Doctoral Student Handbook

2017 - 2018
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Introduction
The goal of the Department of Environmental Health Sciences is to promote human health through a healthy environment. Human health is profoundly shaped by our environment. The research and educational activities of the Department's faculty and students range from studying the impact of biological, chemical, and physical hazards 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. This training is accomplished through degree programs which offer specialized study in selected academic areas of environmental health sciences such as air quality, environmental biology, environmental chemistry, environmental management/policy, industrial hygiene, toxicology, and water quality. Graduates of the department have pursued careers in both the private and public sectors as researchers, educators, managers, policymakers, and practitioners.

Scope & Objectives:
The field of EHS is undergoing rapid evolution 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 Hurricane Katrina and the Gulf Oil Spill, 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.). Academic areas of specialization for the M.S. and Ph.D degrees include air quality, environmental biology, environmental chemistry, environmental assessment; environmental management/policy, industrial hygiene, toxicology, and water quality. 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. There is also an interdepartmental degree program (IDP) that is housed in the EHS department: the Molecular Toxicology Program (Ph.D.).

The Environmental Health Sciences Department houses a number of organizations including: the UCLA Center for Occupational and Environmental Health (COEH), the Southern California Education and Research Center (ERC), and the Sustainable Technology and Policy Program (STPP).
Research:
EHS is a leader in the health effects of air pollution and vehicular emissions, industrial hygiene, toxicology (including ecotoxicology and risk assessment), children’s health and the environment, environmental biology and chemistry including water quality, air quality, built environment and health, agriculture and pesticide issues, teratology and carcinogenesis, environmental health policy, 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 and testify and comment on key environmental 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 agents that impact human health, but also to evaluate policies designed to improve and protect environments and health. Graduates of the department generally pursue careers in the private or public sector as researchers, educators, managers, policymakers, policy analysts and and/or practitioners.

Academic Information:
Graduate Degrees Offered:

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

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 many important areas of health research. The M.S. gives the students a strong theoretical foundation, as well as applications, and is the best choice for any student planning to go on for a doctorate.

The MURP/M.P.H.: Concurrent students pursue studies in both schools/departments and following 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) and satisfactory performance on the Graduate Record Exam (GRE) taken within the last five years. There is no minimum combined score requirement for the GRE. Foreign students must have a satisfactory TOEFL score, taken within the last three years. 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 the UCLA Graduate Division and the Schools of Public Health Application Service (SOPHAS).

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

Desired Qualifications: In addition to meeting the University’s minimum requirements, students should have a bachelor’s (or master’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.

Prospective doctoral students should contact faculty doing research in their field of interest before applying to the doctoral program.

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. The M.S. and M.P.H. programs in IH are fully accredited by the Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET/ASAC), http://www.abet.org, the only such IH program in California. 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. For questions about the Industrial Hygiene program and curriculum, please contact the IH Director, Professor Shane Que Hee at squehee@ucla.edu.
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. Students are admitted in 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:
General regulations concerning graduate courses, standards of scholarship, disqualifications, appeals, leaves of absence, normal progress toward degree, withdrawals and other matters can be found at: http://www.gdnet.ucla.edu/gasaa/library/spintro.htm The site also provides detailed information and sets forth general policies regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirement.

Laboratory Safety Training:
Training requirements depend on the nature of work being done. Employees, students, and supervisors/Principal Investigators (PIs) should select training courses based on the types of hazards that may be encountered. Everyone must be properly trained before beginning their work, given new assignments, or when new hazards are introduced.

All laboratory personnel who work with or around hazardous materials are required to take the Laboratory Safety Fundamental Concepts class offered by EH&S, plus additional classes specific to the hazards of their laboratory. This requirement also applies to visiting and/or part-time researchers. Laboratory safety training from other institutions or universities does not substitute for UCLA lab safety training. The conduct of the research must meet the current UCLA regulations relative to human subjects, animal experimentation, radioactivity, and chemicals/physical/biological hazards as appropriate.

Interdisciplinary research is encouraged.

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

Doctoral Degree Program Requirements:

Doctor of Philosophy in Environmental Health Sciences (Ph.D.):
The Ph.D. in Environmental Health Sciences is an advanced research degree that emphasizes depth of knowledge and original research skills. The dissertation must demonstrate ability for
independent and original scholarly investigation. Students may choose to concentrate on any field of environmental health sciences. Such areas of academic focus may include: air quality; environmental biology; environmental chemistry; environmental health practice and policy; industrial hygiene; toxicology; or water quality. Interdisciplinary research is encouraged.

The doctoral program encompasses the following major elements:

- Course work in the major field under direction of the Guidance Committee
- Written qualifying examinations, including proposals related to the dissertation, under direction of the Guidance Committee
- Oral Qualifying Examination on the proposal for the dissertation (advancement to candidacy) under direction of the Doctoral Committee
- Dissertation
- Oral defense of the dissertation under the direction of the Doctoral Committee. (This is a public examination.)

Time-to-Degree:
The normal time from initial enrollment to advancement to candidacy is six to nine quarters (two to three calendar years); from advancement to candidacy to filing of dissertation, the normal time is six to nine quarters (two to three calendar years).

Foreign Language Requirement:
There is no foreign language requirement for the PhD.

Teaching Experience:
Teaching experience is recommended, but not required for the doctoral degree.

Course Requirements:
Students select a course of study upon consultation with their Advisor and guidance committee. Proficiency in biostatistics/statistics is also required. Each specific letter grade required course can be waived if the equivalent has been successfully taken previously with a grade of B or better.

EHS required courses include:

- EHS 100: Introduction to Environmental Health (Fall, Spring) **OR**
- EHS C200A (Fall) & C200B (Winter): Foundations of Environmental Health Sciences
- EHS 296: Research Topics in EHS (required for each quarter in residence)
- EHS 411: Environmental Health Sciences Seminar: (Fall/Winter). Required once a year for the first two years.
- EHS M414: Effective Oral Presentation (Fall)
- One full course (4 units or more at the 100 or 200 level) in Epidemiology
- Public Health course: Students who have not previously taken and passed a course in Public Health at the undergraduate or graduate level are required to complete one of the following:
  1. Public Health 150: Contemporary Health Issues
  2. Health Policy & Management M242: Determinants of Health
3. Attend 6 FSPH Grand Rounds or any FSPH seminars outside of EHS over the course of 2 years. Students choosing this option must meet with the Student Affairs Officer to discuss the requirements prior to attending the first presentation and document their attendance at each seminar by either signing the sign-in form for Grand Rounds presentations or submitting a summary of 100-150 words for each seminar to their faculty advisor.

Major Fields or Sub-Disciplines:
Students may choose to concentrate on any field of environmental health sciences. Such areas of academic focus may include: air quality; environmental biology; environmental chemistry; environmental health practice and policy; industrial hygiene; toxicology; or water quality. Interdisciplinary research is also recommended.

Advising:
Each student must meet with their Faculty Advisor on a regular basis. Student and advisor together agree upon a study list for each academic quarter; any subsequent alterations must be approved both by the advisor and the Guidance Committee.

Students are advised by the following faculty:
• *The advisor* and later *the doctoral committee chair*, who assists the student to develop his or her particular career interests and who supervises the student’s course work, preparation for examinations, proposals and dissertation.

• *The Guidance Committee*, who assists the student to develop his or her particular career interests, who supervise the student’s course work, assists the student in defining his or her interests, and who evaluate the Written Qualifying Examination.

• *The Doctoral Committee*, who evaluate the student during the oral examination, dissertation defense, and any associated documents.

These committees are chosen by the student in consultation with his or her advisor, and must be approved by the Department Chair. A student’s advisor may, but will not necessarily, become chair of the dissertation committee, if research interests and activities are compatible. These persons and committees also evaluate the student’s progress, making decisions regarding the quality of his or her scholarly work.

**Formation of the Doctoral Guidance Committee:**
A Guidance Committee consists of an Advisor plus at least one other Department Academic Senate member. It must be formed within three months of student arrival in the Department if the student chooses this option on arrival. In any case, it must be formed within three quarters of arrival.

The Guidance Committee prepares the student for the Doctoral Written Comprehensive Qualifying Examination process. A Guidance Committee must meet formally with the student to review student progress at least once each year.
PhD students can formally nominate their Guidance Committee by submitting [PhD- Form 1](#) to the EHS Student Affairs Officer.

**Written Doctoral Qualifying Exam:**

The aim of the Written Doctoral Qualifying Examination is to verify that the candidate has state-of-the-art knowledge about the general areas of the major field (intended research and its relationships to environmental health sciences and to public health).

It is recommended that the Written Qualifying Examination be scheduled to be within 2 years after initial student enrollment as a doctoral student. Before scheduling the Written Qualifying Exam, the student must complete the minimum course requirements to the satisfaction of the Advisor and Guidance Committee. The student enrolls in EHS 597 Preparation for Master’s Comprehensive or Doctoral Qualifying Examination (2-8 units) and works with the Guidance Committee to select a date for the Examination.

The Guidance Committee administers and evaluates the Examination. The format of the Exam is decided by the Advisor and Guidance 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.

**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 Ph.D. research topic, but typically emphasize a broader 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: Preparation of a research proposal.**

The student completes a research proposal on the dissertation research topic. The proposal should be written in the format of NIH, NSF, or another funding agency, as determined by the student’s Advisor and Guidance Committee.
Example 3: Questions and a research proposal.

A first section of the exam consists of answering questions about the general research area. The goal of this section 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.

A second section of the exam consists of a research proposal on a hypothesis related to the student’s research area. The goal of this section is to demonstrate that the student can write a NIH/NSF/EPA research grant. The format of the proposal is determined by the Advisor and Guidance Committee.

The Guidance 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 Guidance Committee passes the student’s examination answer, the Guidance Committee members sign a form certifying completion of the Written Qualifying Examination. (Form 2 Ph.D.: Report on the Written Qualifying Examination in the Major Field). The student prepares the form to be signed. If the student does not pass the Written Qualifying Examination on the first attempt, a second attempt can be made.

Nomination of Ph.D. Doctoral Committee:
A doctoral committee, consisting of at least four faculty members, is nominated when students are ready to take the University Oral Qualifying Examination. The University’s minimum standards for Doctoral Committee constitution are as follows:

1. All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).

3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.

4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:
   - UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
   - Parameters for service as a Co-Chair
- Minimum academic credentials of an additional member

5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.

6. All committee members read, approve, and certify the dissertation. Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.

7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.

8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]

In addition to the university’s minimum standards for the nomination of the Doctoral Committee, the Environmental Health Science Department will require the following:

1. One of the four doctoral committee members must hold an appointment at UCLA in an outside department. Students may petition to request that Faculty with joint appointments in EHS be considered as outside members.

2. At least one of the four doctoral committee members must be a Faculty member from the EHS Department.
Oral Doctoral Qualifying Exam:
On successful completion of the written Qualifying Examination, the doctoral committee is named to administer the Oral Qualifying Examination.

The exam focuses on the proposal for the dissertation. It also includes the following as appropriate: theory and background research relevant to the proposed research beyond that reviewed in the proposal; methodological and analytic considerations pertinent to the proposed research, irrespective of whether these issues have been covered in the proposal; and feasibility. The proposed research must make an original contribution to the field.

The exam is administered by the student’s doctoral committee. The student presents a brief overview of the research, describing its significance, the contribution that the work will make to the field, the methods to be used to collect and analyze data, and the expected strengths and limitations of the work. This presentation is followed by an extended question-and-answer period. The exam typically lasts two hours and the student usually presents their intended focus area in the first 50 minutes.

All committee members must be present; there are no exceptions to this rule. The examination is evaluated on a Pass/Fail basis; at least three members of the committee must approve the proposal. It may be repeated once if a majority of the committee so recommends. Only the student and committee members may attend this examination.

Advancement to Candidacy:
A student is advanced to candidacy following completion of course and language requirements and the written and oral qualifying examinations. A student is advanced to candidacy by the Graduate Division when the report on the University oral qualifying examination is received, provided that all conditions are met.

Final Oral Examination (Defense of Dissertation):
A final oral examination is required of all candidates. The Oral Defense of Thesis presentation (40 minutes) is required to be scheduled as part of the EHS 411 seminar series, unless exceptional circumstances exist. You must contact the EHS Department SAO at least one quarter in advance to be added to the 411 schedule for the following quarter.

For detailed information on how to prepare and file your dissertation, visit: http://www.gdnet.ucla.edu/gasaa/etd/index.html.
**Required Forms and Timing forDoctoral Students:**

<table>
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<th>Action</th>
<th>Form to File With Student Affairs Officer</th>
<th>When to File Form</th>
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<tr>
<td>Nominate Guidance Committee</td>
<td>PhD Form 1 (see Department SAO)</td>
<td>Before second year of doctoral program (within first three quarters)</td>
</tr>
<tr>
<td>Report on Written Qualifying Exam &amp; Completion of Course Requirements</td>
<td>PhD Form 2 (see Department SAO)</td>
<td>After completion of exam</td>
</tr>
<tr>
<td>Nomination of Doctoral Committee</td>
<td>Nomination of Doctoral Committee</td>
<td><strong>Submit to SAO a minimum of 4 weeks before oral exam</strong></td>
</tr>
<tr>
<td>Report on Oral Qualifying Exam &amp; Advancement to Candidacy</td>
<td>See Department SAO</td>
<td>Request from SAO at least 2 weeks prior to exam. Submitted by SAO to Grad Division after completion of exam</td>
</tr>
<tr>
<td>Report on Final Oral Examination</td>
<td>See Department SAO</td>
<td>Request from SAO at least 2 weeks prior to defense.</td>
</tr>
<tr>
<td>File Dissertation</td>
<td>See Department SAO</td>
<td>By last week of May/first week of June to participate in Commencement. <strong>See SAO for exact date.</strong></td>
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**PhD Competencies:** Upon graduation, a student with a Ph.D. degree in Environmental Health Sciences should be able to do the following:

**Environmental Health Sciences PhD Competencies**

| Access, critique, and interpret environmental health studies | • Judge, critique and interpret reports of individual environmental health studies; evaluate strengths and limitations of environmental health reports |
| **Design a research study** | • Formulate a research question and determine the appropriate study aims, objectives, study design and hypothesis to address the research question  
• Develop and assess appropriate data collection instruments (e.g., questionnaires, physical exam, lab assays, etc.) and evaluate the use of questionnaires and measurement instruments in collection of data to maintain internal validity  
• Write a scientific proposal including developing specific aims and appropriate background and describing methods in needed detail  
• Plan and implement quality assurance and quality control procedures for data collection in different study designs |
| **Analyze data** | • Apply advanced informatics techniques in the description of public health characteristics and in public health research and evaluation  
• Identify issues needing consultation with a biostatistician |
| **Interpret data** | • Apply scientific and statistical reasoning and methods to address, analyze, and solve problems in public health  
• Deduce environmental and public health implications of research results and propose subsequent studies  
• Make appropriate policy recommendations on the basis of research results and interpretation |
| **Communicate effectively with wide variety of colleagues and stakeholders** | • Gauge the cultural background, knowledge base and skills of an audience to appropriately customize communications for the target audience  
• Organize and make oral presentations to professionals ranging from brief scientific presentations of research findings to longer presentations  
• Write a publishable manuscript  
• Promote collegiality in interdisciplinary teams  
• Demonstrate leadership in interdisciplinary teams, including project management, negotiation and conflict resolution |
| **Ethics and safety** | • Understand the norms and principles of research ethics and demonstrate an ability to incorporate those principles into study designs, programs of data management and quality assurance  
• Prepare an application to an Institutional Review Board, Institutional Biosafety Committee and/or Animal Care and Use Committee  
• Be able to resolve ethical dilemmas in designing and conducting research  
• Develop procedures to assure confidentiality if working with human subjects |
- Develop appropriate SOPs for safe laboratory and research practices as part of an integrated approach to safety
- Train undergraduate and master’s students in safe laboratory practices

**Relevance and applications of Environmental Research to Public Health**
- Identify environmental health problems requiring additional investigation and research
- Identify existing knowledge gaps amenable to clarification through environmental health research

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**STUDENT AFFAIRS**

Student Services/Advising:

- **Environmental Health Sciences Department:** Rebecca Greenberg and Azadeh Terceman are the Student Affairs Officers for the Department. Azadeh Terceman is also the MPH student Internship Coordinator. Their contact information is as follows:

  Rebecca Greenberg  
  Office: 56-085 CHS  
  Phone: (310) 206-1619  
  Email: rgreenberg@ph.ucla.edu

  Azadeh Terceman  
  Office: 56-085 CHS  
  Email: aterceman@ph.ucla.edu

- **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 master’s or doctoral 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 and other University charges are due the 20th of each month. BAR (Billing and Receivable) accounts can be viewed through www.my.ucla.edu.

2. Enrollment in classes is completed via MyUCLA at 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 $50 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 $50 late registration fee and a $50 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:
The deadlines are always on Friday of the following weeks of every quarter:

Week 2: Enrollment in all coursework.
Week 3: Fee charged for course changes, such as adding courses, dropping courses, and changing the grading basis for courses.
Week 10: Additional fee charged for adds, drops and grading basis changes.
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 1098t tax reporting.

Study List:
UCLA refers to your class schedule as a “study list”. All UCLA students are required to have a “study list on file”, which mean that you must be enrolled in at least one unit by the end of the 2nd week of classes. Any student who is not enrolled in at least one unit by the end of the 2nd week of classes will be assessed a $50 late study list fee when they attempt to enroll. Please be aware that this fee will be charged even if you paid the $50 late registration fee. After the 2nd week of classes, your student record will be “locked” out of enrollment, and you will have to (1) go to the Student Affairs Office to pick up a form, (2) get written instructors’ permission to enroll in each class at this late date and (3) submit the from, in person, to the Registrar’s Office in Murphy Hall. You will not be able to process any enrollment activities until your student record is unlocked. You can go to MyUCLA online to view your study list. Note: you can print your study list to provide proof of enrollment in class. You should check your study list each quarter to make sure that you are enrolled in classes.

Normal Progress/Full-time Graduate Program:
A normal load is 12 units per quarter; a minimum of 8 and maximum of 17.5 units are permitted. Students can request permission to take additional units by filing a blue petition. Students are directed by the department to enroll full time whenever possible. Academic student employees (ASEs) 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. Graduate students holding special fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required per quarter may include, among others, courses in the 500 series (individual study or research).

Filing Fee:
Graduate students who meet the criteria can apply for a Filing Fee and pay a nominal fee of $188 in lieu of standard tuition and registration fees. 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. During the Filing Fee Usage Period, 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.
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. The leave must be approved by the student’s home Department and the Graduate Division. Graduate students are allowed a maximum of three quarters of official leave of absence.

International students who do not have permanent residency must obtain approval from Dashew Center for International Students and Scholars prior to submission of the form.

Students on approved leave of absence are not permitted to use faculty time or make use of University facilities for more than 12 hours since their last registration and are not eligible for apprentice personnel employment or other services normally available to registered students. There is no need to apply for readmission, since the approved leave is for readmission to a specific term. The Registrar’s Office notifies students about registration information for the returning term.

To petition for a leave of absence, students must fill out a “Leave of Absence Request” form, obtain the appropriate signatures, and submit it to the FSPH Student Affairs Office. For more details on the University’s leave of absence requirements 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 apply 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. 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 instructing the student to take the exam. For more information, visit: [http://www.internationalcenter.ucla.edu/home/handbook/181/226/eslpe](http://www.internationalcenter.ucla.edu/home/handbook/181/226/eslpe).
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-citizens are considered international students. This includes permanent residents. However, international students who have earned a bachelor’s degree from a U.S. university are exempt from taking the TOP. If you believe that you should receive an exemption from taking the TOP for any other reason (e.g., native speaker of English), please contact your home departmental Student Affairs Officer/Academic Advisor directly to request an exception from the Graduate Division. For more information, visit: http://www.oid.ucla.edu/training/top.

Course Waivers:
Any departmental required courses may be waived by course instructor consent if the student either has taken a similar course or can pass a waiver examination. 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.

- 2017/18 FSPH Waiver Exam Information/Schedule

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 Dishonesty:
Some students may incorrectly assume that academic dishonesty is a minor infraction. It is a serious matter that must be dealt with by instructors aggressively. For more information, visit our university’s Academic Dishonesty website: http://www.oid.ucla.edu/programs/facultydev/teachersguide/academicdishonesty

Ordering Transcripts:
Official academic and verification transcripts can be ordered by mail, in person or online through MyUCLA. For more information on ordering transcripts, visit: http://www.registrar.ucla.edu/forms/.

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 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 FSPH Financial Opportunities site or contact the FSPH Student Affairs Office 310.825.5524 or garciana@ph.ucla.edu.

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 that 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.
- Bruin Direct Deposit
  Authorization form for direct deposit of stipend payments.
- Tax Information & Forms for Fellowship Recipients at UCLA
**Student Life & Resources:**

**2017-18 Academic Calendar:**

### Fall Quarter 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Monday, September 25</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Thursday, September 28</td>
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<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, October 13</td>
</tr>
<tr>
<td>Veterans Day holiday</td>
<td>Friday, November 10</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 23-24</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, December 8</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, December 9-10</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 11-15</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, December 15</td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>Monday-Tuesday, December 25-26</td>
</tr>
<tr>
<td>New Year’s holiday</td>
<td>Friday- Monday, December 29-January 1</td>
</tr>
<tr>
<td>Winter campus closure</td>
<td>TBD</td>
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</tbody>
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### Winter Quarter 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, January 3</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, January 8</td>
</tr>
<tr>
<td>Martin Luther King, Jr, holiday</td>
<td>Friday, January 15</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>Presidents’ Day holiday</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, March 16</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, March 17-18</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, March 19-23</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, March 23</td>
</tr>
</tbody>
</table>

### Spring Quarter 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, March 28</td>
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<tr>
<td>Cesar Chavez holiday</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, April 13</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 28</td>
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<tr>
<td>Instruction ends</td>
<td>Friday, June 8</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, June 9-10</td>
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<tr>
<td>Final examinations</td>
<td>Monday-Friday, June 11-15</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, June 15</td>
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**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! ([www.bruincard.ucla.edu](http://www.bruincard.ucla.edu))

**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. ([www.my.ucla.edu](http://www.my.ucla.edu))

**Student Mailboxes:**
Each student has their own mailbox in the EHS Student Room (56-081). This is to be used for educational and University purposes only.

**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 to store food in their lockers.

**Graduate Writing Center:**
The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills. ([http://gsrc.ucla.edu/gwc/](http://gsrc.ucla.edu/gwc/))

**Additional Writing Resources for FSPH Students:**
Strong communication skills, including the ability to write clearly and concisely for different audiences, are essential tools for all public health professionals. Click [here](http://gsrc.ucla.edu/gwc/) for a list of writing resources for FSPH Graduate Students and PH/EHS Minors

**Dashew Center for International Students & Scholars:**
Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus. UCLA students, postdoctoral fellows, and visiting scholars from abroad are encouraged
to visit the UCLA Dashew Center for International Students and Scholars. The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA.

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. After hours, students can access our 24/7 Nurseline for advice and information by phone.

Center for Accessible Education (CAE):
The UCLA Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with documented permanent and temporary disabilities. Accommodations are designed to promote successful engagement in the UCLA academic experience.

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310)825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit: www.cae.ucla.edu.

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:
CAPS professionals provide a safe, confidential place to discuss concerns or problems interfering with personal growth and academic achievement. They offer a range of counseling and clinical services designed to meet students’ varied mental health needs throughout the year. For more information, visit: http://www.counseling.ucla.edu/.
FSPH Career Services Office:
The mission of the Career Services Office is to facilitate the career development process for Fielding School of Public Health students through individual counseling sessions, workshops, employer presentations, career fairs and online job postings. For more information, visit their website at: http://ph.ucla.edu/current-students/career-development or contact:

Kristy J. Sherrer
Career Services Office
UCLA Fielding School of Public Health
Box 951772
Los Angeles, CA 90095-1772
Phone: 310-826-1020
Email: ksherrer@ph.ucla.edu

EHS Career Services:
The EHS Department provides the following career services:
- Dr. Shane Que Hee: Careers related to Industrial Hygiene and Environmental Chemistry
- MPH Internship Coordinator: Internship placement, resume critiques, mock interviews, career guidance.

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

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

BruinTech:
The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events.

Borrowing a CLICC Laptop:
The Campus Library Instructional Computing Commons (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. For more information, visit: http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library.

**2017-18 EHS Schedule of Classes:**
To view real-time courses offerings, including enrollment counts and official course descriptions, visit the [Schedule of Classes](http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library).

**EHS Faculty:**
For a complete list of EHS faculty members, including their bios and contact information, visit: [http://people-ehs.ph.ucla.edu/institution/personnel-list/](http://people-ehs.ph.ucla.edu/institution/personnel-list/)