UCLA Institute of the
Environment & Sustainability

Ph.D. in Environment and Sustainability

Program Manual
2025–2026

https://www.ioes.ucla.edu/phd

Institute of the Environment and Sustainability
University of California, Los Angeles
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Los Angeles, CA 90095

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Note: Some contents of this manual derive from the University General Catalog and various Graduate Division publications.

This manual is intended as a resource for graduate students in the Institute of the Environment and Sustainability (IoES) at UCLA. Students are strongly encouraged to read the relevant sections of the University Catalog and other formal UCLA documents that provide updated details regarding University regulations and policies and to discuss any questions or concerns with the Graduate Programs Coordinator or the Program Chair.

Foreword

The purpose of this manual is to provide essential information for graduate students about life in the Ph.D. Program in Environment and Sustainability at UCLA. A wide range of information is included to help students find out what questions to ask as well as where to get questions answered. This manual is updated yearly to include changes that have taken place in the preceding year.

Some of the material contained in this manual is quite formal and has been condensed from a wide variety of sources that explain regulations affecting students' progress toward their degree. This world of rules and regulations can be confusing. Advisors, the Program Chair, and the Graduate Programs Coordinator are available to help students navigate the bureaucracy as smoothly as possible.

Please feel free to direct any comments for improving this manual to Harrison Levy, Graduate Programs Coordinator. This is a living document, and our hope is to make it as useful as possible. Please note that this is not a contract, is not binding, and does not replace or supersede any University or Graduate Division rules or regulations or funding offer letters.

Contents

Introduction

The Institute of the Environment and Sustainability

The Institute of the Environment and Sustainability (IoES) was formed in 1997 when 51 UCLA faculty signed a proposal to create a new center for research and education. "The environment for life on Earth will be one of the major concerns of society through the 21st century," they wrote, adding that environmental issues are "multifactorial and multidisciplinary" — including aspects of science, health, policy, law and other areas of study and practice. Starting with a single undergraduate program and four faculty, IoES has since grown to include 14 core faculty and 47 associate faculty, three graduate programs, with research centers and special initiatives to address everything from energy systems, environmental justice, and ocean-based economies to environmental narratives.

Under UCLA rules, a Center for Interdisciplinary Instruction is an official designation that allows the unit to do almost everything that a normal department can do. There are special rules for faculty members with joint or split appointments in a Center for Interdisciplinary Instruction. For details, see https://www.apo.ucla.edu/policies-forms/the-call/appendices/appendix-15-joint-and-split-appointments.

Since 2010, IoES has reported to the Dean of the School of Physical Sciences in the College of Arts and Sciences at UCLA. In 2025, Dr. Alex Hall was appointed Director of IoES (a position that encompasses the role of a departmental chair as well as broader leadership responsibilities for the Institute).

IoES' diverse affiliate faculty represent 18 departments around campus. Faculty who have full or partial appointments in the Institute (called core and associate faculty members) are responsible for providing service to IoES including chairing academic programs and committees and reviewing their IoES peers. Affiliate faculty members who are UCLA faculty who do not have formal appointments, but who are "friends of the IoES" and engage in research and/or teaching and may serve on graduate student committees but not chair them. The IoES also has Adjunct faculty who conduct research, teach for IoES, and may serve on graduate student committees. Emeritus faculty are faculty members who are retired from UCLA, but they may continue research activities and serve on student committees. For additional details, see https://www.ioes.ucla.edu/people/affiliated-faculty/. IoES relies on all its faculty, regardless of where they are appointed, and encourages all faculty to be involved in the governance and daily life of the Institute.

Like other interdisciplinary environment and sustainability programs, the IoES addresses a broad range of subjects, using a diverse set of concepts, frameworks, and

methods. The Institute strives to bring together methods and concepts from the social sciences, the natural sciences, social sciences, law, policy, and the humanities to develop novel analysis and solutions-focused approaches to some of the most pressing challenges of our time.

IoES currently includes eight research centers and partnerships throughout the UCLA network, allowing it to achieve national and global reach. Click here to learn more: https://www.ioes.ucla.edu/centers-and-initiatives.

IoES faculty and students also partner with groups across campus, such as the Law School's Emmett Institute on Climate Change and the Environment, the Luskin Center for Innovation, The Sustainable LA Grand Challenge, and the Graduate School of Education. These cooperative efforts allow us to develop teams with diverse talents to address some of today's most urgent problems.

Although IoES faculty and students work all over the world, the Institute is deeply committed to Los Angeles and California, working to address pressing problems faced by residents in LA and California and using these efforts as opportunities to develop solutions for the broader world. IoES also embraces the fact that it is part of one of our country's great public research universities and seeks to cultivate a strong commitment to service among students, faculty, and staff. Finally, IoES works to ensure that all its students, faculty, and staff are committed to equity, diversity, and inclusion in all its efforts and to advancing racial, economic, and environmental justice as a core part of its approach to environment and sustainability.

Overview and Aims of the Program

IoES established a PhD in Environment and Sustainability in 2018. The Environment and Sustainability PhD program aims to recruit and train students whose ambition and curiosity cannot be satisfied by doctoral programs in traditional disciplines. Our program encourages students to develop innovative approaches to major environment and sustainability challenges by building expertise and skills that go beyond a single discipline. Students are expected to acquire and utilize concepts, methods, and tools from multiple disciplines, positioning them to advance novel insights and new areas of inquiry. Students have significant freedom to choose their research paths and mix of advisors.

Graduate students are a core part of the scholarly and scientific community that constitutes the IoES. Their research and teaching contributions are regarded as central to its mission.

Key objectives of the Ph.D. program include:

- Bringing graduate students as rapidly and fully as possible into the collegial, scholarly, scientific, and teaching life of IoES.
- Providing a common foundation for graduate research in environment and sustainability that socializes students into the Institute and the broader UCLA campus as fully as possible.
- Providing a variety of courses within IoES that are relevant to student research and training needs and providing information and guidance on courses outside of IoES.
- Providing opportunities for students to become familiar both with current research within environment and sustainability (especially as practiced within IoES) and with the culture of research presentation and criticism as related to the work of others but also to their own work.
- Supporting as far as possible the financial needs of graduate students through a variety of teaching and research assistantships, fellowships, and stipends. IoES is committed in this respect to doing everything it can to ensure that its Ph.D. students will not incur any additional educational debt during their time in the IoES Ph.D. program.
- Cultivating a deep commitment to service and to equity, diversity, and inclusion in environment and sustainability.

The program seeks to prepare students for a range of careers in academia, government service, the non-profit sector, and the private sector. Regardless of their career paths, all graduate students are encouraged to take advantage of opportunities to present their research in research colloquia at IoES and around campus, at scholarly meetings, and at public meetings. Graduate students are also encouraged to publish their work and to work with the IoES communications team to make sure their ideas reach a wider audience.

IoES Graduate Program Leadership - Who We Are

IoES leadership consists of the IoES Director, Senior Associate Director, Associate Director, and Chief Administrative Officer. The PhD program has a Program Chair and is governed by the Senate Faculty of the IoES with the guidance of the Ph.D. Program Faculty Advisory Committee. Day to day operations and student services are the responsibility of the Graduate Programs Coordinator.

IoES PhD Program Leadership

	Alex Hall Director https://www.ioes.ucla.edu/person/alex-hall/
	Stephanie Pincetl Chair, PhD Program and Faculty Advisory Committee https://www.ioes.ucla.edu/person/stephanie-pincetl/
	Alan Barreca Chair, Admissions Committee https://www.ioes.ucla.edu/person/alan-barreca/
	Travis Longcore Senior Associate Director, Co-Chair of PhD Faculty Advisory Committee https://www.ioes.ucla.edu/person/travis-longcore/
	Cully Nordby Associate Director https://www.ioes.ucla.edu/person/cully-nordby/
	Harrison Levy Graduate Programs Coordinator https://www.ioes.ucla.edu/person/harrison-levy/
	Blanche Berzamin Chief Administrative Officer https://www.ioes.ucla.edu/person/blanche-berzamin/

Ph.D. Program Faculty Advisory Committee, 2025–2026

Stephanie Pincetl, Program Chair
Alan Barreca, Admissions Chair
Daniel Blumstein
Robert Eagle
Ursula Heise
Jenny Jay
Alesia Montgomery
Michael Ross
Jared Coffelt, Ph.D. Student Representative
Harrison Levy *ex officio*
Travis Longcore, Co-Chair *ex officio*

Faculty Advisors

Upon entry to the program, each student is assigned a faculty adviser from a UCLA department aligned with their expressed area of interest. The adviser will guide the student in their research, academic progress, and professional development. Regular meetings between the student and adviser are expected. By the end of the student's second year in the program, the student and their adviser will collaboratively form a graduate committee according to the regulations governing doctoral committees. The student's adviser will serve as the doctoral committee chair. It may be appropriate for students to engage a secondary adviser from a complementary discipline to foster interdisciplinarity and enrich the student's research perspective. The Graduate Student Affairs Officer, the Chair of the IoES Ph.D. Program Faculty Advisory Committee, and the IoES Director help with policy and procedure and, when necessary, act to resolve any conflicts that arise.

Graduate Studies at UCLA

UCLA provides materials and resources for graduate students on rules and regulations as well a range of issues that are likely to arise during a student's course of study. Key resources include:

UCLA Student Code of Conduct

To carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the University community. UCLA students assume these privileges and responsibilities upon admission and cannot use ignorance of these policies as a justification for violating community standards.

UCLA's reputation for academic excellence and institutional integrity is among our most valued assets; as such, academic integrity is of paramount importance to our institution, and it is vital that the institution do all within our power to maintain these standards.

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to make themselves aware of and

comply with the law, and with University and campus policies and regulations. While many of UCLA's policies and regulations parallel federal, state and local laws, UCLA's standards may be set higher.

The regulations within the *UCLA Student Conduct Code* have been developed to create and maintain a safe, supportive, and inclusive campus community that engages students to foster their academic success, personal growth and responsible citizenship. Students are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. The student conduct process has been established to respond to incidents involving allegations of inappropriate behavior within our community. This process provides educational opportunities which encourage students to evaluate their own actions, consider their own decision making, and acquire new skills to improve their choices in the future.

Students may contact the Office of Student Conduct or Student Legal Services for advice concerning these policies. More information is available here: https://www.deanofstudents.ucla.edu/Individual-Student-Code

UCLA's Student Conduct Code:

> UCLA students are proud to be members of this community. They take pride in the reputation of our faculty; they take pride in our unparalleled programs and services; they take pride in the wealth of diversity of our community members; and they take pride in our beautiful campus. Intertwined with our core values, Bruin Pride is at the very heart of what it means to be a TRUE BRUIN. Bruins are committed to the values of Respect, Accountability, Integrity, Service, and Excellence. Bruins conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of their academic work and service to the community. Bruins hold themselves accountable to the commitments they make and for their conduct. When faced with adversity, Bruins engage in thoughtful reflection and exhibit superior ethical decision-making skills. They respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view. Bruins embrace these values, for these are the values of a TRUE BRUIN.

Sexual Violence Prevention and Response, Title IX Resources, and Title IX Compliance Training for Graduate Students

Everyone at the University of California — students, faculty, staff and administrators — has the right to a safe learning and working environment. Each of us plays a critical role in ensuring the university is a safe place, and should know the rules of being part of the UC community.

1. UC is committed to fostering a community where everyone works and learns together in a place free of harassment, exploitation and intimidation.

2. UC will respond promptly to reports of sexual violence and take appropriate action to prevent it and when necessary, take disciplinary action.

3. UC expects everyone to take university education and training courses on sexual violence prevention. Faculty, other academic appointees and staff are required to take sexual harassment prevention training.

UC Policy on Sexual Violence and Sexual Harassment

The University of California has updated the systemwide student adjudication process for cases involving sexual violence or sexual harassment allegations. While many aspects of the process remain the same, the recent revisions allow for a broader evidentiary appeal hearing in cases involving a suspension or dismissal sanction. Complainants and Respondents currently involved in student cases can expect to receive communication from the Title IX Office shortly about any potential impacts on their case. There will be more information to come, so please check back here for updates or with Title IX staff as the University implements these changes.

For further information on these changes, you can review our Interim Framework, specifically Interim Appendix F.

UC's policies and codes of conduct spell out the rights and responsibilities of students and employees in ensuring that UC is a safe environment, and how the university addresses reports of sexual violence and sexual harassment.

- Policy on Sexual Violence and Sexual Harassment (August 14, 2020)
- Policy on Sexual Violence and Sexual Harassment (7/31/2019)
- Policy on Sexual Violence and Sexual Harassment (Effective 1/1/2016)
- Procedures for Handling Allegations of Discrimination, Harassment, or Retaliation
- Policy on Student Conduct and Discipline (August 14, 2020)
- Policy on Student Conduct and Discipline
- UCLA Student Conduct Code
- Faculty Code of Conduct (APM 015)
- Policy on Nondiscrimination in Employment (APM 035)
- Statement of Ethical Values
- Standards of Ethical Conduct
- Principles of Community
- Adjudication Framework for Senate and Non-Senate Faculty (August 14, 2020)
- Adjudication Framework for Staff and Non-Faculty Academic Personnel (August 14, 2020)
- Interim Appendix E (3/1/2019)
- Appendix E (7/31/2019)
- Interim Appendix F (August 14, 2020)

UCLA Title IX Compliance Training

UCLA is obligated under law and policy to provide our graduate and professional school students with sexual violence prevention education. Title IX prohibits discrimination on the basis of sex under any federally funded education program. In addition, the University of California's Interim Policy on Sexual Violence and Sexual Harassment (**July 31, 2019 Policy | August 14, 2020 Interim Policy**) requires each UC campus to provide mandatory annual training and education about Prohibited Conduct and how such conduct can be reported, to all students, faculty, other academic appointees, and staff per applicable State and federal law, and University policies.

For more information, visit the UCLA Sexual Violence Prevention & Response – Policy page. On this page, you will find the links to the 2019 SVSH Policy and the 2020 Interim SVSH Policy.

UCLA Office of Equity, Diversity, and Inclusion

UCLA's Office of Equity, Diversity, and Inclusion (EDI) works to foster an inclusive campus community and advocates for equitable programs and resources — to provide pathways of success and dignity for all. The EDI Office conducts research, provides training, and conducts investigations on a range of matters related to equity, diversity, and inclusion. The EDI Office includes a new Civil Rights Office that includes three investigative units: the Discrimination Prevention Office, the Title IX office, and the Staff, Diversity & AA/EEEO Compliance Office. More details on the EDI Office including resources and guidance can be found here: https://equity.ucla.edu.

UCLA Standards and Procedures for Graduate Study

With respect to academic requirements for graduate students, UCLA's Standards and Procedures for Graduate Study provide detailed information and set forth general policies, many of which derive from the Academic Senate and its Graduate Council, regarding completion of degree requirements, masters and doctoral committees, examinations and foreign language requirements. 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. https://grad.ucla.edu/gasaa/library/spfgs.pdf.

For New UCLA Students

The UCLA *New Students' Orientation Handbook* contains information regarding University policies, deadlines, and resources for graduate students. You can access the handbook here: https://grad.ucla.edu/academics/graduate-study/newstudents-orientation.

The UCLA Graduate Students Association and the UCLA Graduate Student Resource Center sponsor a campus-wide New Graduate Student Orientation each September. This comprehensive orientation includes lunch, a resource fair, and workshops that provide information to ease your transition into graduate school, introduce you to campus services and involvement opportunities, and show you just how much UCLA

has to offer. More information is available at https://grad.ucla.edu/life-at-ucla/events/2016-new-graduate-student-welcome.

Graduate Student Resource Center

The UCLA Graduate Student Resource Center (GSRC) is a Graduate Students Association (GSA) initiative that is managed by Student Affairs. The GSRC is a resource, referral and information center for graduate and professional school students. They offer advice and assistance in dealing with the challenges of graduate school, as well as a number of workshops and programs conducted in collaboration with campus partners. The GSRC works with GSA to organize the campus-wide Graduate Student Orientation and the Equity, Inclusion & Diversity Graduate Welcome Day. We are also the home of the Graduate Writing Center. https://gsrc.ucla.edu/Graduate-Student-Resources

UCLA Sustainable Resource Center

The UCLA Sustainable Resource Center was established by the Graduate Student Association to promote sustainability through the provision of resources, information, and education to the graduate student body, campus and community. Their services include a library, online resource site, networking events, guest speaker presentations, career services, and funding. They encourage a multidisciplinary approach to sustainability through communication and collaboration across sectors. http://gsa.asucla.ucla.edu/sustainable-resource-center.html

Curriculum

This section provides some background and basics on curriculum and courses at UCLA as well as background and guidance on IoES required courses and the broader curriculum from which IoES Ph.D students can choose classes.

Course Numeration at UCLA
- **100s** – Upper division undergraduate level courses
- **200s** – Graduate level courses
- **ENVS 290** – Graduate seminar
- **ENVS 297** – Graduate special topics seminar
- **495** is the departmental TA training course. It must be taken before or during the first quarter you TA. There is only one section.
- **596** is graduate research for students who have not yet advanced to candidacy. Students enroll in the section assigned to their research advisor.
- **599** is Dissertation Research and Writing, for students who have advanced to candidacy. Students enroll in the section assigned to their research advisor.

Deadlines

The Academic Calendar & Deadlines for graduate students, faculty, and staff can be found at http://www.gdnet.ucla.edu/asis/deadlines/default.asp.

Course Enrollment

Each student must enroll in at least 12 units each quarter to maintain status as a registered student. Students should enroll first in any courses they plan to take, and then make up the difference with research units. Students who have not yet advanced to candidacy should enroll in their advisor's 596 section for research units. Those students who have advanced to candidacy should enroll in their advisor's 599 section for research units, which is for "Dissertation Research." To find an advisor's 596 or 599 enrollment numbers to register for research units each quarter, go to the registrar's Schedule of Classes website at https://sa.ucla.edu/ro/public/soc. Select the current term and home department, and then scroll down to find the advisor's enrollment number. Students must enroll in classes by Friday of the second week of classes each term. Failure to do so will result in a $50 late fine levied by the Registrar's Office, being dropped from classes, and the cancelling of fellowship funds and academic apprenticeship employment contracts (TAs, GSRs, etc). This deadline as well as others is listed on the registrar's calendar at http://www.gdnet.ucla.edu/asis/deadlines/default.asp .

Note that students must be enrolled in at least four units before financial aid checks can be disbursed, and students employed as graduate student researchers must be enrolled in at least 12 units to obtain full fee remissions.

IoES Required Courses

Environment 200 A/B: Issues and Methods in Environment and Sustainability (4 units each). Examination of interdisciplinary approaches to environment and sustainability, with attention to epistemology, scientific, social, economic, political, philosophical, ethical, historical, cultural, and policy dimensions. This sequence seeks to enlarge and challenge students' understanding of the different disciplines that come together, and sometimes collide, in interdisciplinary approaches to questions of environment and sustainability. It works to uncover the basic assumptions, conceptual frameworks, and methods entailed in different disciplinary approaches. Depending on the Professor, case studies may be used to illustrate different qualitative and quantitative methods from natural sciences, social sciences, and humanities.

Seminar (2 units): Enrollment in the Environment 290 seminar series every quarter in residence for a minimum of 6 quarters (this course may not be applied toward the 36-unit requirement).

Analytical Tools and Methods Elective (one course) (4 units): Courses that introduce students to the tools and methods required for interdisciplinary research such as probability and statistics, decision analysis, life cycle analysis, remote sensing, geographical information systems (GIS), numerical analysis and experiment and survey design, archival research, urban planning, architectural design, ethnographic field work, communications studies, media studies, visual and textual analysis and interpretation. Other courses may be approved by petition to satisfy this requirement. The IoES maintains a list of courses approved for this requirement, and students may propose additional courses by petition.

Guided Electives (4 units each): Students entering without a Master's degree must take 24 elective units (6 courses). Students entering with a Master's degree in one of the program areas must take 16 elective units (4 courses). Elective courses will be chosen to support the student's dissertation research by ensuring that the student has the substantive knowledge and analytical skills necessary to perform publishable original research. Students are strongly encouraged to include in their elective courses at least one course in culture and values that fits with or informs their dissertation topic. A student's graduate committee must approve all elective course selections. With the approval of a student's graduate committee and the Chair of the Ph.D. Program a student may be allowed to substitute previous coursework or research experience as elective subjects.

Enrollment in Non-Program Courses
UCLA graduate students have the opportunity to enrich their academic experience by enrolling in courses outside their primary program requirements, including language, physical education, or other elective courses taken for personal interest or enrichment. While the program supports flexibility and encourages intellectual exploration, students are expected to prioritize timely progress toward their degree. To help ensure this balance, **students must consult with the Graduate Programs Coordinator prior to enrolling in any non-program or non-degree coursework.**

Student Success and Annual Reviews

Students are expected to meet regularly with their co-advisors to discuss their courses, research, and the logistics of advancing to candidacy and finishing their dissertations. IoES recognizes that the frequency of such meetings will depend in part on the advisors and students and the norms of particular disciplines. At a minimum, IoES expects that students will check with their co-advisors **twice** per quarter and should meet in person during the spring quarter to assess the student's progress. Satisfactory progress means meeting the requirements of the program in a timely manner and producing work of a sufficient quality. This annual assessment will be formalized in an annual Spring Review form, to be signed by the student and the advisors. The form will be sent out by the Graduate Program Coordinator. Students may be asked to debrief with the PhD committee for further discussion.

The Ph.D. Degree

To receive a Ph.D. in Environment and Sustainability, students must complete their coursework, pass the University Written Oral Qualifying Examinations and advance to candidacy, submit their dissertation, and successfully defend their dissertation. The key steps in this process include:

Step 1: Constituting a Doctoral Committee

Doctoral Committee Requirements

Before a student can take the Oral Examination, they must nominate a Doctoral Committee. Doctoral committees are nominated through a formal process that requires approval of the Department and Graduate Division. Students should consult with the Graduate Programs Coordinator when ready to nominate committee members. The Nomination of Doctoral Committee form can be found here: https://grad.ucla.edu/academics/doctoral-studies/nomination-of-doctoral-committee/.

There are requirements for who can serve on the doctoral committee. Students should review this site for all requirements: https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/. **The IoES PhD program has additional requirements that two of the UCLA faculty members must hold either a full, split, joint, adjunct, or affiliate faculty appointment in the IoES. The Chair of the Doctoral Committee must be an IoES faculty member. If the committee has co-chairs, at least one must be an IoES faculty member.**

Any student who wishes to add, remove, or replace members of an existing doctoral committee should consult with the Graduate Programs Coordinator, Harrison Levy, about the reconstitution process. The Reconstitution of Doctoral Committee form can be found here: https://grad.ucla.edu/academics/doctoralstudies/reconstitution-of-the-doctoral-committee-andor-change-in-final-oral-examination-requirement/.

Step 2: Qualifying Examinations

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to advancement to candidacy for a PhD. Under UC Academic Senate regulations, the University Oral Qualifying Examination is open only to the student and appointed members of the doctoral committee. In addition to University requirements, some graduate programs have other pre-candidacy examination requirements. This section specifies the requirements for IoES PhD students.

The purpose of the qualifying exam is to help the student succeed in completing their dissertation and becoming an expert in their chosen field(s). This preliminary examination should be completed within the first two years of full-time enrollment in the Ph.D. program. Generally, the PhD exam consists of the student's research proposal. This should include an in-depth literature review, statement of the problem, the main research questions and the plan to execute the research, including methods.

Completion of the examination demonstrates that the student:
- Has a deep understanding of the existing work related to their proposed research
- Has identified gaps in existing knowledge
- Has an accomplishable plan for the dissertation

- Possesses expert knowledge on the research methods of their chosen field(s)

The student and their advisor(s) should consult informally, starting at the time of the satisfactory progress review at the end of the first year, regarding the planned scope of the qualifying examination. These consultations should continue through the second year and include the additional committee members as they are identified.

Contents of the Qualifying Exams: One written document and one oral exam

1. **Written product: The student submits to their advisor(s) a written document with a literature review or field statements and a dissertation proposal.**

   (a) Literature Review/Field Statements
   - A critical review and discussion of major works, concepts, and methods relevant to the planned dissertation.
   - Identify gaps in the literature and how the student's proposed research will address any of these gaps.
   - In view of the interdisciplinary nature of the PhD program, this will typically include materials drawn from more than one conventionally disciplinary field of study.
   - The scope and major components of the literature review are agreed in advance by discussion of the candidate with their co-advisors.

   (b) Dissertation Proposal
   - A written statement of a clear, well-posed research question or scholarly thesis that the student plans to address in their dissertation.
   - A practical, moderately detailed plan of how they intend to pursue it.
   - The statement should include detail on methods, concepts, data sources to be used, as appropriate for the topic.
   - A discussion of the broader importance of the topic.
   - Research conducted to date. Although it is not necessary to have completed any of the proposed research, to the extent that preliminary research has been conducted this should be discussed in the proposal as it could be helpful in making the case that the student is ready to proceed.
   - There is no required length for the dissertation proposal, but the typical length will be between 10 and 20 pages, varying with the main disciplinary areas most closely related to the student's planned dissertation.

2. **Oral presentation: The oral examination will be a presentation by the student and a discussion with the committee. Generally, this is a two-hour exam, although each exam is unique.**

   (a) Student presentation
   - Students will typically schedule the presentation once their advisors have agreed the written material is sufficient.

- o Written materials should be submitted, and the oral presentations should be scheduled, with at least 2 weeks advance notice in order to give committee members enough time to read through the student's materials.
- o The student's presentation will typically present an abridged version of their written product.
- o The format of the presentation will vary by discipline and should be agreed upon with advisors at least 2 weeks prior to the presentation

(b) Discussion by faculty
- o After the student presentation, faculty will ask the student questions and/or provide suggestions on how to proceed.
- o The primary purpose of the discussion period is to help faculty and student identify ways to improve and facilitate the successful completion of the research proposal
- o The secondary purpose of the discussion period is to assess the students' understanding of the material.
- o Faculty will ask students to leave the room and discuss the outcome (see below) and path forward for the student.
- o After the faculty-only discussion, student will be asked to return to the room to discuss the outcome.

Outcome of the Qualifying Exam

- o Grad Division defines the possible official outcomes of qualifying examinations as Pass, Conditional Pass (in which case the student may attempt the qualifying exam one more time), and Fail (in which case the student may not continue in the program).
- o The authority to decide the outcome of the qualifying exam lies principally with the committee.
- o As a practical matter, there is one additional possible outcome of the examination prior to reporting an official outcome to Grad Division: a pass subject to specific, usually minor, requests for additional work or modifications required by the committee. In this case, the committee's signing to verify that the student has passed will be delayed until the additional requested work is satisfactorily completed. The committee may, at their option, choose to meet with the student again to make this determination, or may delegate this subsequent determination to the co-advisors.
- o The official outcomes "Conditional Pass" and "Fail" should rarely or never happen, because it is the responsibility of the co-advisors to ensure the student is ready to proceed and to succeed before scheduling the oral examination. But in those rare cases, the Grad Division rules apply: A student who does not pass the qualifying examination on the second attempt after a "Conditional Pass" on the first attempt, or a student who fails the qualifying examination, will not be allowed to continue in the program.

After Candidacy

After the student qualifies, the annual review and satisfactory progress determination will be similar in structure to that before qualifying – involving a student report, consultation with advisor(s) and committee, and advisor reports.

After advancing to candidacy, however, these reviews will focus specifically on the status of work toward completing the dissertation: e.g., recent progress, current challenges, forward plans, and anticipated trajectory to completion.

In-Progress Master's Degree

IoES does not offer a stand-alone Master's Degree. Like some other Ph.D. programs at UCLA, however, IoES does offer what is known as an "in progress" master's degree. This allows students who enter the program without a master's degree to obtain such a degree as they progress toward the Ph.D. if they so choose. This is an option for students. It is not a requirement. However, if a student does not make sufficient progress in the program but has fulfilled course requirements and submitted sufficient work that is not of publishable quality, but shows application, the student will be eligible for a terminal MS. For students wishing an in-process masters, however, the following are the steps to fulfill.

Courses
The minimum program of study consists of at least **nine graduate and upper division courses (36 units)** completed while in graduate status. **At least five of those courses (20 units) must be graduate-level courses**. For the M.A., M.S., and M.A.T., **the five graduate courses may be in the 200 series (graduate courses and seminars) and, in limited number, the 500 series (directed individual study or research)**. For the Capstone Plan, 500 courses may not be applied to 9 course requirement. For the Thesis Plan, up to two 500 courses may be applied to the 9 course requirement. For other master's degrees, they may be in the 400 series (graduate professional courses) as well as the 200 and 500 series. Many master's programs, especially professional programs, require more courses/units than the University minimum.

Grades
Only courses in which a grade of 'B' or better is received may be applied toward graduate degrees.

Transfer of Credit
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. The approval of the Graduate Division and the student's major department is required on a petition for transfer of credit.

Capstone Plan
In addition to the course requirements, under the capstone plan, there is a comprehensive written examination covering the subject matter contained in the program of study. The examination is administered by a comprehensive examination

committee, which may conduct an oral examination in addition to the written examination. In case of failure, the examination may be repeated once with the consent of the graduate adviser.

Thesis Plan
Every master's degree thesis plan requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research.

In addition to the course requirements, under the thesis plan students are required to write a thesis on a research topic in environment and sustainability supervised by the student's graduate advisers. The student's doctoral committee reviews and approves the thesis.

No oral examination is required.

Time-to-Degree

The normative time to degree for completing the M.S. program is 6 quarters. There is no maximum time to degree for completing the M.S. degree as receipt of this degree is optional for students admitted to the Ph.D. degree.

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
M.S.	6	6	9

Master's Thesis Committee Regulations
Master's thesis committees consist of a minimum of three faculty members from UCLA. Master's thesis committee members must hold one of the following academic ranks:
1. Professor (any rank, regular series)
2. Professor emeritus
3. Professor-in-residence (any rank)
4. Acting professor (any rank)
The chair of the committee and at least one other member must hold academic appointments in the student's department or, in the case of a student in an interdepartmental degree program, must be selected from a list of faculty members who actively participate in the program.

Advancement to Candidacy
Students should submit the Master's Advancement to Candidacy (MATC) petition to their major department no later than the 2nd week of the quarter in which the student expects to receive the degree.

Graduate Advisors send MATC forms to the Registrar's Office for processing by the 2nd week of the quarter. Petitions and transcripts pertinent to the master's program need to

be attached to the ATC form. Per [Standards and Procedures for Graduate Study at UCLA](#) (page 9): "The advancement to candidacy forms must be received at the Registrar's Office no later than the Friday of the second week of the quarter. Students may not advance to candidacy while using a Filing Fee."

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Graduate Certificates

Leaders in Sustainability Graduate Certificate
Graduate students seeking an edge in future careers need look no further than the national award-winning Leaders in Sustainability graduate certificate, which is administered by the IoES. Companies, consumers and governments across the world increasingly focus on making products, services, operations and lives more sustainable. This cross-disciplinary program gives students the tools to make that happen in a collaborative, action-oriented setting. More information: https://www.ioes.ucla.edu/lis.

Graduate Certificate in Writing Pedagogy
The Graduate Certificate in Writing Pedagogy addresses the need of UCLA graduate students for more specialized training in undergraduate teaching and professional development. The certificate provides opportunities for graduate students in all fields of study to enhance their teaching abilities, their theoretical knowledge of language and composition pedagogies, and their job market potential. More information: https://wp.ucla.edu/wp/students/graduate-certificate.

Funding

Overview
The goal of the IoES is that all students in the Environment and Sustainability Ph.D. program who are making satisfactory progress toward their degree be supported with funding that covers tuition and basic living expenses for up to five years through a combination of internal and external sources. Support may be offered beyond five years, depending on available sources of funding.

All entering Ph.D. students are offered full support for tuition, fees, Non-Resident Supplemental Tuition (NRST, if applicable), and a financial award to cover basic living expenses for their first year, including summer. The financial award is commensurate with the salary level of a Graduate Student Researcher-Level 1 working 50% time. The first-year funding is a fellowship, not employment, so students can focus on coursework and developing their research. For subsequent years, the program works alongside graduate students and their advisors to develop funding plans for each academic year (Fall, Winter, and Spring Quarters) that covers tuition/fees and the basic living expenses. This support may include Teaching Assistant (TA) or Graduate Student Researcher (GSR) appointments, fellowships, grants, or other sources of funding such as advisor support. Hiring levels and salary rates of TA and GSR positions are determined by UC-UAW contracts. Tuition and fees of students with TA and GSR positions are paid for by the department employing the student (though NRST may not be included). Summer funding in years 2–5 may be available to students through TA and/or GSR positions or through fellowship or advisor support.

Students working in TA or GSR positions are expected to work an average of 20 hours per week (50% time) during the quarter. Some TA and GSR positions are limited to 25% time (an average of 10 hours per week). In these cases, it may be necessary to combine two 25%-time positions to get to a 50% appointment. Working beyond 50% time during the academic year requires an exception from the program.
The IoES recognizes that there may be funding gaps and contingencies that cannot be anticipated, and the program will work with students and their advisors to secure funding and fill gaps. Not all graduate students are similarly situated, and their fields of study present different opportunities and challenges with respect to funding. IoES program leadership works collaboratively with students to help them meet their funding needs. The rest of this section provides more details on the funding process in the IoES, but it is not a binding contract. It is a description — subject to change —of how IoES approaches funding to describe current practices and to inform students and advisors of these practices.

Sources of Funding

There are four main sources of funding for IoES Ph.D. students: (1) Teaching Assistant positions, (2) Graduate Student Researcher positions (typically funded by faculty research projects), (3) Division of Graduate Education block grant, and (4) Fellowships (intramural and extramural). Typically, the bulk of graduate student funding comes from TA and GSR appointments, though the mix of funding sources depends on each student's circumstances.

TA Positions

IoES has around 30 quarters of TA positions each academic year. A large portion of these (15 quarters) are dedicated to the ENV M1A/B/C Food Cluster courses. PhD students are expected to apply for and accept an offer of a Cluster TAship which offers a full academic year (3 quarters) of support. TA positions are assigned by the Associate Director in consultation with the Ph.D. Program Chair, IoES Senior Associate Director and Associate Director, Graduate Programs Administrator, and faculty instructors using the following guidelines:

- Prioritize students who are in good standing in the IoES and making sufficient academic progress.
- Place students with no funding at all over students who have partial funding.
- Prioritize more senior students over more junior students, but only through their 5th year. Students beyond their 5th year are placed if there are positions available (leaves, such as maternity or medical, are subtracted from the 5-year count).
- Start with courses that require specific technical skills (GIS, programming, etc.), place qualified students in those positions.
- Place students in courses that make the best match given their skills, area of expertise, and teaching history (e.g., they taught the class before, and it went well).
- Honor instructor preferences, when possible.
- Honor student's ranked preferences, when possible.
- Instructors are invited to interview students if they have any concerns.
- Adjustments to this process or to assignments may become necessary with new information or changes in students' circumstances.

Given the importance of gaining teaching experience, PhD students are encouraged to serve as a TA at least once during their time in the program and most students will serve as a TA multiple times over the course of their studies.

In some years, there may be more need for TA positions than IoES can provide with IoES classes. In these cases, the program will identify resources to inform students of TA opportunities in other departments. In some cases, students may prefer to TA for a particular faculty member (e.g., their advisor) who is teaching specific courses outside of IoES.

Students must meet the following eligibility requirements To be eligible to serve as a TA:

- Minimum cumulative 3.0 GPA
- Must be registered and enrolled in 12 units (continuously through the academic quarter/semester) by the end of the 3rd week of the term.
- Satisfactory Academic Progress towards degree.
- Certain students hired under the TA series must take the Test of Oral Proficiency (TOP).
- Actively supervised by a UCLA faculty member.
- New TAs must attend course 495 during the first term that they are employed. This course is supported by the Center for Advancement of Teaching.

GSR Positions

Graduate Student Research (GSR) positions include a mix of opportunities that can provide students with valuable research skills. These positions can be for up to 50% time, and pay tuition, fees, and a salary. In many cases, GSR positions are tied to a faculty member's grant that pays a student to work on grant-related activities. Students sometimes secure GSR positions with faculty member who is not their advisor. As a

result, the content of any particular GSR position may not always overlap with a student's background and interest or dissertation research plan.

Division of Graduate Education Block Grant

Annual Division of Graduate Education (DGE) block grant funding is used to support first-year PhD students and, if there are any remaining funds, to fill funding gaps as necessary. The amount of funding allocated to the program is determined annually by DGE using a formula that applies to all units and relates to program enrollment.

UCLA Fellowships

Competitive fellowships are an important source of financial support for PhD students. Examples of these are the Cota Robles fellowship for incoming students and the Dissertation Year Awards for students in their last year. These fellowships typically provide tuition, fees, and basic living expenses and allow students to do their own work. More information is available at: https://grad.ucla.edu/asis/stusup/gradsupport.pdf

Students are responsible for applying for fellowships once they enter the program. IoES and DGE maintain a running list of possible fellowships and can provide guidance to students, but students are expected to prepare and submit their applications. In some instances, fellowship applications are due one year in advance of the actual awarding of the fellowships, so it is never too early to start investigating these opportunities. The benefits of receiving such a fellowship are obvious: namely, the freedom that comes from not having to work as a TA or GSR and being able to focus on one's own research.

Extramural Grants and Fellowships

Students are similarly expected to apply regularly for outside fellowships such as NSF, NASA, Ford, and Fulbright. IoES and UCLA's Division of Graduate Education (DGE) can help identify opportunities and review applications. A full list of opportunities can be found at https://grad.ucla.edu/funding/#/

Gaps in Funding

IoES recognizes that gaps in funding may occur for a variety of reasons. Students and advisors should notify the program as soon as possible if they anticipate gaps in funding and of the efforts they have pursued to fill these gaps. Gap funding will be allocated on a case-by-case basis based on an assessment of need and demonstration of effort on the part of students and their advisors to fill gaps with non-IoES funding sources.

Non-Resident Supplemental Tuition (NRST) for International Students

International PhD students are a vital part of the program, and IoES is committed to maintaining a cohort of international students. IoES fully covers NRST for incoming graduate students as part of their first-year funding package. Unlike U.S. residents, international students cannot become California residents after their first year in the program and must therefore continue to pay NRST every quarter until they advance to candidacy. Upon advancing to candidacy, NRST is waived for three consecutive years. These expenses are not covered by TA appointments and may or may not be covered by GSR appointments. It is important that international PhD students advance to candidacy in a timely manner, ideally by the end of their second year. IoES cannot guarantee NRST funding for international students who have not advanced to candidacy during their third year.

Summer Quarter Support

As with support during the academic year, summer support may come from a mix of TAships, GSR positions, fellowships, and grants. Students are allowed to work up to 100% time during the summer. IoES has a very limited number of TAships during summer sessions, though this may increase. Summer funding is limited, and students and their advisors are expected to apply for specific sources of summer funding on a regular basis. Summer funding is included in the first-year funding offer.

Roles & Responsibilities

Graduate student funding is a team effort that requires collaboration and timely communication among students, their advisors, and IoES program administration. Clarity with respect to roles and responsibilities is essential to ensure that everyone is working together to secure funding for IoES PhD students and to avoid problems.

IoES Program Responsibilities

The IoES has five main responsibilities.

1. Ensuring that all PhD students making satisfactory academic progress have sources of financial support that cover tuition, fees, and basic living expenses through salary and/or financial awards. This includes developing funding packages for each first-year PhD student that covers the first summer and then assisting students and advisors with securing funding for years 2–5, which may include summer support.
2. Communicating clearly and regularly with students and their advisors about funding, starting with the admissions process.
3. Allocating IoES TA positions to students during each academic year.
4. Informing students about outside funding opportunities, including resources that identify TA and GSR positions across campus, UCLA internal grants and awards, and outside fellowships and grants.
5. Working with the Division of Physical Sciences, UCLA administration, and the IoES Board of Advisors to advocate for ongoing and additional support for IoES graduate students.

Advisor Responsibilities

Doctoral advisors' financial relation to their advisees is structured in fundamentally different ways across the UCLA campus. While PhD candidates in the natural sciences and engineering are often funded through their advisors' research grants, PhD candidates in the humanities and social sciences are typically funded by departments through TAships rather than by GSRs in specific labs or research groups. Interdisciplinary units such as the IoES have to be mindful of this difference as they admit and mentor students in their doctoral programs. Against this background, PhD advisors have three main responsibilities with respect to funding:

1. Communicate regularly with their student about the student's annual funding and identify any funding gaps.
2. Contribute financial support for their student through their grants, departmental/campus funding allocations, or endowments if they have access to such funds, and to communicate their support capability clearly and in a timely manner to IoES program leadership and their advisee.

3. Collaborate with IoES program leadership to define options for filling any funding gaps, to the extent of their ability. This may include assistance in applying for GSR or TA positions across different departments or for funding opportunities outside UCLA.

Student Responsibilities

Students have four main responsibilities.

1. Seek and apply for outside funding to support their own research. Students have an incentive to do this early in the program, given that outside fellowships and grants can provide them with the opportunity to pursue their own research. This is particularly important for students who are in the process of advancing to candidacy and moving into the dissertation research and writing phases of their studies.
2. Seek and apply for TA and GSR positions in other departments across campus if IoES is unable to provide such positions.
3. Communicate clearly, and *in a timely manner*, with their advisor(s), program leadership, and the Graduate Programs Administrator about any outside funding they have secured and any unanticipated gaps in funding that they are facing.
4. Meet all deadlines and reply to surveys and email requests for information from the Graduate Programs Administrator.

Funding for Travel and Research Expenses

Graduate Division

Graduate students are entitled to $1,000 from the UCLA Division of Graduate Education during their academic career (UCLA Doctoral Student Travel Grants for Conferences, Professional Development and Off-Campus Research). These Doctoral Travel Grant Funds must be used first, before students apply for funding from the IoES: https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/

IoES Doctoral Travel and Research Grants

Each Ph.D. student may apply for up to $2,000 total in support for research, professional development, or conference travel during their career. The amount awarded may change depending on fiscal conditions. Travel funds are only available after Graduate Division doctoral travel funds have been used. The funds are not intended to provide income to students to help free up time to work on their dissertation or cover expenses related to longer-term professional development. The funds are not intended for projects or research that are unrelated to their dissertation research. Examples of expenses covered by these grants:

- Travel/mileage for primary data collection (per UCLA Travel guidelines)
- Travel to present at professional conferences or participate in training workshops
- Honoraria for study participants
- Secondary data, e.g., government administrative data
- Lab materials, archival material fees such as access to specialized libraries and their materials.
- Copyright

- Computer programs

Expenses not covered by this fund:

- Student's time or income
- Undergraduate research assistants
- Journal submission or publication fees

The process to apply for IoES conference travel funding is as follows:

- Student must obtain approval from the IoES at least 2 months in advance. Retroactive approvals are not allowed
- Student writes short memo (1-2 paragraphs) with:
    - o The name and a description of the conference,
    - o An description of the student's participation at the conference (e.g., paper, poster, attendee),
    - o internet links or pdf of the exact prices for each item of expense.
- Advisor(s) endorses the request
- Student sends request to the graduate program coordinator (Harrison) and PhD chair for approval
- After approval by program leadership, student fills out IoES Travel Reimbursement Form.

Note: IoES cannot process reimbursement until AFTER a trip/expense is completed. In some cases, IoES can pre-pay registration and purchase flight tickets for students to allow lower out-of-pocket expenses, meaning that last-minute requests will not be possible. *Reimbursement requests must be submitted within 30 days after the end of your travel*

Eligibility for Doctoral Travel and Research Grants

Eligibility requirements to apply for the IoES funds follow the UCLA Division of Graduate Professional Development and Off Campus Research criteria:

- Doctoral students may or may not be advanced to candidacy at the time of travel. The funding can be used to attend/present at a conference or professional event, or to conduct field work for the dissertation.
- Students must engage in the activity within seven years of entering the doctoral program. Students in their seventh doctoral year and beyond are not eligible for this funding.
- Students must consult with and obtain approval of their faculty mentor **before** submitting the reimbursement request(s).
- Students must not have any unresolved incompletes (I grades) on record at the time the travel is planned.
- Students must have been registered/enrolled and in full-time student status during the term in which the activity took place and for which reimbursement is being requested. For summer travel, the students must have met this requirement in the previous Spring quarter and register/enroll in the subsequent Fall. *In-absentia* registration is acceptable.
- Students on Filing Fee are not eligible for reimbursement of expenses incurred while on Filing Fee.
- Students cannot be reimbursed while on Filing Fee even if the travel expenses occurred prior to the Filing Fee status.

- Students cannot request reimbursement for expenses incurred during an approved leave of absence, while lapsed (unapproved leave), or after withdrawing from the university.
- Students must be in good academic standing and not subject to academic dismissal

Please keep in mind that IoES funding for graduate student travel and research expenses comes from discretionary funds. Funding availability is subject to current budget resources and the number of students applying each year.

Additional Funding Details

Getting Paid During the Year
- Fall quarter = October-November-December (with a few days in late September)
- Winter quarter = January-February-March
- Spring quarter = April-May-June
- Summer quarter = July-August-September

For example, a student who is a TA in Fall Quarter is paid for the three months of October, November, and December even though the quarter starts before October and finishes before the end of December. The UCLA fiscal year is July 1 – June 30 coinciding with summer, fall, winter, and spring quarters.

Salary vs. Fellowship
When a student is hired as a TA or a GSR, the student receives a salary. The student is paid for a percentage of their time, typically either 50% (20 hours a week, on average) or 25% (10 hours per week, on average). If a student is hired at 25% time or more, regular quarterly tuition and fees are covered. TAships do not include NRST. GSRs may or may not include NRST.

A fellowship from UCLA (e.g., Cota Robles) or IoES provides a financial award. The funds allow a student to devote themselves fully to their own research and coursework and they do not have to work as a TA or GSR. Regular tuition and fees are typically covered while on a fellowship, NRST may also be covered, depending on the type of fellowship. The minimum funding level for IoES graduate students will be set each fall quarter at the equivalent of the current GSR Salary Point 1 for a 50% appointment.

Being Employed More than 50% Time
Occasionally there is an opportunity or need for a student to be employed more than 50% time during the regular academic year. This opportunity is approved only for students who are making good progress and are within the normative time to ATC and normative time to degree attainment.

- The appointment must be approved by the student's faculty advisors and the program.
- For appointments from 50% to 64%, approval from the Director of the IoES and the Dean of Physical Sciences is required.
- For appointments between 65% to 75% time, an additional letter of justification from a faculty mentor/research advisor/P.I. and/or Chair is required.

- Students interested in an opportunity to be employed more than 50% time should contact the Graduate Program Administrator.

During Summer Quarter, students may be appointed up to 100% time with no approval required.

Filing Fee

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, and who do not want to register (and pay fees) for an academic quarter or summer session. Graduate students who meet the criteria below can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. 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 a full list of suspended and continued services, as well as eligibility and requirement, please visit:
https://grad.ucla.edu/academics/graduatestudy/filing-fee-application.

BruinBill

To manage your student account and to generate your fellowship stipend, loan, and other need- and merit-based aid payments, UCLA uses a readily accessible financial system known as BruinBill.

The University tracks all your billing — fees, tuition, Student Health Services (Ashe Center) charges, etc., and your UCLA aid payments, through your individual account. You can access your Bruin Bill on MyUCLA. Any aid funds, including TA and GSR fee remissions (not salary), fellowships, training grant payments, loans, and other awards, will automatically apply towards the payment of your fee and tuition bills first. If any funds remain, they will be issued to you as a credit refund through Bruin Direct. Check with Harrison Levy if you have questions about your statement, or tuition and fee payments. For more information about the system, visit www.sfs.finance.ucla.edu.

All Ashe Student Health Center charge questions should be directed to their billing office at (310) 206-0947.

Housing and Family Services

Apply for housing online and get more detailed information about graduate student and family housing at UCLA.

Single Graduate Student Housing

Weyburn Terrace is a brand new seven-building, 840-unit complex that contains studio apartments, two-bedroom/two-bath apartments, and two-bedroom/two-bath townhouses for single graduate students. New graduate/professional students as designated by their academic department are guaranteed a one-year contract with the option to renew for another year. One-year contracts for the remaining spaces are offered to new and current single graduate/professional students through a general lottery process on a space-available basis.

Family Housing

University Apartments offers housing designed especially to meet the needs of families, married students, graduate students, and students with same-sex domestic partners. Five complexes are in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is in Westwood Village. Eligibility varies according to the complex.

Child Care

UCLA Early Care and Education operates three centers providing childcare for children two months to five years old. Students may also reach out to local school districts (e.g., Los Angeles Unified School District, Culver City School District) to learn about available programs.

University Parents Nursery School

The University Parents Nursery School (UPNS) is a cooperative school for 2- to 5-year-old children of UCLA students, faculty, and staff. Parent participation is a requirement for membership in the school.

IoES and Other Resources

Conference Rooms

The IoES has three conference rooms available for reservation by emailing Blanche Berzamin, Harrison Levy or Royce Dieckman for reservation requests. There is a large and small conference room at the IoES in La Kretz 300, and one small room in Life Sciences (2316). Please note that rooms are subject to availability and in rare cases your reservation may need to be withdrawn. Please leave these rooms clean and orderly, turn out lights and be sure all doors are locked when you leave.