | Where is that bin? |
|---|---|---|
| High Grade paper<br>Printer paper<br>White envelopes<br>Manila folders<br>Bound books w/ high grade paper | Office Pack - White | SCF<br>GIS<br>3L Kitchen<br>Davidson Commons<br>Mail/Print Rooms<br>Courtyard Bertha outside 1414<br>Elevator Entrance 1 – 4 Office Side |
| Newsprint<br>Nexus, Independent, etc…<br>Glossy Paper<br>Magazines<br>Catalogs<br>Pasteboard<br>Cereal Boxes<br>Frozen Food Boxes<br>Notepad Backs<br>Corrugated Cardboard<br>Shipping Boxes<br>Pizza Boxes (only if very clean)<br>Any Plastic<br>Bottles<br>Tupperware<br>Utensils<br>Packaging<br>Any Metal<br>Food Glass | (Commingled) Recycling - Blue | SCF<br>GIS<br>3L Kitchen<br>Staff Kitchen<br>Mail/Print Rooms<br>Admin Reception<br>Courtyard – Bertha<br>Elevator Entrance 1 – 4 Office<br>librarySide<br>Reading Room<br>Quiet Room<br>Classrooms (Seminar, Sycamore)<br>Conference Rooms (Pine, Bonsai, Manzanita, Dean's Conference Room) |
| Electronics, CFLs ( Compact Fluorescent Lights) | Techno Trash | Davidson Commons |
| Batteries | Techno Trash | Davidson Commons |
| CD's, DVD's, Diskettes | Techno Trash | Davidson Commons |
| Cell Phones | Cell Phone Bin | Davidson Commons |
| Compostable Waste<br>Food Scraps including Meat<br>UCSB Food Service Ware (e.g, UCEN)<br>Bren Event Food Service Ware<br>Paper Towels, Tissues | Compost | 3L Kitchen<br>Staff Kitchen<br>SCF*<br>GIS*<br>Courtyard - Bertha |

| | | |
|---|---|---|
| Pizza Boxes – Soiled | | Elevator Entrance 1 – 4 Office Side Bren Hall 1011 (Downstairs GP Room) |
| Compostable Paper Towels | Compost | All Restroom Receptacles |
| Styrofoam - Rigid | Foam Box | 1021 - Bren Shop |
| Plastic Film - Clean | Film Bucket | 1021 - Bren Shop |

*Temporarily removed

# Section II: MEDS Program Guidelines

The Master of Environmental Data Science (MEDS) program is an 11-month professional degree program designed for individuals who plan to apply data science skills to environmental work in the public, private, or non-profit sectors. The program teaches applied data science skills through a series of core courses and a two-quarter Capstone Project.

## REQUIRED UNITS

MEDS students must complete a total of 54 units. The units include core courses (46 units) and the Capstone Project (8 units). Students must complete all 54 units to complete their MEDS degree.

Required Course Load:

- Summer: 12 units
- Fall: 14 units
- Winter: 16 units
- Spring: 12 units

Any additional courses MEDS students choose to take are regarded as electives and are not required for the MEDS degree. Any units taken above and beyond the 54 units required to earn a MEDS degree do not have to be taken for a letter grade.

## SUMMER COURSE ATTENDANCE POLICY

For summer Environmental Data Science (EDS) courses, graduate students are expected to be present in person for every day of class. The intensive nature of the summer session means that missing even a day or two can significantly hinder your progress in the program – each day is equivalent to a week of instruction during which you will be learning crucial fundamentals. There is no online option to attend class remotely. Students should only miss a class if they are experiencing an illness or family emergency. If a student will miss part or all of a class, they must inform the instructor as soon as possible and devise a strategy to complete the coursework or risk not receiving a grade for the course. If you are feeling ill, please do not come to class and contact the instructor to arrange accommodations.

## CORE COURSES

The complete MEDS core curriculum is:

**Summer Quarter**

- EDS 212 Essential Math for Environmental Data Science (2 units)
- EDS 214 Analytical Workflows and Scientific Reproducibility (2 units)
- EDS 217 Python for Environmental Data Science (4 units)
- EDS 221 Scientific Programming Essentials (4 units)

**Fall Quarter**

- EDS 220 Working with Environmental Data (4 units)
- EDS 222 Statistics for Environmental Data Science (4 units)
- EDS 223 Geospatial Analysis and Remote Sensing (4 units)
- EDS 242 Ethics & Bias in Environmental Data Science (2 units)

**Winter Quarter**

- EDS 230 Modeling Environmental Systems (4 units)
- EDS 240 Data Visualization and Communication (4 units)
- EDS 241 Environmental Policy Evaluation (4 units)
- EDS 411A Capstone Project (4 units)

**Spring Quarter**

- EDS 213 Databases and Data Management (4 units)
- EDS 232 Machine Learning in Environmental Science (4 units)
- EDS 411B Capstone Project (4 units)

MEDS students must maintain a minimum cumulative GPA of 3.0 or above in a given quarter. This is a Graduate Division requirement; there are no exceptions to this rule. Students who do not maintain a cumulative GPA of 3.0 will be placed on academic monitoring and will need to complete an academic progress plan to raise their GPA to the minimum standard.

## Waiving a Core Course

Due to the highly curated set of MEDS courses, MEDS students are strongly discouraged from waiving any courses. However, if a student already has a substantial portion of the knowledge and skills that the core course provides, then they 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 to confirm that they possess a substantial portion of the knowledge and skills provided by the course. If the student believes that a waiver is justified, then they must contact the course instructor to describe their background. The professor will evaluate the student's knowledge and determine if the student is eligible to complete an examination to waive the course. 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 their method. Following the evaluation or examination,

the instructor will determine whether or not the student is qualified to waive the core course. If approved, then the student must complete a Bren School Petition.

Ideally, the evaluation and waiver 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, they should enroll in the course and then drop the course later if the waiver is approved. If the waiver is approved, the student does not need to take the core course but must take another course(s) with the same number of units to meet the 54-unit minimum requirement for the MEDS degree. The replacement course is subject to approval by the Master's Curriculum Committee. A waived core course counts 0 units toward the 54-unit minimum. If a waiver is not approved, the student will be required to take the course.

# CAPSTONE PROJECTS

One of the most important components of the MEDS program is the Capstone Project, which serves as the master's thesis. MEDS students will have the opportunity to gain real-world experience and apply their data science skills through their Capstone Project. Students will work together in groups of 3-4 students to solve a problem for a client, either internal (UCSB) or external (industry, government, NGOs). In order to graduate, students are required to complete their Capstone Project and the associated courses (EDS 411A and EDS 411B), while maintaining a cumulative GPA of 3.0.

In Summer Quarter, the Capstone Project Coordinator will release the MEDS Request for Proposals. Information on how to submit a proposal can be found on the Bren School website at Request for Proposals. Proposals may be submitted by any prospective client, including faculty and other researchers, businesses, government agencies, and NGOs. Students are encouraged to collaborate with prospective clients to co-author Capstone Project proposals. Proposals should clearly define an environmental problem with a data-driven solution and have a feasible scope of work.

In Fall Quarter, the proposal submission period ends, and a selection committee, composed of faculty, students, and staff, reviews and selects appropriate proposals. The selected proposals are assigned to students and faculty advisors. Students meet with their clients and begin working on Capstone Projects by Winter Quarter and complete projects by the end of Spring Quarter.

Capstone 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 (or any prospective client) prepares and submits a proposal, there is a chance that the proposed project may not be selected. Questions regarding Capstone Projects may be submitted to projects@bren.ucsb.edu.

# STUDENT ADVISING & SUPPORT

Bren Student Affairs staff serve as the primary point of contact for all MEDS students. Students may contact the Student Affairs team directly at academics@bren.ucsb.edu for advice, information, assistance on any school-related matters, or just to talk. The Student Affairs staff will assist or refer students to other individuals or resources as appropriate.

MEDS students are advised by the EDS 411 A/B instructor, their Capstone Project faculty advisor, and other Bren faculty and staff as needed. MEDS students are expected to actively manage their education by being proactive in developing relationships with faculty and staff and seeking academic and career development advice.

## Graduate (Grad) Check Form

The Grad Check Form is required by the Graduate Division to confirm that students have successfully completed their approved academic program and are eligible for a MEDS degree. The Student Affairs staff will generate a Grad Check Form for every graduating student after Spring Quarter grades are submitted. 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) will approve and sign the forms. The Graduate Division will review and confirm that students have met the MEDS degree requirements and will issue the MEDS degree (typically 3-6 months after the end of the academic year).

## MEDS Time to Degree

MEDS students typically graduate after 11 months of study. Any student who has personal, family, or work situations that would make it difficult to complete the MEDS degree should contact the Student Affairs staff (academics@bren.ucsb.edu) to develop a plan of study that will fulfill the requirements of the program.

## Transfer/Continuation to the PhD Program

Occasionally, MEDS students decide to pursue a PhD degree at Bren upon completion of the MEDS degree. The PhD program is not an extension of the MEDS program. The MEDS 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 independent 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 two to three Bren School professors with expertise in the student's area of interest.

If a MEDS student is interested in the Bren School's PhD program, they must submit a UCSB Graduate Division application 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 MEDS student is interested in attending a PhD program in another UCSB department, they must contact that department's Graduate Program Assistant for the guidelines on their admissions or transfer process.

# Section III: 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 76 units for the MESM degree. The required units include core courses (26 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 76 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 Quarter 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 (3 units)
- ESM 202 Environmental Biogeochemistry (3 units)
- ESM 203 Earth System Science (3 units)
- ESM 204 Economics of Environmental Management (3 units)
- ESM 205 Environmental Justice (2 units)
- ESM 206 Statistics & Data Analysis for Environmental Science & Management (4 units)
- ESM 207 Environmental Law and Policy (3 units)
- ESM 208 Environmental Politics and Policy (2 units)
- ESM 210 Business and Sustainability (3 units)

MESM students must earn a grade of C or better in all core courses (above) and project courses (ESM 401 and ESM 402 series). There are no exceptions to this rule. No courses may be used as substitutes for these core requirements. If students earn less than a C in a core or project course, they will have to retake 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, they 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 and complete a Bren School MESM Schedule Exception Petition. 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 their commitment to earning a C or better in the course. The student also should explain any background they 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 staff will review the exception and arrange for a review by the Assistant Dean. If approved, the student may defer the core course to the 2nd year. If students do not earn a C 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 prerequisite requirements for each course on the Bren website to confirm the prerequisite requirements 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 the spring of their second year and finish in the spring of 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 they 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 Bren website to confirm that they possess a substantial portion of the knowledge and skills provided by the course. If the student believes that a waiver is justified, then they must complete a Bren School MESM Schedule Exception Petition. On the petition, the student must list all relevant documentation, such as 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 course instructor.

Different instructors use different methods for evaluation; the instructor will explain their method. The student must arrange with the course instructor a date and time to complete the

evaluation or examination, if needed. Following the evaluation or examination, the instructor will determine whether or not the student is qualified to waive the core course.

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, they 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 76-unit minimum requirement for the MESM degree. A waived core course carries 0 units toward the 76-unit minimum. If a waiver is not approved, the student will be required to take the course. The student must also complete a waiver exception through MyPlan.

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 a depth of knowledge:

- Business and Sustainability (BAS)
- Coastal Resources Management (CRM)
- Conservation Planning (CP)
- Energy and Climate (EC)
- Environmental Policy (EP)
- Pollution Prevention and Remediation (PPR)
- Water Resources Management (WRM)

Specializations are not formal degree programs approved by the Graduate Council; they are areas of study shaped by Bren School faculty. 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, there is a description for each specialization, recommended curriculum, educational objectives, and career opportunities. During Orientation, the Student Affairs staff

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, management, additional science, etc. Each specialization offers flexibility and students should work with the 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 at the end of their 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 they 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 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 they 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.

# FOCUS AREAS

The Bren School offers supplemental training in Environmental Communication (Communication focus) and Environmental Innovation and Entrepreneurship (Innovation focus). Any Bren graduate student may supplement their 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 supplementary to the required coursework and provides students with the opportunity to learn important professional skills.

## Environmental Communication Focus

Any one of the seven specializations can be enhanced by adding a focus on Environmental Communication (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).

For more information on this focus, please refer to the Environmental Communication Focus webpage.

## Environmental Innovation and Entrepreneurship (Innovation) Focus

Any one of the seven specializations can be enhanced by adding a focus in Environmental Innovation and Entrepreneurship (Innovation). Students in the Innovation focus pursue additional coursework and activities to acquire the skills and mindset needed to drive impact-oriented innovation within an existing organization or to launch a new entrepreneurial venture. To add an Innovation focus, students must take the required classes and participate in the required activities described on the Innovation focus information webpage.

Some of the required classes for the Innovation 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 Business and Sustainability (BAS) specialization have substantial overlap with courses for the Innovation focus. Some Innovation electives also may be relevant to other specializations. Students who intend to pursue the Innovation focus must include it in their MyPlan.

For more information on this focus, please refer to the Environmental Innovation and Entrepreneurship webpage.

## Graduate Program in Management Practice Certificate

Several TMP courses 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) 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 or MEDS degree requirements.

# MASTER'S PROJECTS

One of the most important components of the MESM program is the 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 course with a grade of C or better. There are no exceptions to this requirement.

## Group Projects

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

Primary contacts for matters related to Group Projects are the Director of Academic Programs and the faculty chair of the Group Project Committee. For inquiries about Group Projects, please contact projects@bren.ucsb.edu.

The Group Project Guidelines are on the Bren School website.

In Fall Quarter, the Director of Academic Programs will present a one-hour information session about Group Projects to 1st-year MESM students. The information session will be announced by email. The information session will focus on the project timeline and selection process.

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. To view examples of last year's successful proposals, please see our Master's Project directory. 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, they are guaranteed to be assigned to that project (if requested). However, please note that if more than two students co-author a proposal for an accepted project, then only two of the co-authors (identified by the group or, if necessary, randomly by the Director of Academic Programs) are guaranteed assignments on that project.

Project selection is a competitive process (like the real world), whereby a committee of faculty and students selects 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's 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. Student representatives on the committee do not have a greater likelihood of having their proposals selected.

Once the committee has completed the selection process, the students on the Group Project Committee deliver 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, 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. Past group project proposals, final reports, executive summaries, and final presentations are posted on the Bren website.

## Eco-E Projects

Students in Eco-E Projects work together in teams of three to five over the course of a year to develop a business model for a new, commercially viable product or service that makes a positive and measurable environmental impact. The Eco-E Project prepares students for careers as environmental innovators who can identify opportunities where the market demands overlap environmental solutions. Students who complete an Eco-E Project develop a business model, build a prototype concept and assess the environmental impact for a new environmental business venture. Eco-E Project goals are for students to 1) gain training and experience in developing a business model; 2) develop agile thinking and complex problem solving skills; 3) make strategic choices that require bringing together science, policy, systems thinking and human context; and 4) learn leadership skills and build effective teams.

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

The Eco-E Project Guidelines are on the Bren School website. MESM students who intend to submit a proposal for an Eco-E Project must enroll in ESM 256B Value Proposition Design for New Environmental Ventures (2 units) 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 through the Innovation focus and/or Technology Management. Students who complete Eco-E Projects are required to participate in one new venture competition as part of their training. Participation in such competition provides students with valuable experience giving investment pitches and potential opportunities to receive funding for their ventures.

# STUDENT ADVISING & SUPPORT

Bren Student Affairs staff serve as the primary point of contact for all MESM students. Students may contact the Student Affairs team at academics@bren.ucsb.edu for advice, information, assistance on any school-related matters, or just to talk. The Student Affairs staff 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 their chosen specialization, given the student's particular background, interests, and goals. The MyPlan interface includes the core courses (26 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 must take an average minimum of 13 units per quarter to meet requirements but in practice, Bren students take an average of 16-18 units per quarter. If a student would like to take more units, then they should discuss the proposed workload with their specialization advisor. Students must submit a plan through MyPlan by the last day of instruction for the Winter Quarter of the 1st year of study.

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)
- Training Video 4: In-depth MyPlan Instructions (20 min)

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 units of required "key" courses that all students in that specialization are required to take. Only one specialization is required to fulfill the requirements for the MESM degree.

2. Select Group Project or Eco-Entrepreneurship (Eco-E) Project
   If the student has not been assigned a project yet when the plan is completed, 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 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, Group Project, or Eco-E Project. MESM students may add a focus in Environmental Innovation and Entrepreneurship (Innovation) or Environmental Communication (Communication). The Innovation focus requires 10 units of coursework and the Communication focus requires 14 units of coursework. To add a focus, select the focus and complete the "key" focus courses and focus electives. For guidance regarding a focus, please contact the Innovation Program Manager or Communication Program Director.

5. Tag this version of your plan
   You can insert some keywords 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 double 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.

   MyPlan offers a suite of courses confirmed with instructors up to two years in advance. Occasionally, the instructor's plans change and the curriculum plan must be updated. Students should anticipate some changes to the curriculum plan and should remain flexible about future course schedules. While class schedules are similar from year to year, the Bren School curriculum is always dynamic. Some courses that were offered in the past may no longer be available, while some new courses may be introduced.

   Most specialization courses are taken during the second year of study and some require prerequisites. The Bren website provides a prerequisite guide.

   The Bren website provides the minimum number 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 units of key courses, a minimum number 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 the "Add Waiver", "Add Deferment" or "Add Replacement" buttons to submit these requests to the Student Affairs staff. Once the exception is added, students must submit a Bren School MESM Schedule Exception Petition. If the petition is approved, Student Affairs staff will approve the exception in MyPlan.

8. Add courses from other UCSB departments
   Your plan does not need not be limited to courses in the Bren School. Students are encouraged to take relevant courses from other UCSB 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 first need to review and approve your request. To initiate this process, students must submit a Bren School MESM Schedule Exception Petition. If the petition is approved, Student Affairs staff will approve the replacement in MyPlan. Students may also take courses simply out of interest; not all units need to be counted to graduate. 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 if 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. Please keep in mind that the actual suite of courses available in any future quarter may require some adjustments to your original plan.

10. Participate in specialization advising meeting
    The Student Affairs team organizes advising meetings for 1st-year MESM students for groups of specializations at the start of Fall quarter 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 staff (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 by the last day of instruction during the Winter Quarter of the 1st year of study. 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. Students should include all courses they plan to count toward their degree in their plan. If a student would like to count a course that is not on their plan, they should update and submit their revised plan for review and approval. If a student follows the specialization guidelines and meets all requirements, then an automated degree check will be sufficient to approve the revised plan. 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 team 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 the Student Affairs staff (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 Quarter 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) 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 three-year 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 full-time status at the University. 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 independent 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 two or three Bren professors with expertise in their area of interest.

If a MESM student is interested in the Bren School's PhD program, they must submit a UCSB Graduate Division application 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, they must contact that department's Graduate Program Assistant for the guidelines on their admissions/transfer process.

# SECTION IV: 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

- Submit a bio for PhD student webpage.
- Complete ESM 512 [2 units].
- Establish a Grade Point Average (GPA) in the first quarter of study by taking at least one class for a grade.
- Prepare Pre-Candidacy PhD Annual Review Form (under Academic Forms and Petitions) by the end of Fall Quarter.

### Year 2

- Complete ESM 513 [4 units] and ESM 514 [4 units].
- Complete PhD Annual Review Form by the end of Fall Quarter.
- Submit Graduate Division PhD Form I, Conflict of Interest Form and Bren Justification of PhD Committee Form no later than the end of Fall Quarter.
- Schedule and complete written examination by the end of Spring Quarter. Students submit results of completed written examination to Student Affairs staff using the PhD Written Exam Form.

### Year 3

- Complete PhD Annual Review Form by the end of Fall Quarter.
- Work with PhD Committee to prepare dissertation proposal within 6 months of successful completion of written exam.
- Submit the final dissertation proposal to PhD Committee at least two weeks prior to the 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 the oral examination.
- Update PhD student webpage to include dissertation title and abstract.

### Years 4 and 5

- Complete PhD Annual Review Form by the end of Fall Quarter.

- Complete research and dissertation.
- Schedule dissertation defense. At least two weeks prior to the defense, submit the dissertation title, abstract, short biography, committee member names, and photo to the Senior Events Manager for the announcement of public defense.
- Defend dissertation at the Bren School during regular business hours.
- Submit Graduate Division PhD Form III to Student Affairs staff upon successful completion of defense.
- eFile dissertation and submit signature page (with wet signatures) to the Graduate Division.

*Please note that the PhD Timeline Checklist is a general guideline. Each PhD student follows a unique timeline with guidance from their advisor based on their priorities and circumstances. For example, students in the Economics and Environmental Science (EES) emphasis must complete an intensive course series in the first year so they typically need more time to complete PhD core courses in the Bren School. Please contact your advisor or the Student Affairs office if you have questions or concerns about your academic timeline.

# 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 2 units of required core courses (see below) in their first year and 8 units of required core courses in 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 for an approval code and indicate the quarter in which they would like to enroll. Academic Programs staff will provide the approval code for the PhD student to register on GOLD, indicating their advisor from a drop-down menu, for the appropriate number of units. If a PhD student is not taking any other courses, they should enroll in 12 units of ESM 596. If the PhD student is taking other courses, then they 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 as satisfactory/unsatisfactory (S/U).

# CORE COURSES

Bren PhD students are required to enroll in at least 10 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:

- Year 1
    - Fall: ESM 512 Research Ethics and Conduct [2 units]
- Year 2
    - Fall: ESM 513 Environmental Research Design [4 units]
    - Winter: ESM 514 Collaborative Interdisciplinary Research [4 units]

If a PhD student would like to defer a core course due to other required coursework, they should contact Student Affairs staff (academics@bren.ucsb.edu) as soon as possible to develop a plan to meet program requirements. Students must complete all PhD core courses prior to scheduling their oral exams.

# 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 Bren master's graduates are admitted to the PhD program, their academic clock will be reset to zero. Some PhD students may require additional time to advance to candidacy or complete their degree due to variation in the norms of different disciplines. This is a unique challenge in an interdisciplinary department. Time-to-degree for students in the Social Science Group and/or Economics and Environmental Science (EES) emphasis may be more similar to PhD students in Economics or Political Science departments.

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. Academic Monitoring provides increased interaction with Student Affairs staff to support the student with helpful guidance for how to complete academic

milestones. Academic monitoring does not appear on the student's transcript and does not affect the student's ability to receive Academic Student Employment. Students who exceed time-to-degree requirements are not eligible for Central Fellowships.

A Leave of Absence may be granted for a 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.

# 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, the 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, 1st year | Complete ESM 512 (2 units) | N/A |
| Fall Quarter, 2nd year | Declare PhD Committee<br>Complete ESM 513 (4 units) | Graduate Division Form I<br>N/A |
| Winter Quarter, 2nd year | Complete ESM 514 (4 units) | N/A |
| Spring Quarter, 2nd year (recommended) | Complete written examination | Submit written examination report to academics@bren |
| Fall Quarter, 3rd year (recommended)<br>Spring Quarter, 3rd year (required) | Complete oral examination | Graduate Division Form II |
| Spring Quarter, 5th year | Complete dissertation and defense | Graduate Division Form III |

*All PhD students are required to complete an annual review by the end of Fall Quarter. Annual review forms are available on the Academic Resources page under Forms and Petitions.

# PHD ADVISOR

All PhD students must select a PhD Advisor. Typically, the faculty member who agreed to be the student's sponsor when they 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.

Students also may seek guidance from the faculty chair of the PhD Program Committee, who is available to help students identify potential advisors and resolve concerns or conflicts with assigned or acting PhD Advisors.

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 their 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 their PhD Advisor.

# PHD COMMITTEE

A student's PhD Committee must be composed 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 Winter Quarter, the PhD student's progress and performance will be reviewed by the faculty chair of the PhD Program Committee. For the review, the student must prepare a progress report using the PhD Annual Review Form and submit it to the Student Affairs staff (academics@bren.ucsb.edu).

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 Zoom 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. PhD students in their first year who do not have formal committees and students who have not yet advanced to candidacy should complete the PhD Annual Review Form for pre-candidates.

The faculty chair of the PhD Program Committee, Student Affairs staff, and Assistant Dean 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 (1) start the "Create Committee" workflow in GradPoint and (2) complete the Bren School Form 1: Justification of Proposed PhD Committee. In GradPoint, students must submit the faculty members who have agreed to be on the committee and validate their committee, which will show if their proposed committee meets the university requirements. On the Bren Form I, students list the proposed faculty members and attach a screenshot of their committee validation results from GradPoint. Students should not list any committee members that have not explicitly confirmed their participation. The Bren School Form 1 is available through a DocuSign PowerForm on the Bren Academic Resources page.

Student Affairs staff facilitate a review and approval of the proposed committee by the Bren faculty at a faculty meeting. Students should inform their PhD Advisor(s) when they have submitted the forms. The PhD Advisor presents the proposed PhD Committee membership to the Bren School faculty for discussion and approval. If the Bren faculty approves the proposed committee, the Student Affairs staff advance the "Complete Committee" workflow to the Graduate Division. If the proposed committee is not approved, the Student Affairs staff informs the student and provides relevant information to guide revision and resubmission.

Under no circumstances may a PhD student take written or oral exams without a PhD Committee approved by the Bren School faculty and Graduate Division Dean.

## Conflict of Interest Policy

When a PhD Committee is proposed, the student must complete the Graduate Student Conflict of Interest (COI) statement through the "Complete Committee" module in GradPoint. 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 their 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 their approved PhD Committee, the student must complete (1) the "Update Committee" module in GradPoint and (2) Bren Form 1A: Justification of Proposed Changes to Committee Members. The PhD Form 1A: Justification of Proposed Changes to PhD Committee is available on the Bren Academic Resources page under Academic Forms and Petitions. Signatures are required for faculty who will be added to a committee but no signature is required for a faculty member who will be removed from a committee.

Student Affairs staff facilitate review of the proposed changes in PhD Committee by the PhD Program Committee Chair. The student should inform their PhD Advisor that they have submitted the request to Update Committee. With sufficient justification, the PhD Program Committee Chair will approve the changes and advance the "Update Committee" request to the Graduate Division for review and approval. The PhD Program Committee Chair may request to discuss the proposed changes to the student's PhD Committee with the student's PhD advisor and/or during a faculty meeting, if desired. The proposed changes to a PhD Committee are not valid unless approved by PhD Program Committee Chair and Graduate Division Dean.

## 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 a 2/3 vote.

If the student already has passed the written and/or oral exams, then they may be required to retake one or both.

# STAGE 2: WRITTEN EXAMINATION

It is the student's responsibility to ensure that they comply with the Bren School's timeline for PhD examinations and to work closely with their 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 they may take examinations or file a dissertation during the summer without additional fees.

## The Written Examination

Typically, each Bren PhD student must successfully complete a written examination by the middle 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 students pursuing the Economics and Environmental Science (EES) Emphasis are required to take the Economics Department's written examinations. A Bren PhD student may request approval from their PhD committee to use this exam as their preliminary written exam at the Bren School, provided the committee approves. If the committee does not approve, the Bren student must pass an independent written exam in the Bren School.

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 several 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. PhD Pass
2. Master Pass: If a PhD student receives a Master Pass, they may keep their grade and proceed with an en route master's degree. PhD students must receive a PhD Pass to meet the PhD degree requirements. Students who have achieved a Master Passs or PhD Pass may add the Master of Science in Environmental Science and Management as a degree objective by completing a Change of Degree Status Petition. In addition to the Master's Pass, students must complete the all three core courses of the PhD program (ESM 512, ESM 513 and ESM 514) and at least 10 units of ESM 596. Students must complete an additional 16 units in a proposed area of study for 36 total units to complete the degree. Additional information may be found in the requirements form for the M.S. in ESM in the UCSB Course Catalog.
3. 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. Once a PhD student meets their conditions, they must re-submit their written exam report with the 'Pass' grade.

4. 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, they 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 using a DocuSign PowerForm and the written examination questions (not answers) to the Student Affairs staff 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 the 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. 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 their 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 submitting the "Advancement to Candidacy" action in GradPoint  The student will then pay the advancement-to-candidacy fee via their BARC account.

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 their Advancement Request action, 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 their record, they are 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 UCSB 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 UCSB Library website.

# STAGE 4: THE DISSERTATION & DEFENSE

To receive a PhD degree, a student must perform original research that demonstrates their 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 UCSB Library and meet the filing requirements of the Graduate Division. For details, see the Graduate Division's page on Filing Your Thesis, Dissertation, or DMA Supporting Document. 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. 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 events@bren.ucsb.edu to request a room for the defense. Please provide staff 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 for the announcement of the public defense: dissertation title,

student's name as it should be printed, advisor and committee members' names, abstract of dissertation, a short student bio, and a photo of the student (640x640px).

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 their 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 they must complete Graduate Division's PhD Form III, which must be signed by all members of the PhD Committee. Students are encouraged to submit their Form III to their committee members using DocuSign and then route it to the Student Affairs staff (academics@bren.ucsb.edu), who will file the form directly with the Graduate Division. The student's dissertation must be eFiled and a copy of the dissertation signature page must be filed with the Graduate Division..

## 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 the 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, they will have to register and pay full fees for the subsequent quarter(s) in which the final degree requirements are met.

Filing Fee Quarter Leave of Absence requires that the student be enrolled in full-time status and pay 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) 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 their 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, staff, 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

During Fall and Spring Quarters, a PhD/faculty gathering is hosted by PhD students at Bren. This is typically a BBQ with faculty, staff, researchers and students encouraged to attend. Drinks and food are reimbursed by the Bren School, although students take the lead on planning programming, purchasing refreshments, and hosting the events.

## 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 comprises 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 and costs are reimbursed by the Bren School. Faculty and staff are encouraged to participate.

# 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, they should notify the Student Affairs team (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 webpage for information regarding commencement.