

DEPARTMENT OF  
ENVIRONMENTAL HEALTH SCIENCES

# **MASTERS STUDENT HANDBOOK**

**M.S.  
M.P.H.  
M.P.H./M.U.R.P.**

2021-2022

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## **Introduction**

The goal of the Department of Environmental Health Sciences is to promote human health through a healthy environment. The research and educational activities of the Department's faculty and students range from studying the impact of biological, chemical, mechanical, psychosocial, and physical stressors on human health to understanding how human activities impact the environment.

Our graduates are scientists and professionals capable of identifying and measuring agents of environmental concern; evaluating the health, environmental, and all other impacts of such agents; developing means for their effective management; and evaluating alternative policies directed at improving and protecting environments and human health. This training is accomplished through degree programs that offer specialized study in selected academic areas of environmental health sciences such as air quality, built environment, climate change, climate and health, environmental biology, environmental chemistry, environmental justice, environmental and occupational health exposure assessment, practice, management and policy, industrial hygiene, toxicology, and water quality. Graduates of the department have pursued careers in the academic, private and public sectors as consultants, educators, managers, policymakers, practitioners, researchers and technicians

## **Scope & Objectives:**

The field of EHS is undergoing rapid change due to rising public and policy awareness of the importance and impact of the environment on health, as well as to the impacts of humans on the environment. With disasters such as hurricanes, wildfires, , explosions and oil spills, there is greater need for scientists and professionals who understand the implications of these outcomes on the environment and human health. The department offers both professional (M.P.H.) and research-oriented degrees (M.S. and Ph.D.). In addition, the Environmental Health Sciences Department and the Department of Urban Planning offer a concurrent plan of study (M.P.H./M.U.R.P.) providing an integrated curriculum for students interested in interdisciplinary training on the public health consequences of urban planning.

The Environmental Health Sciences Department houses a number of organizations including: the [UCLA Center for Occupational and Environmental Health \(COEH\)](#), and the [Southern California Education and Research Center \(ERC\)](#).

## **Research:**

EHS is a leader in the health effects of air pollution and vehicular emissions, industrial hygiene, occupational health, toxicology (including carcinogenesis, ecotoxicology, teratology, and risk assessment), children's health and the environment, climate change, climate and health, environmental biology and chemistry (including water quality, air quality, agriculture and pesticide issues), built environment and health, environmental health policy, environmental justice, globalization, as well as other areas.

**Community Service:**

The EHS faculty strives to maintain a strong commitment to outreach efforts by sharing research results and engaging communities. Faculty members are involved in a number of federal, state, local, community and academic committees. They also offer technical assistance, testimony and comment on key issues. A number of projects involve collaborations with community-based organizations. Researchers at UCLA work with community groups to develop measurements of impact as it relates to air pollution, traffic and pedestrian safety and create maps of these impacts within the community.

**Career Opportunities:**

A graduate degree in environmental health sciences equips students with not only the training to identify and measure environmental stressors that impact human health, but also to evaluate policies designed to improve and protect environments and health. Master's graduates of the department generally pursue careers in the private or public sector as technicians, educators, managers, policymakers, policy analysts, consultants, and/or practitioners.

Jobs obtained by recent Master's graduates include EH&S departments at universities, colleges, and schools; Los Angeles City and County; California state government, and corporations such as Amazon, BSI, ChemRisk, Environmental Health Associates, Kaiser Permanente, Liberty Mutual, and Torrance Refinery.

**Academic Information:****Graduate Degrees Offered:**

- M.S. in Environmental Health Sciences
- M.P.H. with specialization in Environmental Health Sciences
- M.U.R.P./M.P.H.: Urban Planning, MURP/Public Health, M.P.H. with a specialization in Environmental Health Sciences
- Ph.D. in Environmental Health Sciences
- Ph.D. in Molecular Toxicology

The M.S. and Ph.D. are research-oriented degrees, while the M.P.H. is a professional degree that emphasizes Public Health applications.

The M.P.H. and M.S. degrees are typically two-year programs, but can be completed in less time by well-prepared students. The M.P.H. emphasizes Public Health, exposing students to its many areas. The M.S. gives the student a strong theoretical foundation, as well as applications, and is the best choice for any student planning to go on for a doctorate.

The M.U.R.P./M.P.H.: Concurrent students pursue studies in both the departments of Environmental Health Sciences and of Urban and Regional Planning (Luskin School of Public Affairs). Three years of full time study earn both the Master of Public Health with an emphasis in Environmental Health Sciences and the Master of Urban and Regional Planning.

### Admissions Requirements:

Applicants should meet the University requirement of a Bachelor's Degree with a minimum 3.0 grade point average (B). Though not required satisfactory performance on the Graduate Record Exam (GRE) taken within the last five years is recommended. There is no minimum combined score requirement for the GRE. MCAT or DAT scores are accepted only for applicants already holding MD or DDS degrees. In addition to the [University's minimum requirements](#) and those listed above, all applicants are expected to submit the departmental application through both the [UCLA Graduate Division](#) and the Schools of Public Health Application Service ([SOPHAS](#)).

Foreign students must have a satisfactory TOEFL score, taken within the last three years.

Additional admissions requirements for the MS in Environmental Health Sciences and MPH degrees are as follows:

Desired Qualifications: In addition to meeting the [University's minimum requirements](#), students should have a bachelor's degree in public health, environmental health, life sciences, physical sciences, engineering, environmental science, or a related field.

Applicants with non-science majors who meet the following course work requirements will be considered for admission:

#### Course Work:

- 1 university-level course or equivalent in Calculus, Linear Algebra, or Statistics
- 1 university-level course in Chemistry or equivalent
- 1 university-level course in Biology or equivalent

Students who do not have the prerequisites at the time of application may take equivalent courses at UCLA in their first year.

### Industrial Hygiene Admissions Requirements:

Applicants who have completed one undergraduate course each in Chemistry, Biology, and Calculus (or equivalent) or have an undergraduate degree in environmental science, engineering or equivalent are encouraged to apply for the Industrial Hygiene (IH) program. This is an area of specialization within the Environmental Health Sciences program that focuses on occupational stressors related to exposure to chemicals, physical agents, biological agents, mechanical agents, psychosocial factors, and ergonomic factors that involve measures related to identification/recognition/anticipation, evaluation, control and prevention of hazards and risks. Applicants who are admitted and who are US citizens or holders of Green Cards qualify for fees and stipend support from the NIOSH Southern California Education and Research Center: <http://erc.ucla.edu/industrial-hygiene/>. For questions about the Industrial Hygiene program and curriculum, please contact the IH Director, Professor Shane Que Hee at [squehee@ucla.edu](mailto:squehee@ucla.edu).

MURP/MPH: Applicants must apply and be admitted to both the M.P.H and MURP programs. Further details regarding coursework and program structure may be obtained from the

admissions office or graduate adviser in either the department of [Urban Planning](#) or the department of [Environmental Health Sciences](#).

### **How to Apply:**

Detailed information on the application process and procedures can be found at: <http://ph.ucla.edu/prospective-students>.

All application materials for the School's graduate programs are available online for electronic submission at <https://grad.ucla.edu/admissions/> and at [www.sophas.org](http://www.sophas.org). Students are admitted for the Fall Quarter only.

*Transferring into the Doctoral Program:* Current master's students who are interested in pursuing a doctoral degree may submit a blue petition to transfer into the doctoral program after their first year in residence. The student must have at least a 3.5 GPA and must identify a faculty member who is willing to serve as their advisor. An updated statement of purpose must be submitted along with the blue petition. Admission into the doctoral program is not guaranteed.

### **Standards and Procedures for Graduate Study at UCLA:**

Provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master of science committees, and examinations. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, in-absentia registration, withdrawal, normal degree progress and a number of other matters are also included.

### **Laboratory Safety Training:**

The UCLA Office of Environment, Health & Safety (EH&S) creates, delivers, and tracks health, safety and laboratory training for faculty, staff and students. You can determine your training needs by first speaking with your advisor about the hazards you encounter in your work. The [Lab Safety Training Matrix](#) can provide further guidance.

EH&S offers classroom and online training for the UCLA community, available in [Worksafe](#), their online learning center.

For more information or to enroll in a laboratory safety training course, visit the Environmental, Health & Safety website: [www.ehs.ucla.edu](http://www.ehs.ucla.edu).



**Lab  
Safety**

### **Master's Degree Program Requirements:**

#### **Master of Science in Environmental Health Sciences (M.S.):**

The MS in Environmental Health Sciences is a research oriented degree that includes the preparation of a thesis or comprehensive examination and a major written report.

Students may choose to concentrate on one of the following areas of academic focus: air quality; climate and health; climate change; environmental biology; environmental chemistry; environmental and occupational health exposure assessment, practice and policy; environmental

justice; industrial hygiene; toxicology; or water quality. Interdisciplinary research is encouraged.

Minimum Units Required: 65 units

Time-to-Degree: Normative time-to-degree from initial enrollment to graduation is six quarters.

Course Requirements:

Students must complete at least one year of graduate residence at the University of California and 17 courses (65 units), at least six (28 units) of which must be graduate courses in the 200 or 500 series. Only one 596 course (four units) and one 598 (MS Thesis) course (four units) may be applied toward the total course requirement; only four units of either course may be applied toward the minimum graduate course requirement. Environmental Health Sciences 597 (Comprehensive Examination) may not be applied toward the degree requirements.

Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

EHS required courses for the MS degree include:

- Biostatistics 100A: Introduction to Biostatistics (Fall)
- Biostatistics 100B: Introduction to Biostatistics (Winter)
- Epidemiology 100: Principles of Epidemiology (Winter)
- EHS C200A: Foundations of Environmental Health Sciences (Fall)
- EHS C200C: Foundations of Environmental Health Sciences (Spring)
- EHS 200D: Policy Analysis for Environmental Health Science (Spring 2<sup>nd</sup> year)
- EHS C240: Fundamentals of Toxicology (Spring )
- EHS C257: Risk Assessment and Standard Setting (Spring 2<sup>nd</sup> year)
- EHS 411: Environmental Health Sciences Seminar: (Fall). Taken once a year for two years.
- EHS 596 (Comprehensive Examination/Report Plan) OR 598 (Thesis plan): 4 units are required
- MS students are required to take an advanced laboratory course (3 or more units) on a topic in or related to environmental health sciences, such as Environmental Health Sciences 207, 410B, Microbiology, Immunology, and Molecular Genetics 100L, or Molecular, Cell, and Developmental Biology 104AL
  - The advanced laboratory course may be waived with the faculty adviser and Department Chair's consent if the student has previous similar lab experience to the advanced laboratory courses mentioned above or similar UCLA courses. Students who request to waive the advanced laboratory course are required to submit a blue petition indicating the request to waive the advanced laboratory course with previous similar lab experience as outlined above and make up the 4 units with an additional elective course.
- Students must also successfully complete a written examination in Chemistry when they enter the program, or else they will be required to take EHS 101.



### Sequence for Required Courses:

Year	Fall	Units	Winter	Units	Spring	Units
1	EHS C200A: Foundations in EHS	4	Advanced Laboratory Course	3+	EHS C240: Fundamentals in Toxicology	4
	Biostatistics 100A: Introduction to Biostatistics	4	Biostatistics 100B: Introduction to Biostatistics	4	EHS C200C: Foundations of Environmental Health Sciences	6
	EHS 411: Environmental Health Sciences Seminar	2	EPI 100: Principles of Epidemiology	4		
	Total	10	Total	11	Total	10
2	EHS 411: Environmental Health Sciences Seminar	2			EHS 200D: Policy Analysis for Environmental Health Sciences	4
					EHS C257: Risk Assessment and Standard Setting	4
					EHS 596 or 598	4
	Total	2	Total		Total	12

### Elective Requirement:

In addition to the core courses, at least 20 units of upper division (200 level) or graduate level (400) elective courses are required. These courses may be taken in related fields outside of the department, but should be selected in consultation with your advisor.

EHS 296, 596, 597, 598, or 599 may not be counted towards the elective requirement.

### Public Health Course Requirement:

Students who have not previously completed a Council on Education for Public Health (CEPH) accredited degree (bachelor's, master's or doctoral degree) are required to complete Public Health 201: Contemporary Health Issues.

### MS Thesis and Comprehensive Exam/Report:

In addition to the above course requirements MS students must either complete a thesis (Plan I) or complete a project Report and take a comprehensive examination (Plan II).

### MS Thesis Plan:

The MS thesis plan (plan I) requires the completion of an approved thesis that demonstrates the student's ability to perform independent research. Thesis research usually begins in the summer after the student's first year (if not before). The student should work closely with the advisor and

thesis committee to develop the nature and scope of the thesis research. Generally, a MS thesis consists of work that is comparable to that published in a peer-reviewed journal.

A thesis committee of at least three faculty members must be established. The committee is formally nominated by the submission and approval of the [Nomination of Master's Committee Form](#). Guidelines for nominating the committee can also be found on this form. The committee should be nominated soon after the thesis research has been begun so that advice on the research can be provided.

The EHS Department allows flexibility in how the thesis research is presented, but typically the thesis is written like a manuscript. The thesis does not have to be published in a peer-reviewed journal before being accepted by the Committee, but an externally peer-reviewed publication (e.g., journal article or book chapter) may be submitted as the thesis, with appropriate format modification. Students are encouraged to publish their theses, either before or after they are filed.

The University has specific guidelines for how a thesis must be formatted. Information on these requirements can be found here:

- <https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>

While preparing their thesis, students must enroll in *EHS 598: Master's Thesis Research* for an appropriate number of units. At least 4 units are mandatory for graduation.

The thesis has to be approved by the student's committee. The advisor works with the student to develop the thesis to the point where it can be reviewed by the rest of the committee. The committee members then review the draft thesis, give comments back to the student, and determine whether it needs to be revised before being accepted. The student makes revisions and, if necessary, returns it to committee members for re-review. The initial review by the student's committee must be early enough to give time for committee review, revisions, re-review and re-revisions, if necessary, and final editing, all before the desired filing date. At least one month should be budgeted for this process.

Once the committee has indicated they are satisfied with the thesis, the student formally files the thesis with Graduate Division. Details about filing the thesis can be found here: <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>

The thesis must be filed and approved by all of the committee members by the deadline listed for the quarter. Once the thesis is filed, Graduate Division sends the MS Committee members a link they use to approve the thesis online. It is good practice for the student to check with each committee member to make sure they received the link and can approve the thesis before the deadline.

#### MS Comprehensive Examination/Report Plan:

The comprehensive examination/report option (Plan II) consists of two elements, (1) an examination and (2) a MS report. Both of these elements are evaluated by the MS Comp/Report

Committee. The candidate must pass a comprehensive examination on the major area of study. This examination is prepared by a committee of at least three faculty members. If the examination is failed, the student may be reexamined once. In addition, the student must complete a research activity while enrolled in Environmental Health Sciences 596 for at least four units. For the M.S. report, the student must either prepare an in-depth written report on this research activity, or submit an article of publishable quality (e.g. externally peer-reviewed journal article or book chapter) completed while a student. Either report option must be approved by the full committee.

The MS Comp/Report Committee is comprised of at least three faculty members; two must hold academic appointments in the EHS Department, while the third can be from within EHS or outside the EHS Department. The student's advisor is a member of this committee.

A blue petition must be submitted to the FSPH Student Affairs Office (A1-269) in order to formally establish the MS Comp/Report Committee. This should be done when the student is submitting their official paperwork for advancement to candidacy (see page 20 for details on the ATC process).

#### Comprehensive examination:

The comprehensive examination is prepared by the student's advisor and MS Comp/Report committee. The comprehensive exam focuses on the student's major area of study. The format of the exam is decided by the advisor and the committee. The student should discuss the format of the exam with the student's advisor, but some commonly used formats are described below. Although these examples illustrate the range of approaches that can be taken for the written exam, other approaches are possible. The student should confirm with the student's advisor the particular format of the student's exam. The student needs to enroll in EHS597 in the quarter the exam will be scheduled.

#### Example 1: Critical evaluation of a scientific paper.

The student is given a set of 5 papers for study two weeks before the exam. The papers are chosen to be generally related to the student's report topic, but typically emphasize a broad set of knowledge (perhaps with particular reference to the environmental health sciences curriculum). The papers are chosen by and agreed upon by the entire Guidance Committee. The student must answer a set of questions about one of the papers; the questions are given to the student beforehand, so the student can plan how to answer the questions for each paper.

One paper to be used in the exam will be chosen by the committee in advance but not known to the student until the day of the exam. The exam is done on campus for three hours (in isolation, without access to any documents; a laptop computer can be provided so the answers can be typed as long as the computer does not have internet access or any relevant documents on it).

### Example 2: Examination Questions.

The exam consists of answering questions about the general research area. The goal of the exam is to determine if the student possesses the necessary knowledge about the major field. The questions are determined by the advisor and guidance committee.

### Example 3 (for Industrial Hygiene students only):

Industrial Hygiene students answer a set of multiple choice questions that simulate the examination for Certified Industrial Hygienist.

The MS Comp/Report Committee assesses the student's answer to the examination and determines whether or not the student passed. The Committee can ask for resubmission of sections before the final assessment is made. If the student does not pass the comprehensive examination on the first attempt, a second attempt can be made.

### MS Report:

In addition to the comprehensive examination, the student must complete a research activity under their advisor's supervision and prepare a comprehensive report. The report must be a creative scholarly work, but it typically is not as detailed as a MS thesis. The report can be a literature review, modeling study, or original research, but regardless of the format the report should reflect an intellectual contribution to the field.

The scope and content of the MS report should be discussed with the student's advisor and agreed to by the MS Committee. The report format and content should be proposed and approved by the MS Committee before the beginning of the quarter during which the research will be carried out. Ideally, this would occur before the end of the first year to allow time for research and writing the report.

*MS Comp/Report students must enroll in 596 and complete their comprehensive exam/report requirement by their final quarter.*

In addition, MS Comp/Report students must submit the following form once they have completed their MS Comprehensive Exam and submitted their MS Report: "Comprehensive Examination & Master's Report for the M.S. in Environmental Health Sciences" (form must be requested from EHS Department SAO).

### **Industrial Hygiene Master of Science Program:**

The above School and Department required courses, thesis and/or Comp/Report are also applicable for this area of specialization but the EHS400 Internship is optional. The above course electives are replaced by the following required IH specialist courses;

Year 1; EHS230A(Fall); EHS230B, EHS 252D (Winter); EHS230C,252E (Spring)

Year 2: EHS230A, EHS 259B, EHS255 (Fall); EHS253, EHS270, EHS410A, EHS454 (Winter);  
EHS252G (Spring; those who have not done any field sampling)

In addition, at least 4 more IH elective units must be chosen from:

- A. Hazardous Substances: EHS258 (Winter, odd years only); M260
- B. Human Toxicology: EHS 256 (Fall, odd years only)
- C. Industrial Hygiene Chemistry: EHSC225(Winter); EHSC264(Spring) ; EHS410B (Winter)
- D. Industrial Hygiene Management/Policy: Law 290(Fall semester); EPI263(Winter); CHS278/EHS 270 (Spring); ENVM135 (Winter)

**There are 88 (92) total units.**

If interested, please contact Professor Shane Que Hee, [squehee@ucla.edu](mailto:squehee@ucla.edu)

### **Master of Public Health (M.P.H.):**

Please refer to the [UCLA General Catalog](#) and the [Graduate Division website](#) for more detailed information regarding the degree requirements for the M.P.H. with a specialization in Environmental Health Sciences.

The MPH is a schoolwide professional degree in the field of public health. Environmental Health Sciences is one of the areas of specialization. Students are expected to focus on public health practice and to acquire a broad knowledge related to professional skills. MPH students are required to complete a 400 hour internship. **Minimum Units Required: 68 units**

**Time-to-Degree:** Normative time-to-degree from initial enrollment to graduation is six quarters.

### **Course Requirements:**

Students must complete a minimum of 12 full (4 unit) courses totaling 48 units, at least six of which must be graduate courses and at least two of which must be 400-series courses. Only one 596 course (4 units) may be applied toward the six graduate courses; 597 and 598 courses may not be applied toward the degree. Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

Students must also successfully complete a written examination in Chemistry when they enter the program, or else they will be required to take EHS 101.

**\*\*Courses that apply toward the MPH degree must be taken on a letter grade basis\*\***

### ***FSPH required courses (24 units):***

- Public Health 200A: Foundations in Public Health (Fall)
- Public Health 200B: Foundations in Public Health (Winter)

- EHS 400: Field Studies in Environmental Health Sciences (students enroll in this course the quarter that they have completed and submitted their final internship report.)
  - Public Health 401: Interprofessional Education, Leadership Training, and Professional Development Health Sciences Collaboration

*EHS required courses (30 units):*

- Biostatistics 100B: Introduction to Biostatistics (Winter)
- EHS C200A: Foundations of Environmental Health Sciences (Fall)
- EHS C200C: Foundations of Environmental Health Sciences (Spring)
- EHS 200D: Policy Analysis for Environmental Health Science (Spring 2<sup>nd</sup> year)
- EHS C240: Fundamentals of Toxicology (Spring)
- EHS C257: Risk Assessment and Standard Setting (Spring 2<sup>nd</sup> year)
- EHS 411: Environmental Health Sciences Seminar: (Fall). Taken once a year for two years

**Sequence for Required Courses**

Year	Fall	Units	Winter	Units	Spring	Units
<b>1</b>	PH 200A: Foundations in Public Health	8	PH 200B: Foundations in Public Health	8	EHS C200C: Foundations of Environmental Health Sciences	6
	EHS C200A: Foundations of Environmental Health Sciences	4	Biostatistics 100B: Introduction to Biostatistics	4	EHS C240: Fundamentals in Toxicology	4
	EHS 411: Environmental Health Sciences Seminar	2				
	Total	14	Total	12	Total	10
<b>2</b>	EHS 411: Environmental Health Sciences Seminar	2	EHS 400*: Field Studies in Environmental Health Sciences	4	EHS 200D: Policy Analysis for Environmental Health Sciences	4
	PH 401: Public Health as Profession	4			EHS C257: Risk Assessment and Standard Setting	4
	Total	6	Total	4	Total	8

*Elective Courses (14 units):*

In addition to School and Department requirements, at least 14 units of upper division or graduate level elective courses are required and are selected by students in consultation with the faculty advisor. Students must submit a blue petition each quarter for the electives that they want to use to satisfy degree requirements. MPH students who already have met these requirements as part of their area of specialization e.g. Industrial Hygiene, are exempt.

*MPH students may not count EHS 296, 597, 598, or 599 towards the elective requirement.*



### MPH Required Internship/ Field Study:

All students in the MPH Program in EHS are required to complete a 400-hour internship in an appropriate environmental health setting. Internship settings may include government agencies or departments, non-profit organizations, local industry, consulting firms, community organizations, advocacy agencies, national laboratories, or a university, college, or school setting. The internship or field study provides the student with an opportunity to apply the principles and knowledge obtained in the classroom to real-world problems in a professional setting. To satisfy the internship requirement, students need to do independent research on an environmental health question related to their internship. Research areas need to be approved by both the internship preceptor and the faculty advisor. Following the internship, students will enroll in EHS 400 and write a report that includes the methods and findings from their independent research and reflections on knowledge and skills developed in the internship experience. Upon graduation, EHS students are prepared for careers in organizations, programs, and services in the public and private sectors.

Students are encouraged to complete the internship during the summer between years 1 and 2. The student should first read the Internship Handbook that also contains all the forms that need to be completed. Prior to starting the internship, the student must complete a “MPH Internship Approval Form” and have it signed by the field mentor at the organization that is sponsoring the internship. The student should then submit this form to his or her faculty advisor and the EHS department chair for approval. The signed form should be turned in to the Internship Coordinator. After the student has been at the internship for two weeks, the “Scope of Work” form is due. By this time, the student and field advisor will have a good sense of what the internship will entail and this should be described on the form. The student should also clearly articulate the environmental health question(s) to be addressed by the internship project, and the relationship between the internship and the MPH Final Report. It is highly recommended that a meeting take place between the student, the field advisor, and the faculty advisor, so that the environmental health areas can be determined. Once the form is signed it should go to the Internship Coordinator. At the end of the internship, the student will also turn in the “Student Internship Evaluation” and the “Internship Performance Evaluation.”

Students must enroll in their faculty advisor’s section of EHS 400 after completing 400 hours at the internship during any quarter while pursuing the MPH degree. The product of EHS 400 is the MPH Final Report. The final form of this report must be approved by both the field mentor (first) and the faculty advisor (second). It should be submitted to the faculty advisor for a grade no later than the 8<sup>th</sup> week of the quarter the student enrolled in the course, and once approved it should go to the Internship Coordinator by the end of week 10. The report should be a scholarly treatment of the problem area in which the intern has worked, but does not need to be a description of the totality of the experience. The report should show evidence of originality and critical thought. The faculty advisor assigns a letter grade to the report.

Students coming into the program with at least 12 months of prior relevant work experience may request to waive out of the internship requirement (see [Internship Handbook](#) for more information). Those students who wish to waive out of the internship must have approval from their faculty advisor, enroll in EHS 400 and write an internship report. Students waiving out of the internship requirement should consult with their faculty advisor and the Internship Coordinator prior to preparing a written report for EHS 400.

### **Industrial Hygiene Master of Public Health Program:**

The above School and Department required courses, and internship are also applicable for this area of specialization. The usual MPH course electives are replaced by the following required IH specialist courses;

Year 1; EHS230A(Fall); EHS230B,EHS 252D (Winter); EHS230C,252E (Spring)

Year 2: EHS230A,EHS 259B, EHS255(Fall); EHS253, EHS270, EHS454 (Winter); EHS252G (Spring; those who have not done any field sampling)

In addition, at least 4 more IH elective units must be chosen from:

A. Hazardous Substances: EHS258 (Winter, odd years only); M260

B. Human Toxicology: EHS 256 (Fall, odd years only)

C. Industrial Hygiene Chemistry: EHSC225(Winter); EHSC264(Spring) ; EHS410B (Winter)

D. Industrial Hygiene Management/Policy: Law 290(Fall semester); EPI263(Winter); CHS278/EHS 270 (Spring); ENVM135 (Winter)

**There are 94 (98) total units.**

If interested, please contact Professor Shane Que Hee, [squehee@ucla.edu](mailto:squehee@ucla.edu)

### **Master of Public Health (M.P.H) in EHS & Master of Urban and Regional Planning (MURP) Concurrent Degree Program:**

The Environmental Health Sciences Department and the Department of Urban and Regional Planning offer a concurrent plan of study providing an integrated curriculum for students interested in interdisciplinary training on the public health consequences of urban planning. Students in this program study how public health intersects with urban design and land use patterns, location choices and activity participation, economic factors, equity and social justice, governance and institutional management and planning for sustainability.

Minimum Units Required: 124

Time-to-Degree: Three years (9 quarters)

#### Course Requirements:

This three-year concurrent degree program requires completion of 124 units (as opposed to 136 units if the two degree programs were completed sequentially as 16 units of course overlap is



allowed between the two programs), comprising 68 units for the MPH and 56 units for the MURP.

Required courses (84 units):

<b>Environmental Health Sciences Required Courses</b>	
Public Health 200A	8 units
Public Health 200B	8 units
Public Health 401	4 units
Biostatistics 100B	4 units
Environmental Health Sciences C200A	4 units
Environmental Health Sciences C200C	6 units
Environmental Health Sciences 200D	4 units
Environmental Health Sciences 207	4 units
Environmental Health Sciences 208	4 units
Environmental Health Sciences C240	4 units
Environmental Health Sciences C257	4 units
Environmental Health Sciences 400	4 units
Environmental Health Sciences 411 (2 unit course taken twice)	4 units
<b>Urban and Regional Planning Required Courses</b>	
Urban Planning 207	4 units
Urban Planning 211	4 units
Urban Planning 222A	4 units
Urban Planning M250	4 units
Urban Planning 281	4 units
Urban Planning Capstone Courses specific to the chosen capstone project. <ul style="list-style-type: none"> <li>• UP 205A &amp; 205B (Client Project)</li> <li>• UP 208C &amp; 598 (Thesis)</li> </ul>	8 units
<b>REQUIRED COURSE UNITS</b>	<b>90</b>

Additional requirements to meet a total of 124 units:

<b>Environmental Health Sciences</b>	
Environmental Health Sciences Electives	6 units
<b>Urban Planning</b>	
Urban Planning Area of Concentration (AOC) courses. Students Must choose 5 electives from the courses listed in the two areas of concentration below, with at least one elective in each AOC.	20 units
<i>Design and Development Concentration</i> <ul style="list-style-type: none"> <li>• Urban Planning 206B</li> <li>• Urban Planning 219</li> </ul>	

<ul style="list-style-type: none"> <li>• Urban Planning M256</li> <li>• Urban Planning 261</li> <li>• Urban Planning 273</li> <li>• Urban Planning 274</li> <li>• Urban Planning 279</li> <li>• Urban Planning 282</li> <li>• Urban Planning M291</li> </ul> <p><i>Environmental Analysis and Policy Concentration</i></p> <ul style="list-style-type: none"> <li>• Urban Planning M258</li> <li>• Urban Planning 262</li> <li>• Urban Planning M264A</li> <li>• Urban Planning M265</li> <li>• Urban Planning C266</li> <li>• Urban Planning M267</li> <li>• Urban Planning 269</li> <li>• Urban Planning 289</li> </ul>	
Urban Planning Electives (at least one from inside the department)	8 units
<b>ADDITIONAL REQUIRED UNITS</b>	<b>34</b>

16 units from the above chart can be used towards both degree requirements:

- EHS 208 (4 units towards the MURP)
- EHS 400 (4 units towards the MURP) and
- Any Environmental Health Sciences Elective (6 units towards the MURP)

MPH/MURP Capstone Requirement:

Concurrent degree program students are required to separately satisfy the capstone requirements for each program (EHS 400 for the MPH AND one of two comprehensive examination options for the MURP).

**CEPH Foundational Knowledge and Competencies**

CEPH Foundational Knowledge (sometimes referred to Learning Experiences)

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

MS Competencies: Upon graduation, a student with an M.S. degree in Environmental Health Sciences should be able to do the following:

1. Evaluate how humans are exposed to chemical, physical, biological, mechanical, and psychosocial stressors in the workplace and ambient environment (EHS C200C).
2. Differentiate the biological processes and the parameters determining the toxicokinetics of xenobiotics. (EHS C240/EHS C257)
3. Interpret the hypothesis, study design, methods, and results presented in a peer review article in the field of Environmental Health Sciences and related fields. (EHS C200A/EHS C257)
4. Identify areas of uncertainty in exposure and risk assessment processes. (EHS C200C/EHS C257)
5. Identify methods of control and prevention that reduce major chemical, physical, biological, mechanical, and psychosocial stressors and risks (EHS C257)
6. Communicate the basic characteristics of major chemical, physical, biological, mechanical, and psychosocial stressors that affect human health. (EHS C200A/EHS C200C)

MPH Competencies: Upon graduation, a student with an M.P.H. degree in Environmental Health Sciences should be able to do the following:

<i>Discipline Specific Competencies for MPH in EHS</i>		<i>Course Covering Competencies</i>
<i>Environment Important to Health</i>	<ul style="list-style-type: none"> <li>Assess the risks and effects of environmental and occupational stressors on human health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>EHS C257</li> </ul>
<i>Toxicity and Toxicology</i>	<ul style="list-style-type: none"> <li>Differentiate the biological processes and the parameters determining the toxicokinetics of xenobiotics.</li> </ul>	<ul style="list-style-type: none"> <li>EHS C240</li> <li>EHS C257</li> </ul>
<i>Exposure and Exposure Assessment</i>	<ul style="list-style-type: none"> <li>Evaluate how humans are exposed to chemical, physical, biological, and psychosocial stressors in the environment.</li> </ul>	<ul style="list-style-type: none"> <li>EHS C200C</li> <li>EHS C257</li> </ul>
<i>Environmental Health Policy</i>	<ul style="list-style-type: none"> <li>Compare the impacts of local, state, federal, international regulatory programs for occupational or environmental health.</li> </ul>	<ul style="list-style-type: none"> <li>EHS C257</li> </ul>
<i>Equity and Justice</i>	<ul style="list-style-type: none"> <li>Discuss the unequal geographic, demographic, socioeconomic distributions of environmental risks in terms of environmental justice.</li> </ul>	<ul style="list-style-type: none"> <li>EHS C200D</li> <li>EHS C200C</li> </ul>

### CEPH Foundational Core Competencies

#### Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

#### Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

#### Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs

9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

#### Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

#### Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

#### Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

#### Interprofessional Practice

21. Perform effectively on interprofessional teams

#### Systems Thinking

22. Apply systems thinking tools to a public health issue

#### **Additional Information for Master's Students:**

##### Advancement to Candidacy:

**It is the student's responsibility to file advancement to candidacy forms for the master's degree in the major department no later than the second week of the quarter in which the student expects the award of the degree.** Failure to do so will prevent the student from receiving the degree until the quarter in which the forms are filed and the student is advanced to candidacy, regardless of when the degree requirements were completed.

Students who wish to graduate in the spring quarter must petition for advancement to candidacy prior to the deadline. This deadline will be announced at the graduation workshop, which will be held in February. Advancement to candidacy is a requirement for all M.S. and M.P.H. degree candidates. All ATC forms must be completed and returned to the Student Affairs Office. Please be sure to complete all required information and follow special instructions per the direction on the forms or by the Student Affairs Office Staff.

***Students who wish to graduate in the fall or winter quarters, must petition for Advancement to Candidacy prior to the end of the second week of the chosen quarter. They also must inform the EHS Department Student Affairs Officer that they will be graduating early.***

**Important Forms for Master's Students:**

- [Nomination of Master's Thesis Committee](#)
- [Reconstitution of Master's Thesis Committee](#)
- [Master's Filing Fee Application](#)
- Comprehensive Examination & Master's Report for the M.S. in Environmental Health Sciences (please see SAO)

**Changing Degree Objective:** Current master's students who wish to change their degree objective from MS to MPH or from MPH to MS must submit a blue petition in order to do so. The petition must be submitted by week three of the quarter and if approved, the change will be effective the following quarter.

Master's students wishing to transfer into the PhD degree may submit a blue petition to transfer after their first year in residence. The student must have at least a 3.5 GPA and must identify a faculty member who is willing to serve as their advisor. An updated statement of purpose must be submitted along with the blue petition. Admission into the doctoral program is not guaranteed.



**Student Services/Advising:**

- Environmental Health Sciences Department's Student Affairs Officer is typically your first point of contact for most issues.
- Faculty Advisor for master's students: Students are assigned a faculty advisor prior to the beginning of their academic program. An attempt is made to match the student with an advisor on the basis of similar academic interests.

If a student wishes to change advisors, a blue petition must be submitted. Approval of both faculty members involved should be obtained by the student before she/he submits the petition to the Student Affairs Officer, who will submit the request for departmental approval. An approved petition is then recorded with the School's Student Affairs Office.

### Official Materials from the University:

You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc.

For the most current deadlines, go to the online schedule and calendar at <http://www.registrar.ucla.edu/Calendars/Overview/>.

### Registration:

Registration consists of paying fees and enrolling in classes.

1. Registration fees for graduate students must be paid prior to each term. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. View the [Registrar's Term Calendar](#) for specific dates. Questions regarding graduate fees should be directed to the [Registrar's Office](#) at 1113 Murphy Hall, (310) 825-1091.
2. Enrollment in classes is completed via MyUCLA at [www.my.ucla.edu](http://www.my.ucla.edu).

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered & enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee (see below). Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

### Paying Fees:

Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by September 20 (Fall quarter), December 20 (Winter quarter) and March 20 (Spring quarter). Credit card payments may be made online using MyUCLA online. If registration fees are not paid in full by the payment deadline, a late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the late registration fee and a late Study List fee are assessed.

Details on fee payments, miscellaneous fee charges, enrollment procedures, and deadlines can be found at: <http://www.registrar.ucla.edu/Fees-Residence/Overview>.

### Enrollment/ MyUCLA:

Students enroll in classes through MyUCLA, which is accessed at <http://www.my.ucla.edu>. MyUCLA gives students real-time access to their University academic, personal and financial records. Enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the wait list for a class, checking waitlist status, or changing the grading basis for a class can also be done through MyUCLA.

### Enrollment Deadlines:

Visit the [Registrar's site](#) to view detailed dates and deadlines for each term of the current academic year, or jump to a specific week of instruction. Download the calendar to display in your favorite calendar app. A PDF version can be viewed on your device or printed for easy reference.

### UCLA Student Accounts:

[UCLA Student Accounts](#) oversees billing and collections for all student and various non-student accounts for the campus. They offer a variety of services, including customer service and support to billing customers via phone, email and in-person; billing and collections for all student registration fees, campus charges including Housing and Transportation fees; billing and collections for various non-student and sponsorship accounts; disbursement oversight including refunds with approved disbursement amounts by Financial Aid; management of 1098-T tax reporting.

### Study List:

A study list, which records all classes in which a student is enrolled for a term, becomes official at midnight on Friday of week two. Use the MyUCLA [Class Planner](#) to plan classes for a term.

**Student Responsibility for Study List:** Each student is responsible for all classes and the grading basis for each class as listed on the study list, and cannot receive credit for classes not listed. Errors or omissions should be corrected before the College or school deadline for changes by petition. Enrollment deadlines end at midnight on the published date. The study list should be checked after all enrollment transactions. Unapproved withdrawal from or neglect of a class entered on the study list results in a failing grade. A student who has been added to a class from a wait list and no longer want the class must drop that class before the study list deadline. Students who pay their registration fees but are not officially enrolled in courses for credit as of Friday of the second week of instruction must file a late Study List. An [Enrollment Petition](#) is used for this process. A late payment fee is assessed for filing a late study list.

### Normal Progress/Full-time Graduate Program:

Three courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status in the University's official enrollment. Approval of less than full-time enrollment is at the discretion of the department. A student is directed by the department to enroll full-time whenever possible. Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load.

### Filing Fee:

Graduate students, who meet the criteria, can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. The Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements, except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive



exam. Effective Fall 2018, graduate students who are approved to use a Filing Fee will have the entire academic term to complete their degree requirements. While on Filing Fee status, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services.

Students may use the Filing Fee application only if they were registered for the previous academic term, and satisfy the eligibility criteria. While on Filing Fee status, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services.

For detailed information on the filing fee requirements and to access the Filing Fee application, visit: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>.

**Students may only pay the filing fee one time for all degrees at UCLA.**

Leave of Absence:

Continuing graduate students in good academic standing (3.0 GPA or above) who have completed at least one quarter of academic residence at UCLA, may petition to take a leave of absence. A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. No more than three quarters of leave of absence are permissible for graduate students during the course of their enrollment at UCLA. Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all course work and have advanced to candidacy. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave. The Graduate Division will not approve a leave of absence that is not in compliance with Immigration and Customs Enforcement (ICE) policy governing international student visas.

All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes. The Graduate Division will not review late requests or requests for retroactive leave of absence except under extraordinary circumstances.

For more details on the University's leave of absence requirements, deadlines and to access the request form, visit: <http://www.gdnet.ucla.edu/gasaa/library/loa.htm>.

#### Establishing California Residency (US Citizens & Permanent Residents only):

Domestic students who are not California residents will need to establish residency to avoid assessment of nonresident tuition. In order to establish residency, certain requirements must be met. Please refer to the Registrar's web page: (<http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements>) or call the Residence Deputy at (310) 825-3447 for complete details on establishing California Residency. This is very important. Otherwise, you may have to pay non-resident tuition during your second year

#### Transfer of Credit:

Through petition, courses completed in graduate status on other UC campuses may apply to master's programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill up to one-half of the total course requirement, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of 'B' in graduate status at institutions other than UC may be applied to UCLA master's programs. Two courses would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five graduate- course requirement or the academic residence requirement. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the Bachelor's degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.

#### Grading:

UCLA grades for graduate students are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an "A", 3 points for a "B", 2 points for a "C", and 0 points for an "F". Only courses in which a grade of C or better is received may be applied toward the requirements for a master's degree.

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the "I" grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an "I" grade as opposed to a non-passing grade.

If an "I" grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the "I" grade lapses to an F, NP, or U as appropriate.

#### Standard of Scholarship/Probationary Status:

UCLA requires at least a 'B' (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded

on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of 'B' or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a 'B' (3.0), or if the student's work in any two consecutive terms falls below a 'B' (3.0) average. The Dean of the Graduate Division determines a student's eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

#### English as a Second Language Placement Exam (ESLPE):

The ESLPE (English as a Second Language Placement Examination) is required of all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the ESL requirement. Sometimes Graduate Division holds students for the test for other reasons. The "Graduate Admissions Checklist" that comes with the acceptance letter gives a link to information on whether a student needs to take the exam or contains a paragraph telling the student to take the exam. For more information, visit:

<https://www.internationalcenter.ucla.edu/resources/esl#graduate-students>.

#### Test of Oral Proficiency (TOP):

Students who plan to work as a teaching assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-U.S. citizens are considered international students (including permanent residents). However, international students who have earned a bachelor's degree from a U.S. university are exempt from taking the TOP.

No alternatives to TOP are accepted. If you believe you should receive an exemption from taking the TOP, please contact Graduate Division directly. International students must pass the TOP before working as TAs in any department at UCLA, but students who do not plan to work as TAs at UCLA do not need to take TOP. We do not encourage newly admitted students to take the TOP upon arrival, before they have had interaction with native speakers.

For more details regarding the requirements of the exam please see the TOP Website:

<https://oid.ucla.edu/top>.

#### Course Waivers:

A mandatory core course may be waived if the student either has taken a similar university-level course elsewhere and/or passes a waiver examination; if a core course is waived, the student should make up the units with an additional elective course. Requests for waiver examinations for any other courses are considered on a case-by-case basis, and in consultation with the course instructor and the student's advisor. A student who passes a waiver examination waives *only* the course requirement, *not* the unit requirement, so they will need to take additional elective courses to make up the units.

### Student Complaints and Academic Grievances:

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the school or division.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

### Academic Integrity:

With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Accordingly, when accusations of academic dishonesty occur, The Office of the Dean of Students is charged with investigating and adjudicating suspected violations. Academic dishonesty, includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. For more information, visit:

<https://www.deanofstudents.ucla.edu/Academic-Integrity>.

### Ordering Transcripts:

Official academic transcripts can be ordered online through MyUCLA, by mail, or in person.

Transcript orders may not be faxed or sent electronically; these are not secure transmission methods and cannot safeguard personal data. Transcripts delivered electronically are processed through Credential eScrip-Safe, the official UCLA transcript agent. For more information, visit: <https://www.registrar.ucla.edu/Student-Records/Academic-Transcript/Order-an-Academic-Transcript>.

### Change of Name or Address:

Students who wish to change their name on official University records should fill out a [UCLA Legal Name Change or Correction form](#) and submit it with the required supporting documentation to the Registrar's Office Student Services. All name changes are recorded on the transcript. If students change their address, they should update their address through [MyUCLA](#).

### **Financial Support and Funding:**

The UCLA Graduate Division offers funding opportunities for both incoming and continuing graduate students. Prospective students may apply for Graduate Division funding by completing the fellowship section of the online graduate admissions application before the December 1 deadline. Need-based student loans and work-study awards are available through the UCLA Financial Aid office. Students can search for awards among 625 scholarships, grants, fellowship and postdoctoral awards through the [GRAPES](#) database.

The Environmental Health Sciences Department has a limited amount of funds available for incoming and continuing students. The allocation of these awards is based on academic standing (GPA) and/or financial need. Factors considered are GPA, campus employment, outside employment and fellowships.

The Industrial Hygiene Program can be contacted for funding after applicant admission for those who are US citizens or holders of Green Cards. Fees and stipend support from the NIOSH Southern California Education and Research Center: <http://erc.ucla.edu/industrial-hygiene/> are available for intending industrial hygienists. For questions about the Industrial Hygiene program and curriculum, please contact the IH Director, Professor Shane Que Hee at [squehee@ucla.edu](mailto:squehee@ucla.edu).

The UCLA Fielding School of Public Health offers a wide variety of scholarships, fellowships, paid internships and training programs, as well as employment opportunities to students and post-doctoral candidates. For more information about these financial opportunities please visit the <https://ph.ucla.edu/current-students/funding-your-education>.

Formal announcements and fellowship applications for the School and Department funding opportunities are sent out to students via email upon availability throughout the academic school year.

#### Academic Apprentice Personnel:

“Academic apprentice personnel” are academic student employees (Readers, Tutors, and Teaching Assistants) and Graduate Student Researchers (GSRs). These apprenticeships are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research and to augment limited resources from within the University for graduate student support. As a matter of University policy, academic apprentice personnel are considered primarily as students being professionally trained, and graduate student status takes precedence over University employment.

Many students obtain part time academic personnel positions as Special Readers, Teaching Assistants or Graduate Student Researchers with faculty either at the Fielding School of Public Health or elsewhere on campus. Students who are appointed to academic personnel positions for at least 25% time and enrolled in a minimum of 12 units may be eligible to receive fee remissions.

Please refer to the [Academic Apprentice Personnel Manual](#) or the following site for detailed information on employment opportunities, policies and benefits, including fee remissions: <https://grad.ucla.edu/funding/working-at-ucla/>.

ASE opportunities can also be found through the following sites:

- [Teaching Assistantship Positions \(TA Marketplace\)](#)
- [Summer Teaching Assistant Opportunities](#)  
Available through Summer Sessions

- [Additional Academic Year & Summer Tutor Opportunities](#).  
Available through the College

Working over 50% time:

Graduate Students must have approval from the Department to work over 50% time. Students will need to coordinate with the Department Student Affairs Officer to file the appropriate paperwork. A letter of support from the Faculty Advisor is required to work over 65% time. Approval from the Graduate Division is required to work over 75% time.

**\*\*It is the student's responsibility to inform the Department of any campus positions that they have accepted and any funding they are receiving. You must provide this information to the Department's Student Affairs Officer\*\***

Additional Funding Resources:

- [Funding for Continuing Students](#).
- [Academic Student Employees Appointments & Union Contract](#).
- [Funding Opportunities Resources](#)
- [Graduate Work-Study Program](#).

Federal work-study grants are available to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding. Students should not be employed as clerical assistants to departmental administrators nor in other functions not related to their graduate education.

- [Bruin Direct Deposit](#).  
Authorization form for direct deposit of stipend payments.
- [Tax Information & Forms for Fellowship Recipients at UCLA](#).





## Student Life & Resources:

### 2021-22 Academic Calendar:

#### **FALL QUARTER 2021**

Quarter begins	Monday, September 20
Instruction begins	Thursday, September 23
Study List deadline (becomes official)	Friday, October 8
Veterans Day holiday	Thursday, November 11
Thanksgiving holiday	Thursday-Friday, November 22-26
Instruction ends	Friday, December 3
Common final exams	Saturday-Sunday, December 4-5
Final examinations	Monday-Friday, December 6-10
Quarter ends	Friday, December 10
Christmas holiday	Thursday Friday, December 23-24
New Year's holiday	Thursday-Friday, December 30-31
Winter campus closure	TBD

#### **WINTER QUARTER 2022**

Quarter begins	Monday, January 3
Instruction begins	Monday, January 3
Study List deadline (becomes official)	Friday, January 14
Martin Luther King, Jr, holiday	Monday, January 17
Presidents' Day holiday	Monday, February 21
Instruction ends	Friday, March 11
Common final exams	Saturday-Sunday, March 12-13

Final examinations	Monday-Friday, March 14-18
Quarter ends	Friday, March 18
<b>SPRING QUARTER 2022</b>	
Quarter begins	Wednesday, March 23
César Chávez holiday	Friday, March 25
Instruction begins	Monday, March 28
Study List deadline (becomes official)	Friday, April 8
Memorial Day holiday	Monday, May 30
Instruction ends	Friday, June 3
Common final exams	Saturday-Sunday, June 4-5
Final examinations	Monday-Friday, June 6-10
Quarter ends	Friday, June 10

### **Commencement Ceremonies 2022**

<https://commencement.ucla.edu>

#### BruinCard (Student ID):

[BruinCard](#) is the official campus identification for UCLA, and is required for all students, faculty, and staff. Your BruinCard also serves as your library card, recreation card, door access card, and much, much more!

#### MyUCLA:

[MyUCLA](#) is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.

#### Student Mailboxes:

There is a student mailbox in the EHS Office (EHS56-070).



#### Student Lockers:

Lockers are available for EHS students in the EHS Student Room (56-081). They are assigned on a first come, first served basis. Students can reserve a locker through the Department's Student Affairs Officers. Students are required to provide their own combination lock and must give the Department's Student Affairs Officer the combination number (for emergency use only). Students are prohibited from storing food in their locker.



#### Graduate Writing Center:

The Graduate Writing Center offers a variety of [workshops and programs](#) throughout the year. During the summer, we offer various [dissertation "boot camps"](#) for graduate students working on dissertation proposals and dissertations. For master's thesis writers in humanities and social sciences, we offer a [master's thesis writing program](#). We also organize independent [writing groups](#) in winter quarter, primarily for doctoral students.

#### Dashew Center for International Students & Scholars:

UCLA is home to more than 12,000 international students and scholars. The [Dashew Center](#) serves the international community at UCLA. They are the central hub for resources, support and advocacy for international students and scholars.

The purpose of Dashew Center programming is to provide opportunity for students, scholars, faculty, staff and friends to facilitate their cross-cultural learning, cultural adjustment, and language improvement, all while building friendships with people from across the globe. They offer a wide variety of programs, including trips around the greater Los Angeles area, discounted tickets to popular events, performances and tourist destinations, and on-campus events and workshops.

The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services, such as orientation for new students, help in locating affordable housing, English conversation classes, programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

#### Arthur Ashe Student Health and Wellness Center:

The [Arthur Ashe Student Health and Wellness Center](#) (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture & Massage. Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, the Same-Day Access Plan ([ASAP Clinic](#)) is available during business hours. For advice and information from a registered nurse after hours, contact the Nurseline at (310) 825-4073, option 2.

#### Center for Accessible Education (CAE):

The [UCLA Center for Accessible Education](#) (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities. The CAE provides access to the numerous educational opportunities available to students on our campus and empowers students to realize their academic potential.

To obtain disability-related accommodations and services through the CAE, students should complete a Request for Services form and upload appropriate documentation. Students may also download and complete a printable version of the Request for Services form and [email](#) or fax it to the CAE at (310) 825-9656. For more information visit: [www.cae.ucla.edu](http://www.cae.ucla.edu).

#### Resources for First Generation College Students:

Housed under the [First Year Experience](#), First To Go promotes campus involvement and visibility with a focus on the retention and success of all first-generation college students at UCLA. We are here to serve as a resource hub to assist current UCLA students as they navigate the campus and provide support in building community. Being first-generation college is an accomplishment that should be celebrated!

#### Health Insurance Requirement:

Health Insurance is a mandatory condition of enrollment for all UCLA registered students. As such, the UC Student Health Insurance Plan (UC SHIP) is a comprehensive medical insurance program offered to UCLA students. All registered students are automatically enrolled in UC SHIP, but if you have comparable insurance and you do not want to keep UC SHIP as dual coverage, **you must submit a request to waive enrollment by the specified deadline**. For more information, visit: <http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx>.

#### UCLA Counseling and Psychological Services:

Counseling and Psychological Services (CAPS) is here to support your mental health needs as you pursue your academic goals. Their services are designed to foster the development of healthy well-being necessary for success in a complex global environment. They offer a variety of services to meet your needs including:

- Crisis counseling available by phone 24 hours a day/7 days a week
- Emergency intervention
- Individual counseling and psychotherapy
- Group therapy
- Psychiatric evaluation and treatment
- Psychoeducational programs and workshops for students, staff and faculty
- Campus mental health and wellness promotion

To learn about their [Services](#) and [Beginning Treatment](#), visit: <https://www.counseling.ucla.edu/>.

**For urgent matters or after-hours counseling by phone, please contact 310-825-0768.**

#### Equity, Diversity, and Inclusion Resources:

*As a land grant institution, UCLA acknowledges the Gabrielino/Tongva peoples as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands).*

UCLA Equity, Diversity, and Inclusion Office

If you have witnessed or experienced acts of discrimination, please contact the UCLA Equity, Diversity, and Inclusion team at [WeListen@equity.ucla.edu](mailto:WeListen@equity.ucla.edu) or call (310) 825-3935. More information is available on our [Report an Incident page](#).

UCLA is committed to maintaining an equal learning and working environment for all.

Discrimination based on

- race, ethnicity, ancestry, color;
- sex, gender, gender identity, gender expression, sexual orientation;
- national origin, citizenship status;
- religion;
- disability, pregnancy, medical condition, genetic predisposition;
- domestic partnership /marital status;
- age;
- veteran status

may violate University codes of conduct and policies, with potentially serious consequences. Acts of sexual harassment, assault, and violence are considered to be discrimination based on gender.

When someone alleges discrimination by faculty, staff, or students, it is the University's **ethical and legal responsibility** to conduct a thorough, independent, and objective investigation. The Office of Equity, Diversity and Inclusion and its investigative teams, the Title IX Office and the Discrimination Prevention Office, play a crucial role in those investigations. We do so in conjunction with other offices, such as the Staff Diversity & AA/EEO Compliance Office of Campus Human Resources, and the Office of Student Conduct in the Office of the Dean of Students.

Depending on **who** allegedly engaged in the discrimination (e.g., faculty, staff, or students), different offices generally have primary responsibility in conducting investigation. Also, the **type of discrimination** alleged (e.g. sexual assault, or race discrimination) can influence the specific type of investigation and adjudication procedures that apply.

UCLA Fielding School of Public Health also has a Equity, Diversity, and Inclusion team. We strive to fulfill our mission of Equity, Diversity and Inclusion through the following four initiatives, with the intention of creating a climate in the Fielding School for students, faculty and staff that honors and supports the excellence, creativity, passion and contributions of every member of our community. We recognize and value—and act on our beliefs—that our individual differences enrich our common vision for each of us personally, and increase our creativity and effectiveness professionally. To view initiatives and more information, please visit the [FSPH EFI](#)

[site](#). You may also contact **Janae Hubbard**, Equity Diversity and Inclusion Program Manager at [jhubbard@ph.ucla.edu](mailto:jhubbard@ph.ucla.edu) or (310) 794-3530. Office location is 26-059 CHS.

The EHS Department has an ad-hoc EDI Committee headed by Professor Kirsten Schwarz.

### **COVID-19 Resources**

These primary resources are intended for the entire campus community, including faculty, students and staff. For more information, please visit: <https://covid-19.ucla.edu/>

### **FSPH Career Services Office:**

The mission of the Career Services Office is to empower public health students with current career education, employment trends, practical resources and a community of support to confidently make a lifetime of career decisions. For more information, visit their website at: <http://ph.ucla.edu/current-students/career-development> or contact:

Kristy J. Sherrer  
Director of Career Services  
UCLA Fielding School of Public Health  
Office Location: 16-085 CHS  
Phone: 310-825-1056  
Email: [ksherrer@ph.ucla.edu](mailto:ksherrer@ph.ucla.edu)

### **UCLA Career Center:**

The UCLA Career Center provides a wide range of programs and services exclusively for UCLA students. Your academic studies are based upon the career you want to develop, so discussing options when you arrive will give you the edge in the competitive job market. The Career Center provides services such as: individual career counseling, workshops, and online resume critique. For more information, visit: <http://career.ucla.edu>.

### **Bruin OnLine (BOL):**

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support. For more information, visit: [www.bol.ucla.edu](http://www.bol.ucla.edu).

Walk-in Consulting: Kerckhoff Hall, Suite 124  
Telephone Technical Support: (310) 267-HELP (4357)

### **BruinTech:**

The [BruinTech](#) mission is to share technical knowledge and experience, encourage innovation and promote participation among all Bruin technologists. Their vision is to establish community relationships and foster professional development throughout the UCLA technical community

while promoting digital citizenship through our work with students, faculty, researchers, and staff.

Borrowing a CLICC Laptop:

The [Campus Library Instructional Computing Commons](http://www.library.ucla.edu/clicc) (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of instructional software. Most importantly, CLICC's student consultants can help find you the computing resources you're looking for and help you get started using the technology. For more information CLICC services, including laptop lending locations, visit:

<http://www.library.ucla.edu/clicc>.

2021-22 EHS Schedule of Classes:

To view real-time courses offerings, including enrollment counts and official course descriptions, visit the [Schedule of Classes](#).

EHS Faculty & Research Interests:

For a complete list of EHS faculty members, including their bios and contact information, visit:

<https://fdb5.ctrl.ucla.edu/ph/ehs/institution/personnel-list/>.