



Institute of the

Environment & Sustainability

Environmental Science and Engineering Doctoral Program

Student Program Manual 2026–2027

Institute of the Environment and Sustainability

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Table of Contents

Introduction	1
The Institute of the Environment and Sustainability	1
History of the ESE Program	2
IoES Graduate Program Leadership	2
Graduate Studies at UCLA	4
UCLA Standards and Procedures for Graduate Study	4
New Graduate Student Handbook & Orientation	Error! Bookmark not defined.
Graduate Student Resource Center	Error! Bookmark not defined.
Deadlines	5
Course Enrollment	9
Advising	9
Funding	9
Program Costs	9
ESE Program Support	10
The Work-Study Option	11
Fellowships	11
Graduate Student Loans	12
Travel and Conference Expenses	12
Miscellaneous Research Expenses	Error! Bookmark not defined.
Filing Fee	Error! Bookmark not defined.
BruinBill	Error! Bookmark not defined.
Housing and Family Services	14
Single Graduate Student Housing	14
Family Housing	15
Child Care	15
University Parents Nursery School	15
Course Requirements	15
Course Numeration at UCLA	15
Deadlines	15
Course Information	15
Core Courses	16
Seminars	16
Elective Courses	17
Credit for Prior Work	17
Course Scheduling	17
Online Course Scheduling Worksheet	18
Tips for Course Enrollment	18
Satisfactory/Unsatisfactory (S/U) Graded Courses	19
Doctoral Committee	19
Solutions Course	19
Written Qualifying Exam / Solutions Course Prospectus	19
Oral Qualifying Exam / Solutions Course Oral Presentation	20
Residency	21

Residency Objectives	21
Finding a Residency	21
Dissertation	24
Dissertation Objectives	24
Dissertation Prospectus Review	25
Assembling the Dissertation Prospectus	26
Preparation for the Prospectus	26
Scheduling the Prospectus Presentation	26
Presentation Format	27
Filing the Prospectus	29
Research Life Beyond the Prospectus	30
Dissertation Defense	30
Filing Fee	30
IoES and Other Resources	30
Conference Rooms	Error! Bookmark not defined.
Graduate Certificate	30
Alumni	31
Forms	31

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 more than 50 faculty and three graduate programs, with eight research centers and special initiatives to address everything from 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. Since 2010, IoES has reported to the Dean of the School of Physical Sciences in the College of Arts and Sciences at UCLA. In January 2025, Dr. Alex Hall was appointed the Director of IoES (a position similar to a departmental chair).

As of 2023, IoES has 45 Senate faculty members representing 15 departments around campus. 15 of these faculty have full or partial appointments within IoES. Faculty members who have full or partial appointments in the Institute are responsible for providing service to IoES including chairing academic programs and committees and reviewing their IoES peers. In addition to Senate faculty members, there are 38 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. The IoES also has 11 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. IoES relies on all its faculty, regardless of where their appointments are located, 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, law, policy, and the humanities to develop novel, 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 of its efforts and to advancing racial, economic, and environmental justice as a core part of its approach to environment and sustainability.

History of the ESE Program

Plans for the ESE Program were formulated by Willard Libby (Nobel Laureate in Chemistry) in 1970 and the Program was established in 1973 as a graduate Interdepartmental Degree Program (IDP) leading to the Doctorate of Environmental Engineering and Science (D.Env). It was heralded in the *Los Angeles Times* for producing "Doctors of Good Dirt," (March 21, 1977) who would serve as the expert "general practitioners" on the health of the Earth, able to address complex technical questions and move easily between technical fields as well as policy and economics. The program, and its internship — modeled on the "residency" of medical school — has graduated a uniquely trained set of doctoral-level alumni, whose focus has not been academia, but rather leadership within the ranks of environmental professionals in California and beyond.

In 1981, a special committee to the Graduate Council recommended the ESE Program be moved into the School of Public Health and the Chair of the ESE Program hold a tenure-track appointment in the School of Public Health. The ESE Program moved administratively into the School of Public Health in 1983, in the Division of Environmental and Occupational Health Sciences (later the Department of Environmental Health Sciences, its current home). Five faculty FTE, as well as administrative staff and equipment, were moved into SPH to support the ESE Program. In 1984, a new Director of ESE was hired in the School of Public Health, followed by 2 tenure-track faculty.

In 2010, the UCLA Academic Senate performed a residential review of the ESE Program that recommended the interdepartmental program be moved to the IoES. The program was formally moved to the IoES in July 2012. Because the IoES is a Center for Interdisciplinary Instruction (CII), when the ESE Program moved it ceased to be an interdepartmental degree and became a graduate degree program of the IoES.

Since 1973, more than 255 ESE graduates have gone on to take senior leadership positions at places such as Patagonia, Surfrider Foundation, Environmental Protection Agency, Walt Disney Company, Army Corps of Engineers, and AECOM.

IoES Graduate Program Leadership

In 2020, at the direction of IoES Director Marilyn Raphael, the IoES established a new leadership team for its Graduate Programs and a Graduate Executive Committee (GEC), as a IoES Standing Committee that consists of the Chairs of IoES's two graduate programs (Ph.D.

and ESE programs), the Chair of Admissions, the Graduate Adviser, the IoES Associate Director, the Graduate Programs Coordinator, and the IoES Director *ex officio*.

The GEC works oversees the IoES graduate programs as a whole, and works to provide synergies between the two programs. The GEC meets on a regular basis to deal with graduate program matters as they arise, discussing solutions and making recommendations to the Director and faculty for discussion and approval.



Alex Hall

IoES Director

<https://www.ioes.ucla.edu/person/alex-hall/>



Deepak Rajagopal

Environmental Science and Engineering Program Co-Chair

<https://www.ioes.ucla.edu/person/deepak-rajagopal/>



Travis Longcore

Environmental Science and Engineering Program Co-Chair

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Cully Nordby

IoES Associate Director

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Harrison Levy

Graduate Programs Coordinator

<https://www.ioes.ucla.edu/person/harrison-levy/>



Royce Dieckmann

Student Affairs Officer

<https://www.ioes.ucla.edu/person/royce-dieckmann/>



Blanche Berzamin

Chief Administrative Officer

<https://www.ioes.ucla.edu/person/blanche-berzamin/>

Programmatic guidance for the ESE Program is provided by the IoES ESE Faculty Advisory Committee (FAC), which has representatives from eight departments in five different schools as well as a student representative.

Faculty Advisory Committee Membership

Richard Ambrose – Research Professor, Environmental Health Sciences

Magali Delmas – Professor, Institute of the Environment and Sustainability

Thomas Gillespie (Co-Chair) – Professor, Geography

Travis Longcore (Co-Chair) – Adjunct Professor, Institute of the Environment and Sustainability

Timothy Malloy – Professor, School of Law

Sanjay Mohanty – Assistant Professor, Civil and Environmental Engineering

Deepak Rajagopal – Associate Professor, Institute of the Environment and Sustainability

Michael Stenstrom – Distinguished Professor, Civil and Environmental Engineering

Mel Suffet – Distinguished Professor, Environmental Health Sciences

Yifang Zhu – Professor, Environmental Health Sciences

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 Standards and Procedures for Graduate Study

Provides detailed information and sets forth general policies, many of which derive from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's 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>.

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/EEEEEO 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/spfqs.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>

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 you 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. Those students who have advanced to candidacy should enroll in your advisor's 599 section, which is for "Dissertation Research". To find your 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 your home department, and then scroll down to find your 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 (e.g., TAs, GSRs). 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.

Advising

Upon entry to the program, all students are assigned a faculty adviser chosen to reflect the students' expressed area of interest. Students are expected to meet with their adviser frequently regarding their academic program and degree progress. The program chair(s) (Travis Longcore, Thomas Gillespie), the Graduate Advisor and the Graduate Program Administrator (Harrison Levy) provide assistance with policy and procedure and, when necessary, act to resolve any conflicts that arise. Student can also consult with the Faculty Graduate Mentor on issues related to the ESE program.

Funding

Program Costs

Students in the ESE Program pay regular UCLA tuition, student fees as well as Professional Doctorate Supplemental Tuition (PDST), often called the Professional Fee. Students who have health insurance from an outside source do not have to pay the additional Student Health Insurance Plan (SHIP) fee. Non-residents pay the Non-Resident Supplemental Tuition (NRST). A full breakdown of these costs is available at <https://sa.ucla.edu/RO/Fees/Public/public-fees>.

Domestic students (US citizens and permanent residents) coming from outside of California are considered non-residents for the first year, but may apply for California residency starting in the second academic year (see <http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements/Classification-as-a-Resident>). International students cannot apply for California residency but beginning with the first academic term following advancement to doctoral candidacy, the Non-Resident Supplemental Tuition (NRST) is waived for three consecutive years including nonregistered time periods.

ESE students are eligible for in-absentia registration for six quarters following advancement to candidacy. Rare exceptions are considered for additional quarters at the discretion of an Associate Dean or the Dean of the Graduate Division. Students holding in-absentia registration status pay 15% of the resident UCLA tuition and student service fees, the Student Health Insurance Plan fee, and the Professional Doctorate Supplemental Tuition (PDST), but no other campus-based fees. Details of how to apply for in-absentia registration are found at <https://grad.ucla.edu/academics/graduate-study/in-absentia-registration-petition-for-graduate-students/>.

ESE Program Support

The goal of the ESE Program is to provide full financial support for all first-year students so they do not have to work or take on student loans. Second year students may receive some support depending on the situation. Financial aid offers to admitted students are described in detail at the time the offer of admission is made. Sources of support during the first year are usually known in advance, but support during the second year depends on external funds available to support ESE Solutions Course research projects. To receive IoES financial support, ESE students may not engage in any employment during this time. However, students may work during their first year if they choose to forgo financial aid (See work study option below).

The standard financial aid package for first- and second-year students consists of a financial award and coverage of all tuition and fees. In the second year the financial award may be replaced by a Graduate Student Researcher salary at approximately the same level. This support extends from the beginning of the Fall quarter in the first year, through the summer after the first year, and through the Spring quarter of the second year. In some cases, if sufficient support is available, the second year's support may be extended through the following summer.

ESE during their off campus residency do not receive any financial support from the ESE Program and are responsible for paying all tuition and fees. Exceptions to this policy may be made on a case-by-case basis. Holders of the Cota Robles Graduate Fellowship may receive ESE Program support during their first year as ESE residents, normally the third year in the program.

Financial award/salary amounts. The annual financial award amount is for 12 months, including summer. During a student's first year in the program, which starts in the Fall, students receive less because this first year is 9 months (October–June), not 12 months. Year 2 funding starts in the summer after the first year and is 12 months (July–June) for the full annual amount.

Salary vs. Financial award. When you TA, you receive a salary. That means you are being paid for a percentage of your time, either 50% (20 hours a week) or 25% (10 hours per week), on average. If you TA at 25% or more, your tuition and fees are covered. Graduate Student Researcher (GSR) positions are also paid as salary in this way. Graduate Student Researcher (GSR) positions assist faculty with scholarly research under the direction and supervision of a faculty member. A fellowship, on the other hand, gives you a financial award that is applied for and granted by the University. It is not internal to the IoES. The funds allow you to live (pay rent, buy food) so you can devote yourself fully to research and coursework.

Salary/Financial award and Taxes. **Financial awards are not taxed by UCLA, therefore, you should always consult a tax advisor for information on the taxability of payments received.** UCLA Personnel are prohibited from giving individual income tax advice on personal income tax issues. Please visit this page for more information:

<https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/u-s-citizens-residents/>.

Tax Preparation Assistance. VITA at UCLA is a Volunteer Income Tax Assistance Program that assists UCLA staff and students as well as anyone in nearby communities prepare their tax returns. please visit this site for more information: <https://www.finance.ucla.edu/tax-records/tax-services/tax-preparation-assistance>.

The Work-Study Option

In some cases ESE students may wish to continue to be employed while they pursue the D.Env degree. Usually this means that they will not be able to complete the required courses and the second year Solutions Course within the normal two-year period. Historically, students choosing the work-study option usually complete the requirements in two and a half or three years.

Whether or not a student wishes to follow the work-study pathway is not a factor in the admissions process, and the financial aid offered to admitted students describes this pathway as an acceptable alternative. However, admitted students will be urged to decide which pathway they wish to follow at the time they accept the offer of admission to the ESE Program.

The ESE Program financial aid offered to students who follow the work-study pathway typically consists of all tuition and fees, but without any financial award payments, however, the details of this offer are determined by the ESE Program Chair on a case-by-case basis. Financial support from the ESE Program after the first year can be modified to reflect progress in satisfying program requirements.

Fellowships

ESE students often hold fellowships that become a part of their financial aid package. Generally, before an ESE student advances to candidacy, such fellowship support is used to replace ESE Program support, although this may not be the case for relatively small levels of fellowship support. Because they receive no support from the program, ESE Residents keep all funds provided by fellowships they receive.

Fellowships available to entering ESE students are described here:

<https://grad.ucla.edu/funding/financial-aid/funding-for-entering-students/fellowships-grants/>.

Applicants to the ESE Program can indicate on their application material which fellowships for which they wish to be considered. Students must inform the Graduate Programs Coordinator of all fellowships to which they have applied. In some cases, admitted students may be competing with continuing ESE students for specific fellowships.

Fellowships available to continuing ESE students, including ESE residents, are described here: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>. Students should stay informed of deadlines and procedures for fellowship applications, with deadlines usually in the Winter quarter. Each student is responsible for initiating applications for fellowships for which

they wish to be considered. Students must inform the Graduate Programs Coordinator of all fellowships to which they have applied.

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/#/>

Graduate Student Loans

Although the ESE Program attempts to provide a full support financial aid package the first two years, some students find they need to take on student loans to meet unforeseen expenses. Information about student loans for graduate students can be found at <https://grad.ucla.edu/funding/financial-aid/>.

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:
 - The name and a description of the conference,
 - An description of the student's participation at the conference (e.g., paper, poster, attendee),
 - 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.

Bruin Financial Aid (BFA)

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

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 BFA 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. Check with the Graduate Program Administrator if you have questions about your statement, or tuition and fee payments. For more information about the system, visit <https://financialaid.ucla.edu/bruin-financial-aid>.

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 located in the Palms-Mar Vista area, approximately five miles from UCLA, and one complex is located in Westwood Village. Eligibility varies according to the complex.

Child Care

UCLA Early Care and Education provides care and education for children and an essential service to families by focusing on research and quality. UCLA Early Care and Education operates three centers providing child care for children two months to five years old. More information can be found at <https://ece.ucla.edu/>.

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. More information can be found at <http://www.upns.info/>.

Course Requirements

Course requirements consist of core courses, elective courses, environment and sustainability skill seminars, environmental science and engineering seminars, and Solutions Course research.

Course Numeration at UCLA

- **100s** – Upper division undergraduate level courses
- **200s** – Graduate level courses
- **ENV 290/297** – Graduate seminars
- **ENV 297** – Graduate special topics seminar
- **ENV 400** is graduate research for students who have not yet advanced to candidacy. Students enroll in the section assigned to their research advisor. Enroll in this course while working on the Solutions Course project
- **ENV 599** is PhD Dissertation Research and Writing, for students who have advanced to candidacy.

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 Information

See <http://registrar.ucla.edu/Academics/Course-Descriptions> for descriptions of all courses and <https://sa.ucla.edu/ro/public/soc> to access the list of courses to be offered during the next year, including the schedule for lectures and discussion sections for all courses offered. General information about enrolling is found at <https://sa.ucla.edu/ro/public/soc>. All enrollment is done through the MyUCLA portal (www.my.ucla.edu). Before enrolling you must set up your Bruin OnLine (BOL) UCLA student account (<https://accounts.iam.ucla.edu/#/>).

Core Courses

Thirteen courses from four categories are required. All core courses must be taken for a letter grade.

Environmental Science (three courses). Courses that describe the characteristics of terrestrial, air, and water environments; the biota; the geological, biological, chemical, hydrological, and atmospheric processes of the environment; and the interrelationships between these compartments. Required courses: Environmental Health Sciences C240 or other toxicology course; C225 or C264 or other transport and fate elective; and one environmental science elective course.

Environmental Engineering (three courses). Courses in engineering, mathematics, and the applied physical and life sciences covering topics such as modeling of environmental systems, fate and effects of environmental contaminants, design and evaluation of pollution control systems, plus courses that describe the tools and methods needed to address environmental problems, such as field and laboratory analytical methods, statistics, computer science, and advanced applied mathematics. Required courses: Civil and Environmental Engineering 153 (may be replaced with engineering elective if equivalent previously taken), and two engineering elective courses.

Environmental Management, Law, and Economics (three courses). Courses that relate to the social and institutional factors relevant to environmental problem solving such as the development and implementation of regulations, dynamics of public participation, and socioeconomic analysis of current and historical trends in environmental and energy policy. Required courses: 1) Environment 134 or Environment 160 or Public Policy C115/CM250 or Management 246, 2) Urban Planning M264A/B (same as Law 290) or Environment 205A/B/C, and 3) one environmental management elective course.

Analytical Tools and Methods (two courses). Courses that introduce students to the tools and methods required for interdisciplinary research such as probability and statistics, decision analysis, life cycle assessment, geographical information systems (GIS), numerical analysis and experiment and survey design. Required courses: one statistics elective course, one big data course, one environmental monitoring course, and one additional analytical tool or method elective course.

Past ESE students have commonly chosen these example courses: Biostats 100A/B, 110A, CEE 103, 110, EEB C219, ENV 297A, Geog 299A/B/C/D/E/F, Management 217A, Public Policy 203, Stats 100A/B, 101A, Urban Planning M206A/B.

Seminars

Environment and Sustainability Seminar. Courses that develop written and oral presentation skills. Students will take two courses, consisting of Environment 290 twice, or Environment 290 and another approved course that emphasizes scientific and technical writing

Environmental Science and Engineering Seminar. While completing core and elective requirements, full-time students must attend the equivalent of two quarters of weekly seminars in the general area of environmental science and engineering, either by enrolling in seminar courses or by attending 16 departmental seminars each year.

Elective Courses

Three courses selected to provide depth in one area for students whose previous degrees emphasized disciplinary breadth or to provide additional courses in an area related to a student's goals within environmental science and engineering. Elective courses are selected in consultation with the student's academic adviser and must be approved by the program chair. All elective courses must be taken for a letter grade.

Solutions Course. The Solutions Course, Environment 400, constitutes intensive multidisciplinary applied research directed toward the solution of a current environmental problem. Students are required to quantify and measure necessary parameters, perform critical evaluations, edit and process technical and socioeconomic information, meet deadlines, and communicate through a final report to the competent lay person as well as to the technical specialist. Sometimes two or three faculty from different academic disciplines oversee a team of student researchers. The student's individual faculty advisor will assist the student in identifying a solutions course project. Upon selecting a solutions course project, the student will nominate a Doctoral Committee. The Doctoral Committee will oversee the student's progress in the solutions course project.

Before proceeding to the solutions course, students must have completed eight of the required core courses, successfully passed all core and elective courses taken (B- grade or better) and maintained a cumulative grade-point average of 3.0 for all classes taken after entering the Environmental Science and Engineering Program. A total of 24 quarter units of Environment 400 (eight units per quarter) must be completed during the three quarters prior to advancement to candidacy. Enrollment in more than one solutions course per quarter is not allowed. No more than eight units of other course work may be taken when enrolled in a solutions course.

Normally, solutions course credit is only earned from courses offered through the Environmental Science and Engineering Program. However, students may petition the faculty for permission to earn solutions course credit through multidisciplinary environmental projects offered in other departments at UCLA.

Credit for Prior Work

Entering environmental science and engineering students may already have completed some of the required course work in their undergraduate and graduate work. Three of the 13 core courses can be waived based on prior course work. Any other course requirement satisfied by previous work must be replaced with an elective in any field of environmental science and engineering that is pertinent to the goals of the student. Thus, a minimum of 13 core and elective courses must be completed after admission to the program. A minimum of 10 core and elective courses must be taken at UCLA or another University of California campus. You can waive any course requirement except the electives, which must be taken at UCLA. Please send the course information and syllabus to Harrison and the program chair(s) for evaluation and approval.

Course Scheduling

We recommend students take a heavy course load during the first year because the second-year solutions course, including writing and oral presentations, is typically very time intensive.

One option is to take three or four courses in a quarter during their first year and thereby complete 9 or more courses in the first year. An alternative schedule for students who identify a Solutions Course soon after they start the first year is to work on the Solutions Course over two years and to spread the courses more evenly over two years.

Some courses that students in the past have completed during the first year are: ENV 200B, CEE 153, ENV M134, EHS 225, EHS 240, EHS 264, and ENV 140. If you feel confident of your ability to take engineering courses, CEE 155 is an elective that can be taken in the first year. The remaining courses in the first year can be the engineering elective, the methods electives, or the free electives.

Online Course Scheduling Worksheet

The Program administrator will provide an online course scheduling worksheet which may be helpful in planning out the required components of the program.

Tips for Course Enrollment

Although enrollment for the Fall starts in June, it is very usual for graduate students to continue to enroll in courses well into the summer because graduate courses rarely fill up. However, it may be a good idea to try to enroll as soon as possible in any undergraduate courses you want to take. For some courses it will be necessary to obtain a Permission to Enroll (PTE) number from the instructor. You should email the instructor of any course for which you need a PTE number. It may be helpful to explain that you are a doctoral student in an interdisciplinary program, and to describe why you want to take their course. In the past it has also been helpful to cc the chair(s) of the ESE in the email. In the past, CEE 153, CEE 155, and ENV M134 have made space for ESE students even if the class is technically full. Contact Royce Dieckmann ASAP at rdieckmann@ioes.ucla.edu if you would like to enroll in an undergraduate course offered by the IoES.

ENV 200B, Issues and Methods in Environment and Sustainability: this class will not fill up.

CEE 153 – Intro to Environmental Engineering: you should enroll into one of the discussion sessions. Students can attend any discussion session regardless of the session they are enrolled in. CEE provides a PTE number during or just before the first week of class, as written on the syllabus. CEE has enough seats to ensure all students enroll. Were it to become full, the class size can be increased to accommodate the student on waiting list.

Elective Courses: The ESE program administrator maintains a list of elective subjects that students have taken in the past: <https://ucla.box.com/s/pmyt815lfr4ev01gf69jws6xsw34rymo>. Courses on this list are suggestions only and there are many other courses you should consider. Note also that courses on the list may not be offered this year. There may also be new courses not listed that you would like to take – do your research.

Law Courses: If you would like to take additional Law courses, ESE students should contact the course instructor first to get permission to enroll. Then contact the UCLA Law Records Office (records@law.ucla.edu) to receive a PTE number to officially enroll. Verification of professor approval via email is acceptable to the UCLA Law Records Office.

Note that the law school operates on a semester system, which may create scheduling issues.

Satisfactory/Unsatisfactory (S/U) Graded Courses

Courses taken on an S/U basis outside the major, and 500-series courses within the major, may be applied toward the degree and/or academic residency requirements if approved by the program.

Doctoral Committee

The Doctoral Committee must have a minimum of four members. Two of the four committee members must be Associate or Full Professors at UCLA. At least three of the committee members must be affiliated with the IoES, including the committee Chair or one of the Co-Chairs, must have an appointment in the Institute of the Environment and Sustainability (IoES). You can find out more about IoES faculty members at <https://www.ioes.ucla.edu/people/faculty/>. The fourth committee member may be any faculty member at UCLA or another university. By petition, non-faculty professionals may serve as additional members (beyond the four required). Note that most adjunct faculty members are considered additional members. This step should be completed very early in the Summer.

Solutions Course

It is the responsibility of the student to find a faculty member to support their Solutions Course project. The course runs approximately 12-months running from July of the first year through June of the second year. The objective is to undertake novel research that generates a peer-reviewed publication, but that is not an absolute requirement. During this time, you will enroll in 8 units of ENV 400 each quarter - S/U grading. Look for a faculty member's research that interests you; it will not have to be the same as the dissertation topic, but it might be helpful if it is a related subject. You will need to contact the faculty member to enlist them to serve as advisor. You are encouraged to begin meeting with faculty and discussing possible topics as soon as you enter the program.

The faculty mentor may support your Solution Course through a Graduate Researcher appointment, a Teaching Assistant appointment, or through other funds transferred to the IoES which can be used to pay your tuition and/or financial award.

Please keep the Chair(s) and Harrison Levy informed about your search for a Solutions Course so we can enlist the resources of the ESE Program and the IoES to help.

Written Qualifying Exam / Solutions Course Prospectus

The Written Qualifying Exam will consist of a Solutions Course prospectus that will be reviewed by the student's Doctoral Committee. This comes at the start of the Solutions Course, and also serves to guide the year-long course research. The following are the procedures for the Written Qualifying Exam:

1. Identify Solutions Course Advisor(s) and a Solutions Course topic. It is best if this takes place before the end of the Spring quarter of the student's first year.

2. In consultation with Solutions Course Advisor(s), identify members of the Doctoral Committee.
3. Prepare a prospectus describing the Solutions Course research. The required sections of a prospectus are:
 - a. Introduction and background, including a review of relevant literature. This section should be in text form with appropriate citations.
 - b. An outline version of the proposed research
 - i. Statement of the research question or hypothesis
 - ii. Description of the research plan, including methods
 - iii. Description of any work already completed
 - iv. Schedule for completion of the research

The student should consult with the Solutions Course Advisor(s) to develop the research plan and the Solutions Course Advisor(s) may provide assistance and suggestions in the preparation of the prospectus, but the document should primarily be led by the student.

4. Submit the completed prospectus to the Doctoral Committee. The deadline for this submittal is August 1 during the summer before the course is taken, but this can be adjusted in individual cases. The Doctoral Committee will be asked to provide by the beginning of the Fall quarter a pass/no pass for the prospectus in addition to any suggestions committee members may have regarding the proposed research or, in the case of a no pass decision, suggestions for improvement of the prospectus. If the decision is a no pass, the exam may be repeated once; the student will have a month to submit a revised prospectus to the committee. It is not necessary to meet with the committee before the prospectus is submitted or to present the completed prospectus orally. However, students are encouraged to discuss their Solutions Course work with committee members at any time and may organize a committee meeting at any time if the committee members agree to meet.

Oral Qualifying Exam / Solutions Course Oral Presentation

The Oral Qualifying Exam consists of an oral presentation by the student with questions from the Doctoral Committee. The exam should normally be taken before the end of the Spring quarter of the second year, but may be earlier or, if circumstances warrant, later. The presentation is based on the Solutions Course and normally 30–45 minutes in length, with the total meeting time being about 1½–2 hours. Committee members ask questions on the Solutions Course research or any other relevant subject. The oral examination may be repeated once.

Upon successful completion of the oral and written examinations, the student is advanced to candidacy.

Residency

Residency Objectives

Candidates for the D.Env. degree are required to conduct a residency in a faculty-approved institution (private industry, governmental agency, conservation group, national laboratory, etc.) working on environmental or natural resource problems of contemporary significance. The purposes of the residency are two-fold: (1) to give the candidate practical experience under the supervision of knowledgeable environmental professionals; and (2) to provide the opportunity for the candidate to develop a dissertation on a subject chosen from the residency experience. The institution that accepts the candidate must agree in advance to these purposes and be willing to cooperate with UCLA in providing appropriate guidance and resources to the resident.

The residency may begin after the student has completed all required coursework, including the Solutions Course, successfully passed the written examination and the oral candidacy examination, and completed any other requirements stipulated by the University for advancing to candidacy for the D.Env. degree.

Finding a Residency

It is the responsibility of the candidate to locate an appropriate institution in which to serve the residency. The ESE Program Director will provide guidance about the suitability of host institutions and mentors. UCLA faculty and ESE Alumni will also assist in this process, but often the candidate has specific requirements related to the type of institution, the salary level required and preferred location. For these and other reasons it is preferable for the candidate to negotiate directly with the institution, with UCLA faculty assisting in whatever ways are appropriate. It is essential, however, that the ESE Program Director and the Chair of the candidate's Doctoral Committee be kept informed of the negotiation process so that an appropriate institution or position will be chosen by the candidate.

Approval of the residency institution and position by the Doctoral Committee Chair and ESE Program Director is required. The Residency Approval Form signifying acceptance of the terms of the residency by all parties should be filed prior to the beginning of the residency. The Chair and Director are under no obligation to approve an institution and position even if the candidate has already accepted a position there. In some instances, it may be that the student has already begun employment at the institution before these documents are filed. However, in such instances, as noted above, the Doctoral Committee Chair and ESE Director are under no obligation to accept an institution to which the student may have already made a commitment.

Residencies are for a period of 18 to 36 months, with no commitment required on the part of the institution or the student for employment or services beyond that period. Students are encouraged not to accept residency appointments which are likely to be of shorter duration than 18 months. One-year appointments will be approved if there is evidence that the residency will be extremely rewarding or if other factors are compelling. However, in this case, or in the case where a residency is terminated before 18 months, the student may be required to spend additional time at a second institution where the theme of the residency can be continued.

The participating institution should provide a single individual of appropriate qualifications as the responsible party to represent the institution in the residency agreement. This person should be

above the level of immediate supervisor in most cases, i.e., a division head or institutional executive, although there must be some flexibility in the administration of this rule to take into account the local situation.

Residents are required to enroll at UCLA for eight units of ENV 599 each quarter to remain in good standing with the University. Failure to enroll is tantamount to withdrawing from the ESE Program and may necessitate an application for readmittance. This, in turn, will require payment of a readmission fee and could result in the need for additional course work. If there is a delay in beginning the residency, or if the residency is interrupted, the student is required to file a Leave of Absence Request Form for each quarter not registered. A Leave of Absence request will not be approved simply because a student does not wish to pay University fees.

An informative "Quarterly Report" must be submitted to the Chair of the Doctoral Committee, with a copy to the Resident Coordinator, by the tenth week of each quarter as tangible evidence of progress toward completion of the degree to receive a "Satisfactory" grade. The quarterly reports are to be short narrative accounts of the activities of the resident, types of problems being addressed, and other subjects of interest, consistent with policies of the institution on confidentiality and reporting. The quarterly reports are treated as works-in-progress and should not be circulated outside of the ESE Program. The Quarterly Report is a minimum requirement, and the actual grade assigned is subject to an evaluation of the resident's progress by the Chair of the Doctoral Committee. A series of "Unsatisfactory" grades may lead to a recommendation that the student be dropped from the program.

The residency should be carefully monitored by the Doctoral Committee. Arrangements should be made for periodic conferences between the student's Doctoral Committee Chair (and other members, if possible) and institutional representatives. The Chair of the Doctoral Committee is responsible for detailed knowledge of the student's problem area and progress. The student is responsible for submitting Quarterly Reports to the Chair of the Doctoral Committee, with a copy to the Resident Coordinator, and other regular communication on the progress of the dissertation research.

Ideally the resident should work in a single environmental problem area and should not be shifted to a variety of unconnected projects during the residency period. It is recognized that reassignment of the resident to a new problem area during the residency may become necessary, but the work experience should not be unduly fragmented. In the case where several project assignments are necessary, it will be the responsibility of the resident to develop a dissertation that will expand on one theme and be acceptable by the criteria of item 12 below.

It is recognized that some residents may work on confidential subjects that cannot be revealed in the dissertation. Nevertheless, the resident will be required to produce a dissertation, perhaps based in part on independent research, meeting the qualifications stated in the following paragraphs. To avoid breaches of confidentiality, the resident should share the draft of the dissertation with the institutional supervisor. The Chair of the Doctoral Committee should assume the responsibility for ensuring that the rights of the resident and the University are protected in this connection.

The resident must be given the opportunity to grasp the significance of his/her own efforts to the underlying environmental problem. In general, this means the resident must have access to

information on the broader aspects of the problem, including such matters as its history, previous research and techniques, future directions, and possible social, economic, and political impacts when relevant.

The residency must result in a written dissertation. The dissertation must be a scholarly treatment of the problem area in which the resident has worked and not a description of the totality of the experience. The dissertation should show evidence of originality and critical thought such that all or parts of it merit consideration for publication in peer-reviewed media. Technical reports, compiled on the job, are not acceptable as a dissertation.

To assist the Doctoral Committee in the guidance of the resident, a dissertation prospectus should be submitted by the student to the Doctoral Committee within nine months of starting the residency (preferably sooner). The prospectus should identify the theme of the dissertation, the context of the theme within the resident's responsibilities at the participating institution, and the general outline of the dissertation. The candidate must present and defend the prospectus before the Doctoral Committee at UCLA. The Doctoral Committee must approve the dissertation prospectus for the student to be able to continue working on the dissertation.

The dissertation must be approved by the Doctoral Committee. It is expected that the Chair of the Doctoral Committee will have approved the final draft of the dissertation before it is submitted to the other committee members. The dissertation draft should be submitted to the Doctoral Committee four weeks prior to the scheduled date of the final oral examination.

To be eligible to use the Doctoral Filing Fee in lieu of regular registration for the quarter in which the dissertation is filed, all formal requirements for the degree except for taking the final oral examination and filing the dissertation must be met before the first day of instruction of the quarter. A complete draft of the dissertation must be in the hands of the Chair of the Doctoral Committee before the beginning of the quarter in which the student anticipates filing the dissertation. Applications for the Doctoral Filing Fee must be approved by the Chair of the Doctoral Committee and the Director of the ESE Program.

The dissertation will be deposited in the University Library and will be available for public inspection under the same regulations as other doctoral dissertations.

The residency requirement, including dissertation, should normally be completed within three years after advancement to candidacy. Extension of the residency period beyond the normal term must be petitioned in advance by the student and will require the approval of the ESE Faculty. Only compelling reasons for extending the term will be considered. Students failing to complete the D.Env. within five years following completion of candidacy requirements will be advised to drop out of the Program and to reapply when they are prepared to devote more time to their dissertation.

The residency at a participating institution may be terminated, after consultation between the responsible UCLA faculty members and representatives of the institution, for student non-performance, failure of the participating institution to provide a satisfactory educational experience or overriding institutional considerations.

Dissertation

Dissertation Objectives

The UCLA Graduate Council has accepted guidelines for the D.Env. degree that specify that the dissertation must be "...a scholarly treatment of the problem area in which the resident has worked, but not a description of the totality of the experience. It should show evidence of originality and critical thought such that all or parts of it merit consideration for publication in peer reviewed media."

This policy means that the dissertation should be a critical analysis of some subject in the broad domain of environmental science and engineering that was a part of the resident's duties. The dissertation must go beyond a description of the problem area. Neither reviews of the current state of a subject nor a chronology of the residency experience are acceptable. On the other hand, the dissertation for the D.Env. will, in general, not be a specialized or in-depth analysis of a subject such as one expects from Ph.D. candidates in related areas. The D.Env. is a more applied degree than the Ph.D., and the dissertation should reflect this orientation. It should generally deal with policy implications of the subject. For some dissertations, "policy implications" may mean the research addresses real world policy problems for which a scientific answer is needed. For other dissertations, "policy implications" may involve the policy analysis of agency regulations, the origins of policies, and comparisons of policy alternatives. While all dissertations should have some sort of policy application, dissertations with one or more chapters devoted to policy analysis should generally be undertaken only by ESE students with substantial advanced coursework in policy analysis.

Every ESE student will work with that student's committee chair (an ESE core or affiliated faculty member) to develop a prospectus that draws on data and experience from the residency, contributes to a scholarly body of knowledge, and for which the resident is academically and technically suited. Specifically, the prospectus should demonstrate that:

- a. The candidate has the expertise to analyze the major issues of the chosen subject.
- b. The subject of the dissertation is a matter of importance. The dissertation should address issues of contemporary or future significance to environmental and public health protection.
- c. The dissertation is a critical analysis of the chosen subject. The candidate must analyze the major issues in a thorough and comprehensive manner.
- d. The analysis of the subject goes beyond the time and place of the residency. The student must develop analyses that are generalized sufficiently so that the analytical results will apply to situations other than those encountered in the residency.
- e. The dissertation is an intellectual product of the candidate.
- f. The dissertation, in whole or in part, is of a caliber that would be acceptable for publication in a peer reviewed journal.

Finding an appropriate dissertation topic may be the most difficult task an ESE student faces along the road to getting the D.Env. Some students are tempted to think of the dissertation as

the defining work of their research life. These students often overreach in choosing a dissertation topic, choosing a suite of research questions that are so broad that they cannot possibly be completed in the time allotted for an ESE dissertation. A better approach is to choose a dissertation topic that represents one or more well-defined research questions. Are there one or two related research questions that are critical to informing, implementing, or reforming an environmental policy action? A prospectus designed to answer such questions carefully and with a scholarly approach often becomes the foundation for an excellent dissertation.

Dissertation Prospectus Review

Not later than nine months after advancement to candidacy and the beginning of the residency, the student should present a written prospectus for the dissertation, including an outline, and present it before the Doctoral Committee. Examples of appropriate prospectuses are available from the Program faculty. The dissertation prospectus has the same objectives as the solutions course prospectus:

- To get you started in planning your research.
- To inform your Doctoral Committee about your plans for your research and to get their agreement that your plans are well formed, and that your approach and methods are likely to lead to the results you are seeking.
- To receive feedback from your Doctoral Committee about ways to improve your plans for dissertation research. This feedback is the most important objective of the dissertation prospectus.

The dissertation prospectus should be substantially longer than the Solutions Course prospectus, usually 15–20 pages in length. The prospectus should contain the following:

- A review of literature pertinent to the proposed topic.
- A definition of the dissertation question(s), including a brief discussion of:
 - how existing studies fail to answer this question, and
 - how this topic is important to society.
- A plan of research to address your question, including as much detail as possible about methods to be used.
- A discussion of preliminary results (if applicable).
- A schedule for future work.

Note that there is no prescribed detailed format for the prospectus. The format may vary depending on whether the planned dissertation will be a relatively unified document, or whether it will be a series of papers to be submitted for publication, each of which describes research that has a particular topic. The main objective for the prospectus is that it informs the Doctoral Committee about the need for the research, the problem to be addressed, and the details of the plan for research itself.

Assembling the Dissertation Prospectus

The resident should submit a dissertation prospectus for approval by the Doctoral Committee within nine months of starting the residency. The prospectus needs to identify the theme of the dissertation, the context of the theme within the resident's responsibilities at the participating institution, and the general outline of the dissertation. The prospectus is a document designed to convince the resident's dissertation committee that the student is on a realistic path to successfully completing the dissertation. The prospectus needs to show that the research questions and topic are of scholarly interest and important for policy. The prospectus also must show that the data needed to answer the proposed research questions exist or can be collected in a way that meets general standards of scientific rigor.

The prospectus is a preview of usually three major, related papers. The prospectus is a dissertation proposal. As such, it is not necessary for every chapter of the dissertation to be completely developed. Instead, the resident usually provides an introductory chapter that outlines the importance of the proposed work. A second chapter provides a well-developed, but not necessarily completed, first research or review paper. The third and fourth chapters provide proposed research papers each with a good conceptual development of the research question, and possibly an example of the data that will be collected to address the research question.

The candidate must return to UCLA to present the prospectus before the Doctoral Committee.

The purposes of these guidelines are to suggest certain procedures for the preparation and presentation of the prospectus and to provide a format for the document. Doctoral Committees are free to adopt other guidelines, provided they adhere to the requirements as quoted above.

Preparation for the Prospectus

The resident should prepare the prospectus in consultation with the Doctoral Committee Chair and the supervisor at the participating institution. Presumably this consultation will be an extended one, preferably beginning with a conference between the committee Chair and the supervisor at the start of the residency, in which the purpose of the residency and the dissertation are discussed. The consultation should continue with periodic discussions between the chair and the supervisor and between each and the resident. The resident should consult closely with the Doctoral Committee Chair during the development of the prospectus to give the resident the benefit of the chair's advice on its content and organization. The resident is also advised to share an early draft of the prospectus with her/his supervisor. After reviewing the initial draft(s), the Chair and resident can determine an appropriate date for the prospectus presentation. After approval of the final version of the prospectus by the committee Chair, the prospectus should be presented to the Doctoral Committee at least one week before the scheduled meeting. The resident is responsible for getting the prospectus to all committee members.

Scheduling the Prospectus Presentation

It is the responsibility of the resident to schedule the prospectus presentation at UCLA at a time when all committee can be present. No exceptions to this rule will be permitted, except if the resident has already commenced travel and one of his/her committee is forced to cancel participation. The committee chair will be responsible for final decision-making in such a case.

The resident should send reminders about the time and location of the dissertation prospectus presentation to each committee member one or two days before the defense.

Presentation Format

The prospectus presentation should include a 15-minute presentation by the students followed by a 45-minute discussion session with the faculty. The primary goal of the question-and-answer session is to discuss potential paths forward and make suggestions for changes in the research plan. The secondary goal is to test the student's knowledge on the topic area. After the discussion session, students will be asked to leave the room and the faculty will discuss the outcome of the prospectus: Pass/No Pass.

Suggested Format for the Prospectus

The content of the prospectus should conform in principle and in content to the requirements discussed above. Total length will vary from case to case, but 15 pages is a reasonable length. Two suggested formats are given below. While Format II is more detailed than Format I, it may give the committee and the student a better understanding of the proposed dissertation work, the data and methodological needs of the work, and the student's preparation and aptitude for completing the dissertation work. Each dissertation supervisor may have his or her own preferred format (Sample prospectuses are available from the Graduate Advisor or from the dissertation chair).

Format I.

Title Page

Summary

A summary of the theme of the dissertation and the approach to be taken (approximately 200–300 words).

Introduction and Background

A review of the background of the theme of the dissertation with appropriate literature citations.

Statement of Objectives of the Project

A statement of the purpose of the project, why it is important and interesting, what the specific objectives of the proposed project are, and how they relate to the residency work experience.

Approach

Sources of data, methods to be used in the analysis, and other pertinent information should be given here so as to give the committee a clear picture of the feasibility of the project and the approach to be taken in the development of the dissertation. If generation of new data is involved, the experimental procedures to be used should be described, along with descriptions of resources needed, nature of the expected data, and possible sources of uncertainty. Of particular interest are how the methodologies used and results obtained are expected to be

applicable to other similar problems. Any progress made up to the date of the defense may also be included in this section. Appropriate tables and figures may be included.

Expected Outcome of the Project

Here the student should describe briefly how the dissertation will be incorporated into the total residency experience, what publications are expected, and whether there might be constraints to publication of all or parts of the dissertation.

References

Format II.

Title Page

Chapter 1: Introductory Chapter

Summary

A summary of the theme of the dissertation and the approach to be taken (approximately 200–300 words).

Introduction and Background

A review of the background of the theme of the dissertation with literature citations.

Statement of Objectives of the Project

A statement of the purpose of the project, why it is important and interesting, what the specific objectives of the proposed project are, and how they relate to the residency work experience.

References

Chapter 2: Research Paper or Literature Review and Synthesis

Introduction and Background

A review of the background of the theme of the paper with literature citations.

Statement of Objectives of the Paper

A statement of the purpose of the paper, its importance and the specific objectives of the proposed paper. If hypotheses are to be tested, they should be developed and discussed here. Research questions should be developed and present here.

Methods and Data

Sources of data, methods to be used in the analysis, and other pertinent information should be given here. Appropriate tables and figures should be included.

Results

A description of the most important results from the data analysis with a focus on demonstrating how the results test hypotheses and illuminate research questions presented in the Objectives Section of the Paper.

Discussion

The importance of the paper's findings should be presented here. The discussion also should indicate the policy consequences of the paper's findings. Recommendations for future research and policy action should go here.

References

Chapter 3 and 4: Research Papers

Summary

A summary of the theme of the paper and the approach to be taken (approximately 200–300 words).

Introduction and Background

A review of the background of the theme of the paper with preliminary literature citations.

Statement of Objectives of the Paper

A statement of the purpose of the paper, why it is important and interesting, what the specific objectives of the proposed paper are, and how they relate to the residency work experience.

Approach

Sources of data, methods to be used in the analysis, and other pertinent information should be given here so as to give the committee a clear picture of the feasibility of the project and the approach to be taken in the development of the dissertation. If generation of new data is involved, the experimental procedures to be used should be described, along with descriptions of resources needed, nature of the expected data, and possible sources of uncertainty. Of particular interest are how the methodologies used and results obtained are expected to be applicable to other similar problems. Any progress made up to the date of the defense may also be included in this section. Appropriate tables and figures may be included.

Expected Outcome of the Project

Here the student should describe briefly how the results of the paper will be incorporated into the total residency experience, in what media publications are expected, and whether there might be constraints to publication of all or parts of the dissertation.

References

Filing the Prospectus

Following the presentation of the prospectus, a copy of the prospectus must be filed in the ESE Program Office. In addition, the Committee Chair must submit the signed form to the ESE Program Office indicating that the student has completed the prospectus presentation requirement. In the event the committee does not approve the prospectus, it may choose to require a second presentation, have the candidate make changes in the prospectus without a second meeting, or some other alternative. In any case, the chair must notify the ESE Program Office accordingly.

Research Life Beyond the Prospectus

Upon completion of a successful prospectus review process, the resident should embark on fulfilling the research detailed in the prospectus. In the midst of research, it often is easy for the resident to lose track of the research plan approved by the committee.

Students should refer to their prospectus often and discuss thoroughly with their chair any modifications to the research plan.

Dissertation Defense

Upon completion of the residency, the student must defend the dissertation before the Doctoral Committee. The dissertation should be completed two weeks before the final oral examination is scheduled. The defense generally consists of a public presentation of the dissertation by the candidate, followed by questions from the public, then the committee questions the candidate in private, and deliberates in private. If all elements of the student's performance are judged satisfactory, the degree of Doctor of Environmental Science and Engineering (D.Env.) is awarded.

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>.

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. Please view the online calendar for availability before making your booking request:

<https://www.ioes.ucla.edu/operation/ioes-room-calendar/>

Graduate Certificate

- **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. 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>.

Alumni

Alumni Activities. The IoES has an active Environmental Science and Engineering Alumni Society. The Environmental Science & Engineering (ESE) Program Alumni Society is a networking resource for alumni of UCLA's ESE Program. This group provides an opportunity for graduates of UCLA's ESE Program to stay connected with each other. Additionally, the ESE Program Alumni Society maintains a close relationship with the ESE Program and looks for opportunities to support its success through fundraising, student residencies, mentoring, and similar activities. The ESE Alumni Association holds events throughout the year. They are a good source of support and information to current students.

Alumni List. The Program Administrator maintains a list of ESE alumni. While searching for a residency or job, you may find it helpful to see if we have any alumni at the institution to which you are applying. We find that many times having a connection at the institution can speed up the application process, connect you with the hiring committee, or provide valuable insights. More information can be found at <https://www.ioes.ucla.edu/ease/alumni-group/>

Forms

[Doctoral Committee Constitution](#)

[Doctoral Committee Reconstitution](#)

[Residency Approval](#) (must be logged in to UCLA Box account)

[Application for In Absentia Registration](#)