

GRADUATE HANDBOOK

UCLA

Ecology and Evolutionary Biology
Graduate Program

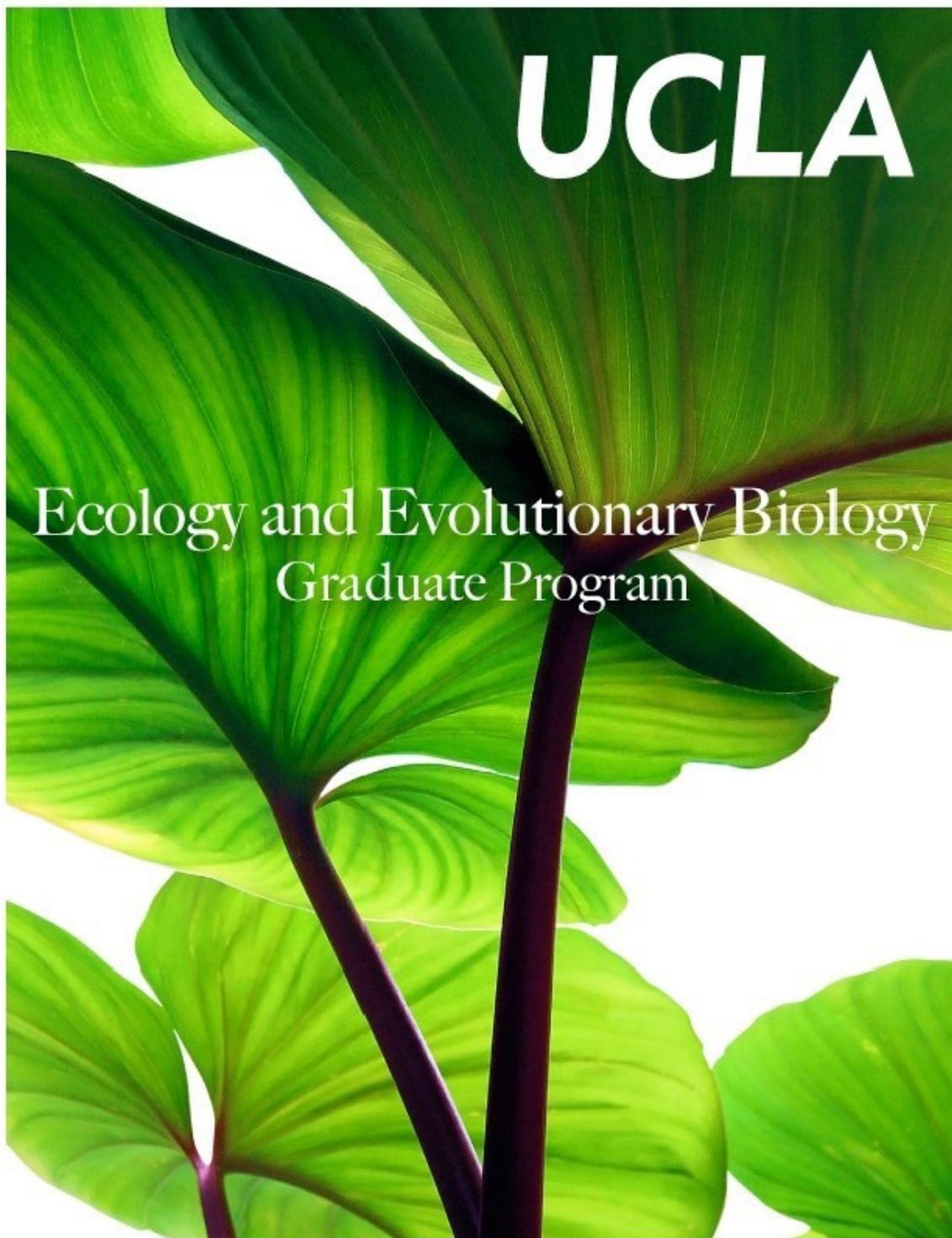


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For updated information related to Covid-19, please visit
UCLA's central information site here - <https://covid-19.ucla.edu/>

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I. FOR NEW STUDENTS

Welcome to Ecology and Evolutionary Biology at UCLA! The faculty and your fellow graduate students are pleased to welcome you as a new colleague, and we look forward to productive and exciting research and study with you. Our mission is to provide new knowledge of the ecological and evolutionary processes that produce and sustain life on Earth and to educate the next generation of scholars, professionals, and citizens for the biological, environmental and biotechnological challenges of the future. Our graduate program offers a variety of specializations, within the core areas: ecology and conservation, evolution and genetics, and behavior and organismic biology.

For PhD students, Tessa Villaseñor in Hershey Hall 114 (tessav@ceb.ucla.edu), is available to help you with any questions you might have.

For MS students, Melissa Carrillo in Hershey Hall 114 (mcarrillo@ceb.ucla.edu), is available to help you with any questions you might have.

DEPARTMENTAL ORIENTATION

The Graduate Student Orientation for the Department of Ecology and Evolutionary Biology is held in late September, just before the beginning of the Fall Quarter.

INTERNATIONAL STUDENTS

The Dashew Center for International Students and Scholars sponsors mandatory workshops in September of each year for new international students. More information is available at <https://www.internationalcenter.ucla.edu/istart-ucla>

UCLA NEW GRADUATE STUDENT ORIENTATION & HANDBOOK

The UCLA New Students' Orientation Handbook contains information regarding University policies, deadlines, and resources for graduate students. You can access the handbook at <https://grad.ucla.edu/academics/graduate-study/new-students-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 provides 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://www.gsrc.ucla.edu/Orientation>.

The UCLA Graduate Student Resource Center also sponsors Equity, Inclusion & Diversity Graduate Week. This is an event for *all* graduate students that focuses on issues that are particularly challenging to underrepresented students. New graduate students will have the opportunity to learn about resources, to network, and to get acquainted with the university in a supportive environment. More information is available at <https://gsrc.ucla.edu/equity-diversity-and-inclusion-day>

UCLA TA TRAINING CONFERENCE

Each year the Center for the Advancement of Teaching hosts a campus-wide Teaching Assistant Conference just before the beginning of Fall Quarter. Both new and experienced teaching assistants improve their teaching skills through general sessions, a teaching panel, and hands-on workshops that examine a variety of different aspects of teaching at the undergraduate level. Registration is free and available online through mid-September. More information can be found <https://teaching.ucla.edu/gradstudent-programs/ta-workshops/#annual-ta-conference>.

UCLA STANDARDS AND PROCEDURES FOR GRADUATE STUDY

All policies concerning Graduate Study at UCLA can be found here - <http://www.gdnet.ucla.edu/gasaa/library/spfsg.pdf>

II. GENERAL INFORMATION

ADVISING

Students work with their individual faculty advisers to plan their academic programs. All academic affairs for graduate students in the department are directed by the departmental Faculty Graduate Adviser, Elsa Ordway (elsaordway@ucla.edu), who is assisted by the Graduate Counselors, Tessa Villaseñor (tessav@eeb.ucla.edu) for PhD students, and Melissa Carrillo (mcarrillo@eeb.ucla.edu) for MS students, who are located in 114 Hershey Hall.

AREAS OF STUDY

Study consists of coursework and research within the department and within related programs in biochemistry, genetics, geology, microbiology, and molecular biology on campus. Opportunities are also available off-campus for intensive study of marine biology at a marine science center in Fall Quarter, of field biology in Spring Quarter, and of tropical biology through courses offered by the Center for Tropical Research.

AWARDS

ACADEMIC SENATE TEACHING AWARDS

Each year the UCLA Academic Senate and its sponsors award over \$66,000 in support for the Distinguished Teaching Awards, awarded to faculty, non-senate instructors, and teaching assistants. For further information about this program, visit <https://www.senate.ucla.edu/content/award-opportunities>. Nominations for Teaching Assistant awards are due in early March.

DEPARTMENTAL AWARDS

The Department of Ecology and Evolutionary Biology honors graduate students and faculty for research, teaching, and departmental service at an awards ceremony each Spring quarter. A call for nominations will be emailed to students and faculty in late April and awards are announced at a ceremony in early June.

BAR ACCOUNT (aka BRUIN BILL or STUDENT ACCOUNT)

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 BAR (the Billing and Receivables system). The University tracks all of your billing - fees, nonresident tuition, and Student Health Services (Ashe Center) charges and your UCLA aid payments - through your individual BAR account. You can access your Bruin Bill on MyUCLA. **With BAR, any aid funds, including fee remissions, 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 (see below). Check with your Graduate Student Affairs Officer if you have questions about your BAR statement, or tuition and fee payments. For more information on the BAR system, go to <https://www.finance.ucla.edu/business-finance-services/student-accounts>. All Ashe Student Health Center charge questions should be directed to their billing office at (310) 206-0947.

BRUIN CARD

The BruinCard is the official campus identification for UCLA, and is required for all students, faculty, and staff. It also serves many other functions on campus, such as your library card, recreation card, door access card, etc. The BruinCard Center in room 123, Kerckhoff Hall, is open from 10:00 AM till 2:00 PM, Monday, Wednesday, Friday. You'll need to bring a valid form of identification (driver's license, passport, etc.). Full information about the Bruin Card is available at www.bruincard.ucla.edu/default.shtml.

BRUIN DIRECT: ELECTRONIC DEPOSIT OF FUNDS

All students who will receive financial awards (stipends, fellowships, loans, aid) are required to sign up for Bruin Direct to have their funding deposited directly into personal bank accounts. You can sign up for Bruin Direct through MyUCLA, which you can access here: www.gdnet.ucla.edu/gss/library/bdintro.htm. If students do not sign up with Bruin Direct, the initial check will be held for pickup in Murphy Hall; all subsequent checks will automatically be mailed to the recipient's permanent address. **Note Bruin Direct is not the same as employee-related Direct Deposit.** Students who are hired as employees (TAs, GSRs, tutors, readers, etc) and want paid salary (paychecks) to be released electronically to their personal bank accounts must also set up direct deposit within their UCPath payroll portal once hired.

BUILDING AND FACILITIES REPAIRS

Report EEB building and facilities related problems to Humberto Barba, TLSB 1005, hbarba@lifesci.ucla.edu, (310) 825-4179. For evenings, weekends, or holidays: contact the UCLA Facilities Trouble Desk at 310-825-9236.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is a multidisciplinary student mental health center for the UCLA campus. CAPS supports the academic and student development missions of the University and the Division of Student Affairs, and they're here to support your mental health needs as you pursue your academic goals. They offer an array of counseling, psychiatric, and wellness services designed to foster the development of healthy well-being necessary for success in a complex global environment. CAPS is located in the John Wooden Center West (the CAPS entrance faces the Intramural Field and Drake Stadium), and is open M-F, 8:00 A.M. to 5:00 P.M., except for University holidays. More information on Counseling and Psychological Services can be found at <http://www.counseling.ucla.edu/>

The CAPS 24/7 Crisis Counseling number is (310) 825-0768. STUDENTS EXPERIENCING AN EMERGENCY SITUATION WHEN CAPS IS CLOSED SHOULD GO TO THE UCLA HOSPITAL EMERGENCY ROOM.

CENTER FOR ACCESSIBLE EDUCATION (CAE)

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

If you are interested in receiving disability-based academic accommodations, you may schedule an appointment to meet with an intake counselor in order to determine your eligibility for services. CAE is committed to ensuring all UCLA students can participate fully in the numerous educational opportunities on campus. Find more information here, <http://www.cae.ucla.edu/>.

EMAIL ADDRESS & CHANGES OF ADDRESS

Students are responsible for updating their mailing address and/or e-mail on their MyUCLA portal. Any changes should be entered immediately. EEB utilizes an internal email list serve eeb-grad@lists.ucla.edu for all official communication for graduate students. Please notify your Graduate Counselor of changes to your UCLA email address to ensure you receive important department and University communications.

COVID-19

Please visit <https://covid-19.ucla.edu> for updated policies and procedures.

COMPUTING

BRUIN ONLINE: Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, and network connectivity, including wireless, **free software and support**. In order to use Bruin OnLine services, you must have a BOL account. For further information, see www.bol.ucla.edu/.

HELP DESK & DESKTOP SUPPORT: Contact the Life Sciences Computing (LSC) HelpDesk at (310-825-1000) or helpdesk@lifesci.ucla.edu to request service or report problems.

E-MAIL ACCOUNT: As a UCLA faculty, student or staff member you can open a Bruin On-Line email account; see Bruin Online information above. If you have any questions, please contact the HelpDesk at 310-825-1000 or helpdesk@lifesci.ucla.edu, or go to the Life Science Computing web site at <http://www.lsc.ucla.edu/html/helpdesk/email/who.php>. When creating a UCLA email address, please do not use a period (.) in the name portion:

- non-example joe.bruin@ucla.edu
- example: joebruin@ucla.edu

WEB SITES: For creation, design and maintenance of departmental web sites for instructional, research and administrative information, see Grant Alkin in Hershey Hall 206 (galkin@ucla.edu, 310-206-1748).

NETWORKING: Life Sciences Computing manages the infrastructure (i.e., access, upgrades, security) of the Life Sciences network as well as many centralized, shared resources including departmental email servers, remote computing access, Internet connectivity, numerous file and application servers, and the main administrative web server. In short, LSC supports everything "behind the wall" that user workstations connect to. LSC also manages the Helpdesk, which acts as a single point of contact for all users. If you require any computer related services within the Life Sciences Computing network, please contact the HelpDesk at 310-825-1000 or at helpdesk@lifesci.ucla.edu.

CONFERENCE ROOMS

TLSB 1000 (10 people), 1020, 2100, 4100, 5100 (15 people), or 1100 (30 people), Life Sciences 2320/2328, and Hershey Hall rooms 164 & 168 (10-12 people)

All of our conference/event space reservations should be made via this reservation system: <https://booked.lifesci.ucla.edu/>The system overall is very intuitive but below is a quick explanation as to how users can proceed with making reservation requests.

- If you have a specific space in mind...
 - o While on the main page, you will see a list of available spaces and when you find the space you are interested in click the green “reserve” button
 - o Then, proceed with filling out the form
- If you have a specific time in mind...
 - o Use the “Schedule” button at the top
 - o Then click the “Find a Time” and fill out the form accordingly, which requires a date and time

Notes about the spaces:

- Space is reserved on a “first come, first serve” basis but the BioAdmin unit does reserve the right to make changes in order to make accommodations on the basis of equity.
- Lab Meetings can only be requested on a quarterly basis and are currently accepting “Lab Meeting” reservations for the Fall 2021 and Winter 2022 quarters. We will begin to accept request for lab meetings at the beginning of the previous quarter (i.e. since Fall 2021 starts next week we are now accepting Winter 2022).
- If cleaning is required after your event, a Facility Service Request (FSR) should be submitted with your request.
 - o Cleaning is required if your event will have food
 - o Cleaning is required if your event will produce trash
 - o If there is food at your event, all food must be removed from the space
 - o If space is left unmaintained, we reserve the right to process an FSR that will be charged to your department
 - o FSR should be submitted into the FSR system 6-2 weeks (2 weeks the very latest) prior to your event

General Rules

- o As this is a recently renovated space, we would like these efforts as best possible. Please do not use tape on the walls, easels will be available for use instead.
- o Set-up and clean-up for your event HAS TO BE included in your reservation.

COPYING/PRINTING (for poster printing see Illustrations and Graphics)

Students: Copiers, printers, scanners, and computers can be accessed in our Bio Admin Group computing lab in Hershey Hall 150. Graduate students can print 250 b&w pages free each quarter at the Graduate Student Resource Center, located in SAC B-11.

TAs/Employees: Two additional black and white copiers are located in Life Sciences 3201 and are available to our department’s faculty, staff, instructors and teaching assistants who are authorized to make copies. PIN numbers (copy codes) for instructional copying are issued to instructors and by the Graduate Counselors, Tessa and Melissa. Instructional PINs are issued for the current quarter only. There is no charge for instructional copying, but the PIN is required to allow us to control the usage of the machines; they are not available to the general public. Copying must be for university business only and not for personal use.

COURSE ENROLLMENT

Each student must enroll in at least 12 units each quarter to status as a registered student. First enroll in any didactic 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 mentor's 596 section. Those students who have advanced to candidacy enroll in 599 units, which designate "Dissertation Research." To find your mentor’s 596 or 599 enrollment numbers to register for research units each quarter, go to the registrar's Schedule of Classes web site at <https://sa.ucla.edu/ro/public/soc> . Select the current term and your home department, and then scroll down to find your mentor's enrollment number. **Students must enroll in classes by Friday of the second week of classes each term.** Failure to do so will indicate to the University that you are not a full-time student, and may 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 (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>. Consult your Graduate SAO, Tessa or Melissa, if you need more information on the courses you are to take. 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.

COURSE NUMERATION AT UCLA

100s – Upper division undergraduate level courses (up to 8 units are applicable toward degree if letter graded)

200s – Graduate level courses (applicable toward degree)

EEB 296 – Graduate seminars, in EEB this is often a weekly lab meeting

EEB 297 – Graduate seminars/ special topics

300s – Specialized teacher training courses (not applicable toward degree)

LS or EEB 375 is a four-unit course to be enrolled in each time you serve as a teaching assistant. This provides credit for your TA experience and space on your study list. Students enroll in the section assigned to the instructor of the class for which they are TAing.

400s – Professional courses (not applicable toward degree)

LS 495 is the departmental TA training course. It must be taken before or during the first quarter you TA. There is only one section.

500s – Individual Study and Research (up to 8 units are applicable toward degree if letter graded)

EEB 596 is graduate research for students who have not yet advanced to candidacy. Students enroll in the section assigned to their research advisor.

EEB 597 is graduate research for students preparing for MA Comprehensive Exams or PhD. Qualifying Exams. Not all research advisors use this number; check with your advisor. Students enroll in the section assigned to your research advisor. **NOTE: These units are not eligible for 596/8/9 research funds.**

EEB 599 is PhD Dissertation Research and Writing, for students who have advanced to candidacy.

DEADLINES (Term Calendar & Graduate Deadlines)

The Academic Calendar can be found here - <https://www.registrar.ucla.edu/Term-Calendar>

Graduate Division publishes deadlines specific to graduate students here <https://grad.ucla.edu/academics/calendar/>

FAXES

There is one fax machine located in the mailroom in Life Sciences 3102. The fax number is (310) 206-3987. Please record the phone number you are faxing to on the sheet next to the fax machine. These fax machines should be only utilized for departmental business, sending, and receiving.

FILING FEE (special status to use when filing a thesis and not enrolling in courses)

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 of \$188 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, go here: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>).

If a student has completed, while registered, all requirements for a degree except for the filing of the thesis/dissertation, or master's comprehensive examination or submission of the master's capstone project, the student may be eligible to pay a Filing Fee during the quarter in which the degree is to be awarded instead of registering. Four conditions must be satisfied to be eligible for this fee:

1. All formal requirements for the degree, except for filing the thesis/dissertation and/or taking the master's comprehensive/doctoral final oral examination or submitting the master's comprehensive capstone project, must be completed before the first day of classes;
2. Since last being registered and up to the first day of classes, the combined use of University facilities and faculty time must not exceed 12 hours;
3. During the quarter in question, the thesis/dissertation committee suggested only stylistic and/or typographical changes in the thesis/dissertation OR, in the case of master's comprehensive examinations OR, in the case of master's capstone projects, the faculty only graded the final comprehensive project; and
4. The student must have been registered in the previous academic term.

To establish eligibility to pay the Filing Fee, please first consult with your Student Affairs Officer, Tessa or Melissa. To submit a Filing Fee application all the above requirements have been met. If the filing of a thesis or dissertation is involved, the thesis/doctoral committee members must also approve. The online form can be found here <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>.

GENERAL CATALOG

The General Catalog can be found here <https://catalog.registrar.ucla.edu>. The UCLA General Catalog is produced in hard copy format once every two years. A General Catalog is mailed to every faculty member at that time only. If you need a copy in the interim, you can purchase one at either the general campus bookstore at the UCLA Store.

Prerequisites and other course information can change as often as each quarter. For the most updated course information, please visit: <https://www.registrar.ucla.edu/Academics/Course-Descriptions>

GRADUATE DIVISION FORMS

All Graduate Division forms, including the common forms listed below, can be found here, <https://grad.ucla.edu/campus-resources/forms/>. Please contact your Graduate SAO, Tessa or Melissa, about obtaining departmental signatures if required.

- Authorization to work above 50%
- BruinDirect deposit
- Childbirth Accommodation Funding Petition
- Childcare Reimbursement Program (TAs, ASEs and GSRs)
- Filing your thesis or dissertation
- Filing Fee Application (will not be available in paper form after Fall 2017)
- Financial Statement
- In Absentia Request
- Leave of Absence Request
- Nomination of Doctoral Committee / Reconstitution of Doctoral Committee
- Registration and Enrollment Petitions
- TA Advance Loan Application
- Tax Information & Forms for Fellowship Recipients
- UAW Local 2865 Membership Election Form

GRADUATE STUDY: PROGRAM OVERVIEWS

For an overview of the UCLA graduate degree experience, please visit the following websites:

The Master's experience: <https://grad.ucla.edu/academics/masters-studies/>

The Doctoral experience: <https://grad.ucla.edu/academics/doctoral-studies/>

GRADUATE STUDY: STANDARDS AND PROCEDURES AT UCLA (Listed twice in handbook)

All policies concerning Graduate Study at UCLA can be found here - <http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>

HOUSING INFORMATION

Housing information for graduate students can be found on the UCLA Housing website at <https://portal.housing.ucla.edu/content/housing-single-graduate-students-and-students-families>

Located on the Southwest Campus at Weyburn and Veteran Avenues, **Weyburn Terrace** is within walking distance of the main campus, Westwood Village, and major bus transportation. These apartments are available to new and current full-time single graduate students. **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. To be eligible, applicants must be full-time UCLA students or postdoctoral appointees at the time of move-in (postdoctoral appointees have the lowest priority); provide copies of marriage and/or children's birth certificates if applicable within three business days of submitting your housing application; provide a copy of the California Declaration of Domestic Partnership (CDDP) if applicable within three business days of submitting your housing application.

Current students can submit an application for graduate housing at any time.

ILLUSTRATIONS AND GRAPHICS

The Bio Admin Group Computing Lab (Hershey Hall 150) provides output of large posters and poster titles in sizes up to 42 inches by any length (\$17 per linear foot). The standard charge for a poster is \$68. Windows and Macintosh files are supported, including PowerPoint, InDesign, PageMaker, Publisher, and Photoshop. High quality portraits for faculty, graduate students, and staff can be requested. Equipment: HP 800PS (large format poster printer) and 2 scanners. Forms of payment: cash, check, or a P39 form. HP 800PS: \$17 per linear foot. Staff contact: Hershey Hall 150, (310) 206-0185, illustration@lifesci.ucla.edu.

IN ABSENTIA REGISTRATION

This status allows for a full-time registered student who has an academic need to conduct research **outside** of CA to enroll for a term for a minimum of 8 units and only be charged 15% of tuition and student service fees, not including the UCShip fee. Students must be in good academic standing (3.0 cumulative GPA) to apply, PhD students must have advanced to candidacy, and MS students must have completed one academic year. Please consult with your Graduate Counselor before applying.

Complete details and application can be found here <https://grad.ucla.edu/academics/graduate-study/in-absentia-registration-petition-for-graduate-students/>

INTERNATIONAL STUDENT CENTER

UCLA students, postdoctoral and visiting scholars from abroad are encouraged to visit the UCLA Dashew Center for International Student and Scholars (DCISS). The Dashew Center can be found on the first floor of Tom Bradley International Hall, 417 Charles E. Young Drive West. For more information visit <http://www.internationalcenter.ucla.edu/> or call (310) 825- 1681. Tessa Villaseñor or Melissa Carrillo, the Graduate Student Affairs Officers, can also help with many of your questions.

KEYS

See the staff in the Terasaki loading dock to obtain building keys. Key checkout is available M-F, from 9-11 am. You will need to bring your Bruin Card and complete a key checkout form which will require signature authorization by the faculty member or your supervisor in order to obtain a key for a particular room or building. Instructional keys for classrooms (TAs) are issued on a quarter-by-quarter basis. **All keys must be returned when no longer required.**

LEAVES OF ABSENCE

A student may request a leave of absence for up to three quarters, taken individually or consecutively, for the following reasons: emergency, family obligation (e.g. parenting), medical, military, outside employment, and financial hardship. Per University requirements including continuous registration, a student who is conducting research or thesis or dissertation preparation and writing is not eligible for a leave of absence, but *may* qualify for *In Absentia* registration (see above).

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

Only persons who are registered are entitled to use of University faculty time or facilities (an exception is the library, to which the public-at-large has access if a fee is paid). If a student anticipates using as much as 12 or more hours of University facilities and/or faculty time (excluding the library) in any quarter, the student is not eligible for an LOA or an extension of a LOA and must register. All usages of faculty time are to be considered, including reading and suggesting revisions to drafts of theses and dissertations. On recommendation of the department and subject to the conditions stated in the paragraph above, a LOA may be granted by the Graduate Division to continuing graduate students in good standing (3.0 GPA), who have completed at least one quarter in graduate status at UCLA. Request for Leave of Absence forms are available at <http://www.gdnet.ucla.edu/gasaa/library/loa.htm>.

If registration fees have been paid for the quarter in which the leave is to begin, a percentage of the fees paid are refunded according to the calendar date on which the approved leave request is submitted to the Graduate Division. All leaves **must be requested before the end of the WEEK 2 in which the leave of absence or extension of leave of absence is to begin.**

Students on approved leave of absence may enroll voluntarily in UCSHIP. Plan coverage may be purchased for a maximum of one semester or two quarters. To enroll, contact Wells Fargo Insurance Services at 800-853-5899.

MAIL/MAILBOXES/ MAIL CODE AND ADDRESS

Each lab has a mailbox for EEB graduate students in Hershey Hall 100, in the undergraduate student waiting room. Note that the room is not locked so likely not the best place to have important items mailed. Faculty mailboxes and the U.S. and campus mail drop off are in Life Sciences 3102 or TLSB 1015. Packages are left at the TLSB Loading Dock and delivered to labs.

There is no charge for on-campus mail; include **our campus mail code, 724605**, in the return address. All off-campus mail requires a recharge number or prepaid postage. The mailboxes are for UCLA business only and should not be used for sending personal mail or recurring subscriptions. **For special deliveries or recurring mail, students should use their lab mailing address.** Delivers are

c/o (Your Name)
(PI name) Lab
Lab building and room/office number
University of California, Los Angeles
Los Angeles, CA 90095-7246

Office of Ombuds Services: The Office of Ombuds Services is a place where members of the UCLA community—students, faculty, staff and administrators—can go for assistance in resolving conflicts, disputes or complaints on an informal basis. In order to afford visitors the greatest freedom in using its services, the Office is independent, neutral and confidential. To contact the Ombuds office, please email them at ombuds@conet.ucla.edu

OFFICE HOURS (ROOM RESERVATIONS for TAs)

Any EEB TAs who would like to reserve a room for holding office hours may contact Ana Padilla at the Bio Admin Scheduling office at scheduling@lifesci.ucla.edu. Rooms are located on the third floor in Hershey Hall and the LS building and are reserved on a first come, first served basis. (Office hour rooms: Hershey Hall 309, 316, 318.)

PARKING

Students should apply for parking through UCLA Transportation by specified deadlines (<https://www.transportation.ucla.edu/campus-parking/students>). The department reserves a limited number of quarterly spaces for employees (Teaching Assistants and Graduate Student Researchers included). If students are not able to successfully secure a student pass and would like to apply for one of these spaces, please see Ora Rutherford-Green in the Bio Admin Group Payroll Office (230 Hershey Hall).

PAYROLL/PERSONNEL

The Payroll/Personnel Office for our area (Bio Admin Group) is located in Hershey Hall 230. For contact names and email, please visit the “Staff Personnel” section of the Staff directory here - <https://www.eeb.ucla.edu/staff/#personnel>

PLANT GROWTH CENTER

The Plant Growth Center is a state-of-the-art greenhouse center, which has 6 research greenhouses and 1 educational greenhouse. The PGC also houses 12 plant growth chambers located in the basement of the building. PGC operational questions can be addressed to Greenhouse Manager, Weimin Deng (wdeng@lifesci.ucla.edu, or 310-825-4687).

Request for greenhouse bench space can be addressed to Cyndie Kelly, Hershey Hall 249(ckelly@lifesci.ucla.edu, 310 825-6770) or Dr. Chentao Lin, (clin@mcdb.ucla.edu, 310-206-9576), chair of the PGC committee. Entry to the PGC requires faculty authorization, and only persons growing plants in the greenhouses or chambers are authorized to enter. For authorization, see Cyndie Kelly in Hershey Hall 249.

REGISTRATION

In order to be considered an officially registered full-time student, graduate students must enroll in a minimum of 12 units per quarter, and all fees must be paid by the deadlines – September 20th (Fall quarter), December 20th (Winter), and March 20th (Spring).

RESIDENCY REQUIREMENTS

California residents do not pay nonresident tuition. **YOU MUST ESTABLISH CALIFORNIA RESIDENCY BY THE START OF YOUR SECOND YEAR, OR YOU WILL BE RESPONSIBLE FOR THE PAYMENT OF YOUR NONRESIDENT TUITION.** You must demonstrate your intent to make California your home by severing your residential ties with your former state of residence and establishing those ties with California shortly after arrival. If the requisite intent is not demonstrated promptly, the waiting period for residence classification will be extended until both presence and intent have been demonstrated for the entire one-year period. There are several things you must do shortly after arriving in California. Some of these include...

- Establish a permanent home where your belongings are kept and set up utility bills at the residence.
- Designate your California address as permanent on all school and employment records, including current military records.
- Register to vote and vote in California elections.
- Obtain a California driver's license within 10 days of settling in California. (If you've never had a driver's license in any state, then obtain a California identification card.)

- If you have a car, obtain a California motor vehicle registration within 20 days of settling in California.
- Work in California and file California resident income tax forms from the date of entry into the state. Income earned outside of California after that date must also be declared in California.
- Establish and maintain active bank accounts in California banks and close out-of-state accounts.

Documentary evidence is required and all relevant indications will be considered in determining your classification. The absence of these indicia in other states during any period for which you claim residence can also serve as an indication of your intent. Your intent will be questioned if you return to your prior state of residence when the University is not in session. You should make a duplicate file of everything you submit to the Residency Office with the date of submission on each item. If you are a nonresident student who is in the process of establishing a residence for tuition purposes and you return to your former home during non-instructional periods, your presence in the state will be presumed to be solely for educational purposes and only convincing evidence to the contrary will rebut this presumption. (A student who is in the state solely for educational purposes will NOT be classified as a resident for tuition purposes regardless of the length of his or her stay).

If you are a student who has been classified as a resident for tuition purposes and you leave the state temporarily, your absence could result in the loss of your California residence. The burden will be on you to verify that you did nothing inconsistent with your claim of a continuing California residence during your absence. Steps that you should take to retain a California residence include:

- Continue to use a California permanent address on all records -- educational, employment, military, etc.
- Continue to satisfy California tax obligations (Note: if you are claiming California residence, you are liable for payment of income taxes on your total income from the date that you establish your residence in the state, including income earned in another state or country)
- Retain your California voter registration and vote by absentee ballot
- Maintain a California Driver License and vehicle registration. If it is necessary to change your license or vehicle registration, you must change them back within the time prescribed by law

Please refer to this graduate student fact sheet from UC OGC about residency for tuition purposes:

<http://ucop.edu/residency/10-things-grads.html>.

Contact the Residence Deputy at 1113 Murphy Hall, (310) 825-3447 or through MyUCLA Message Center, for more residency information or visit <http://registrar.ucla.edu/Fees-Residence/Residence-Requirements>. **By University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.**

SECURITY

All of the buildings are locked down in the evenings, weekends and holidays. If there is an event or class scheduled during off-hours, then the building is unlocked until that event or class has ended. To reach the UCLA Police Department, call **51491 from a campus phone or (310) 825-1491 from a cell phone**. For emergencies, dialing 911 from a campus phone will route you to UCLA Police; dialing 911 from a cell phone will route to the LA Police Department.

SEXUAL HARASSMENT POLICY & PREVENTION

UCLA policy defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. It is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

The UC and UCLA, and Policies and Procedures as well as Federal law on sexual harassment can be found here, <http://www.sexualviolence.ucla.edu/Policies>.

Under the UC Policy on Sexual Violence and Sexual Harassment, **UCLA employees (including student employees such as TAs, GSRs, Readers, Tutors, etc) are obligated to report sexual harassment and sexual violence** to the Title IX Coordinator. For more information on the Responsible Employee Obligation, please visit <https://sexualharassment.ucla.edu/reporting/responsible-employees-mandated-reporter>

SHOPS (MACHINE & ELECTRONICS)

The Life Science Machine Shop and Electronics Shop often work in tandem because the skills of each discipline are often needed for a project. Most of their work can be divided into two categories: (1) diagnostics and repairs: computer hardware problems, printers, most lab equipment such as centrifuges, peristaltic pumps, mechanical microscope problems, light sources, camera equipment, pipettes, repair of most gel apparatus, water baths, shakers and rotators. Just about any piece of electronic equipment can be checked for malfunctions. (2) design and fabricating: radiation shields and waste boxes built to size requirements, custom designed lab equipment made to specifications, microscope stage apparatus, power supply boxes with speed control as needed, various cabling and connectors, and other custom electronic devices. They also build Lucite water tanks for marine life applications. The shop has a supply of plastic and metal that they can provide for your needs. Machine Shop: Life Sciences A335, 310-825-3184, Electronics Shop: contact John Milligan, LS A339, 310-825-4279, eshop@lifesci.ucla.edu.

SUPPLIES, RECEIVING & DELIVERY

The TLSB loading dock personnel also perform all of the receiving and delivery of items ordered for research, instructional and administrative purposes, and assist in the moving of furniture and lab equipment. Current hours of operation are 1:00 – 3:00 pm daily. (For information about key check-out, see KEYS). Staff contact information can be found in the Building Ops Staff directory of the EEB website here <https://www.eeb.ucla.edu/staff/#building-ops> (see “Storeroom, Receiving” section)

STUDENT AFFAIRS OFFICERS (a.k.a. Undergraduate & Graduate Counselors)

For a current list of Academic Staff, please visit the “Academic” section of our Staff directory here - <https://www.eeb.ucla.edu/staff/#academic>

STUDENT HEALTH CENTER (a.k.a. ASHE CENTER)

The Student Health and Wellness Center is located in the Arthur Ashe Center (near Ackerman Union). You can visit the website here, <http://www.studenthealth.ucla.edu/default.aspx>.

STUDENT LOAN SERVICES & COLLECTIONS

Student Loan Services is located in Murphy Hall, room A227, open 9:00 AM to 5:00 PM weekdays. The Collections Office is located at 10920 Wilshire Blvd, suite 720, open from 8am to 5pm. You can visit the website here, <http://www.loans.ucla.edu/>.

SCHEDULE OF CLASSES

The current online Schedule of Classes can be found here - <https://sa.ucla.edu/ro/public/soc/>. To search for EEB courses search by Subject Area and select “EE Bio”.

TELEPHONES

To dial another campus number from a campus phone, use only the **last five digits** of the campus phone number. For example, for 310-206- 1111, dial 61111 and for 310-825-1111, dial 51111.

To dial off-campus numbers, **dial 8 first, then 1, then the area code and number**. UCLA phone numbers use the 310 area code, and the following prefixes: 206, 267, 312, 319, 441, 794, 825 and 983. See also “voicemail.” For telephone repair for campus phones from campus, dial 114. From off campus or cell phones, dial 310-206-0008. To speed service, please have the following information ready: telephone number with trouble, building and room number, name, location, and telephone number of contact person, station letter or ICL number if available, and type of equipment (single-line/multi-line, model name, console/auto attendant).

TEST OF ORAL PROFICIENCY (TOP)

Any student who wants to work as teaching assistant for whom English is not their native language must pass the TOP (Test of Oral Proficiency) exam with a score of 7.1-10. A student who earns a provisional pass score (6.4-7.0) may serve as a teaching assistant if concurrently enrolled in a graduate level English as a Second Language course specifically aimed at improving spoken communication (ESL 310, 311, 312, and 313 as appropriate). Early test registration is highly recommended as slots fill up quickly. More information is available at <https://teaching.ucla.edu/gradstudent-programs/top/>.

UC WHISTLEBLOWER POLICY

The University of California has a responsibility to conduct its affairs ethically and in compliance with the law. If you suspect that a UC employee is engaged in improper governmental activities, you should know that UC has policies that can show you how to “blow the whistle” and can protect you from retaliation if the need arises. This website provides important information for employees and supervisors about the whistleblower policies. <https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html>

VIVARIUM

The Life Science Vivarium primarily serves faculty affiliated with the Division of Life Sciences. The Vivarium personnel work with faculty members to insure all animals are housed in the appropriate environment conditions for their particular research needs. For further information contact the Vivarium Manager at 310-206-3355. Established users of the Vivarium should see their fund manager to order animals.

The Life Sciences Vivarium operates under the guidelines established by the Chancellor's Animal Research Committee (ARC) <http://ora.research.ucla.edu/RSAWA/ARC/Pages/administrative/ARC-admin.aspx> . The ARC is charged with the responsibility to oversee the entire animal care and use program at UCLA. The Life Science Vivarium is fully accredited by the American Association for Accreditation of Laboratory Animal Care (AAALAC) <http://www.aaalac.org/> .

For further information on the use and care of animals go to the Division of Laboratory Animal Medicine (DLAM) website at <http://www.dlam.ucla.edu/>

VOICEMAIL

Voicemail via the Campus Telephone Systems is \$.6.00/month and must be covered under the faculty member's basic telephone allowance or recharged to non-grant funds.

Information regarding UCLA's telephone systems can be viewed at <https://www.it.ucla.edu/services/telephone> then click on the Phone and Voice Services link on the left menu bar.

Voicemail service may be ordered by contacting Humberto Barba at 310-825-4179, LS 2108.

III. PROGRESS TOWARD THE DEGREE

A. DOCTORAL DEGREE

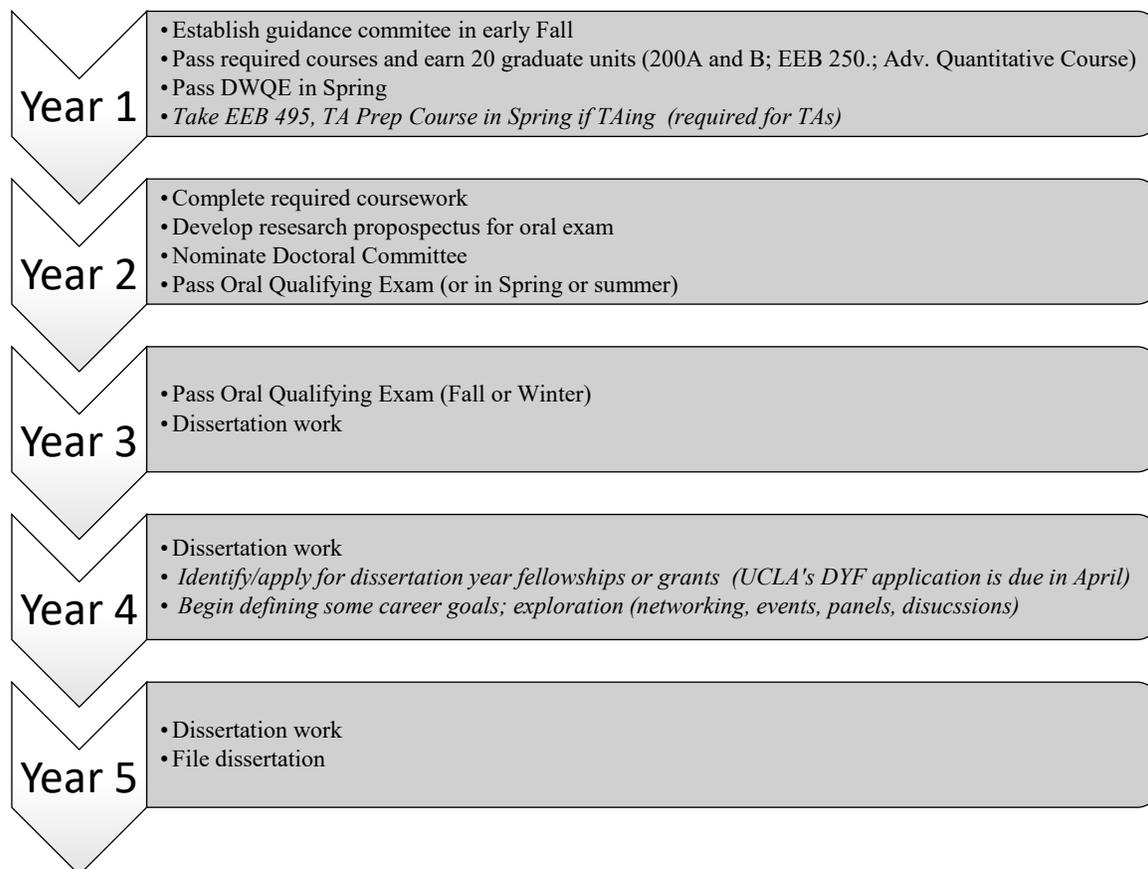
WHAT WE EXPECT FROM STUDENTS

Throughout your career as a PhD student, you will be expected to maintain normal progress toward the degree. "Normal progress" means that you are moving through the series of steps necessary to obtain a PhD degree at a reasonable pace, and at the level of performance we require of all our doctoral students. These steps are outlined below, and described in detail in the following sections.

- Maintenance of a 3.0 grade point average in all formal coursework (200- level courses); reasonable progress in completing required coursework.
- Selection of a permanent advisor by the end of the first year.
- Completion of the Departmental Written Qualifying Examinations (DWQE part I and II) by the end of your first year in residence (details below).
- Completion of the Doctoral Oral Examination and advancement to candidacy, preferably by end of 2nd year but no later than the end of the Winter Quarter of your third year of graduate study (details below).
- Students will be considered ineligible for departmental funding if they have not passed the oral exam by the start of their second year and advanced to candidacy by the end of the Winter Quarter of their third year.
- Failure to maintain these standards, as determined by the Graduate Adviser, may lead to dismissal from the program.

DEGREE TIMELINE

This timeline includes all mandatory program requirements, with suggested benchmarks in italics.



ADVISING

All academic affairs for graduate students in the department are directed by the departmental graduate adviser who is assisted by the administrative staff of the Graduate Division. The graduate adviser establishes, at the time of admission to graduate study, a guidance committee for each student that consists of three faculty members for each student. The guidance committee supports the student until a doctoral committee is established.

The chair of the guidance committee acts as the provisional adviser until the student secures a permanent adviser, ideally by the end of the first year. Service as a provisional adviser is designed to be provisional for both professor and student. It does not commit the professor to supervise the dissertation, nor does it commit the student to a provisional adviser. The provisional adviser serves until a permanent adviser is found and the doctoral dissertation committee is established.

Students are required, as part of their degree requirements, to find a faculty member who agrees to serve as their permanent adviser and dissertation research supervisor/chair of the doctoral committee. Students who fail to find or retain a permanent adviser and dissertation research supervisor will be placed in departmental probationary status for one quarter. If the student does not find an adviser by the end of that quarter, they are recommended for academic disqualification to the Graduate Division. Students are urged to discuss permanent sponsorship and dissertation research with faculty at the earliest opportunity, to pick a permanent adviser by the end of their first year, and are expected to advance to candidacy by the end of Winter Quarter of their third year of graduate study.

*Note on the formation of **guidance committees**: Each student is responsible for securing a guidance committee at the start Fall quarter, which must consist of a provisional advisor and two faculty members. Students should arrange an introductory meeting for the start of Fall quarter with committee members and complete a first-year course plan to be submitted to the Graduate Student Affairs Officer, Tessa Villasenor, once completed. During Fall quarter the guidance committee is responsible for developing a first-year course plan with the student, and during Spring quarter guidance committee members must evaluate the Departmental Written Qualifying Examination (DWQE). In many but not all cases, guidance committee members may later serve on a student's doctoral committee.*

COURSE REQUIREMENTS

Students must enroll for full-time study as defined by the university. Doctoral students must complete a minimum of 20 units of graduate-level courses (200-series). Students must take the following courses during their first year: Ecology and Evolutionary Biology M200A, 200B, and 250. Students also must complete an advanced course (100 or 200 series) in statistics, biomathematics, or bioinformatics. Other specific course recommendations are established individually for each student by the guidance committee.

Note: Students are also strongly recommended to participate in the 1 unit EEB Quantitative Bootcamp (EEB 201) at the beginning of the first Fall Quarter.

TEACHING EXPERIENCE

Each student is required to serve a minimum of **three terms** as a teaching assistant.

FOREIGN LANGUAGE REQUIREMENT

No foreign language is required for admission to the Ph.D. program, and there is no uniform language requirement for the Ph.D. degree. However, at the discretion of the faculty, students who pursue certain subspecialties of biology may be required to gain proficiency in one or more foreign languages.

NORMATIVE TIME TO DEGREE

The normative time to degree is 18 quarters (6 years). The normative time to advance to candidacy is 6 quarters (2 years). The maximum time to degree is 24 quarters (8 years).

WRITTEN AND ORAL QUALIFYING EXAMINATIONS

Academic Senate regulations require all doctoral students to complete and pass university written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under 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. What follows in this section is how students are required to fulfill all of these requirements for this doctoral program. All committee nominations and reconstitutions adhere to the [Minimum Standards for Doctoral Committee Constitution](#).

Students are required to take the Departmental Written Qualifying Examination (DWQE) during their first year in residence. The examination consists of a research proposal that is eight to ten pages in length. The first version of the proposal must be submitted to the student's advisory committee for comment by the first week of spring quarter. A final version of the proposal, which should incorporate the advisory committee's comments, must be submitted to the advisory committee in the eighth week of spring quarter. The advisory committee evaluates and grades the research proposal as pass or not pass. The results are forwarded to the graduate adviser.

Guidelines for the DWQE: *The DWQE consists of a research proposal on a topic that the student is considering pursuing in their dissertation research. The proposal should include a scholarly review of the relevant literature, a description of the study system, a list of specific questions or hypotheses to be addressed, as much information as possible about the approach and methods, and a bibliography of literature cited (approximately 10 pages of single-spaced text; figures and tables are optional). Detailed method sections are not expected at this stage but are welcome. The proposal should be a serious attempt to develop a research project that might be carried out, but there is no requirement that it become the student's dissertation research. The first draft of the proposal is to be submitted to the student's Guidance Committee for comment no later than the end of first week of Spring Quarter. Guidance Committee members are required to provide written comments by the end of the third week of Spring Quarter. The final draft of the proposal is to be submitted to the Guidance Committee at the end of the tenth week of the Spring Quarter. The advisory committee will evaluate and grade the proposal as "not pass," "MS pass," or "PhD pass" and forward these results to the Graduate Student Affairs Officer.*

The University Oral Qualifying Examination is conducted by the doctoral committee and must be completed by the end of the second year of graduate study. Students prepare, present and defend an original written dissertation proposal, which may or may not directly build upon their research proposal for the Departmental Written Qualifying Exam. The oral examination focuses on the content of the dissertation proposal and topics directly related to it. The dissertation proposal generally follows the format of a National Science Foundation Dissertation Improvement Grant and forms the basis of the student's oral defense of the dissertation proposal. The oral qualifying examination is graded pass, fail, or repeat. A repeated examination is graded pass/fail only. Students who do not pass this repeated oral qualifying examination and advance to doctoral candidacy by the end of winter quarter of their third year will lose fellowship support and access to departmental grants, and will be recommended for academic disqualification.

Guidelines for the Oral Qualifying Examination: *This exam is presented to the student's doctoral committee and must be completed by Winter quarter of the 3rd year. Students prepare, present and defend an original written research proposal. No specific format is required but dissertation proposals should generally include the following elements:*

1. Title
2. Abstract
3. Background and literature review
4. Methods
5. Preliminary results
6. Contingency plans
7. Timetable for completion
8. Literature cited.

The proposal should be written as though readers have no prior knowledge of the project and should include a thorough introduction to the scientific questions addressed and hypotheses being tested. The proposal should exemplify high-quality scientific writing, free of typographical, spelling and grammatical errors, and all relevant literature should be cited. The relationship of the proposed research to the hypotheses being tested should be stated explicitly. Headings and subheadings should be used to clarify the proposal's organization. Methods should be described in sufficient detail that they can be understood without reference to additional sources. Work already completed should be described using past tense and work yet to be completed should be described using present or future tense. A tentative plan for dividing the dissertation into chapters and/or published papers should be included. The role of any collaborators, aside from the student's advisor, should be clarified (a collaborator can be defined as a person who could reasonably expect to be a coauthor if the dissertation chapter were published in a scientific journal). As a general rule the proposal should be about 10 pages of single-spaced text (12 point font), not including figures, tables, and bibliography. Figures and tables can be embedded in the text or put in separate sections. Any submitted or published papers that will be part of the dissertation should be provided to the committee along with the proposal. Students are expected to consult with their advisors about the

structure of the proposal and strategies for developing it into a grant proposal for submission to external funding agencies, as applicable to the subject matter of the dissertation.

The Oral Examination will include questioning on both the student's research proposal and on the student's broader understanding of subjects pertinent to the proposed work. Each committee member should specialize on an identifiable subject area and suggest specific readings to help guide the student's preparation in that area.

All doctoral committee members must be physically present for the Oral Examination. Only one committee member (never the chair or co-chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee chair must provide written approval to the student ahead of the examination. Please contact the Graduate Students Affairs Officer, Tessa Villasenor, about obtaining required approval.

DOCTORAL COMMITTEE REQUIREMENTS

Before a student can take the Oral Examination, s/he must nominate a Doctoral Committee. ALL members of the doctoral committee must be physically present for the Oral Examination, meet collectively with the student once per year after advancing to candidacy and approve the final dissertation.

Here are the University standards for doctoral committees:

1. All doctoral committees require a minimum of **four members** among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).
2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).
3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.
4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:
 - UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
 - Parameters for service as a Co-Chair
 - Minimum academic credentials of an additional member
5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.
6. All committee members read, approve, and certify the dissertation. Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.
7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.
8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and

hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]

DOCTORAL COMMITTEE NOMINATION (AND RECONSTITUTION)

Doctoral committees are nominated through a formal process that requires approval of the Department and Graduate Division. Students should consult with the Graduate Student Affairs Officer, Tessa Villaseñor, 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/>.

Any student who wishes to add, remove, or replacing members of an existing doctoral committee should consult with the Graduate Student Affairs Officer, Tessa Villaseñor, about the Reconstitution Process. The Reconstitution of Doctoral Committee form can be found here: <https://grad.ucla.edu/academics/doctoral-studies/reconstitution-of-the-doctoral-committee-and-or-change-in-final-oral-examination-requirement/>.

ADVANCEMENT TO CANDIDACY

Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the written and oral qualifying examinations.

FINAL ORAL EXAMINATION (DEFENSE OF DISSERTATION)

Not required for all students in the program. The decision as to whether a defense is required is made by the doctoral committee; however, all students are encouraged to present an exit seminar.

DISSERTATION PREPARATION AND FILING

Filing informational sessions are held at the beginning of each quarter by staff from the University Archives and the UCLA Graduate Division. Students who plan to file a dissertation during the quarter should attend one of these meetings. A complete schedule of workshops can be found here:

<http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm>

The dissertation filing portal and a list of resources, including a UCLA manuscript preparation guide and formatting web tutorial, can be found here, <https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/>.

TERMINATION OF GRADUATE STUDY AND APPEAL OF TERMINATION

University policy: A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

Special Departmental or Program Policy: In addition to the standard reasons outlined above, a student may be recommended for academic disqualification for one or more of the following reasons: unsatisfactory performance as determined by the advisory committee, failure to pass all areas of the written and oral qualifying examinations, failure to pass the master's capstone project or thesis plan, and failure to maintain a provisional or permanent adviser. A student may appeal a recommendation for academic disqualification in writing to the appropriate subgroup or the departmental chair.

In each case where a student is being considered for termination from an EEB degree program, the Vice Chair for Graduate Studies or the Graduate Advisor will appoint an Ad Hoc Review committee with at least three EEB faculty members. The committee will review all materials relevant to the student's case and make a recommendation as to whether or not termination is warranted.

B. MASTER'S DEGREE

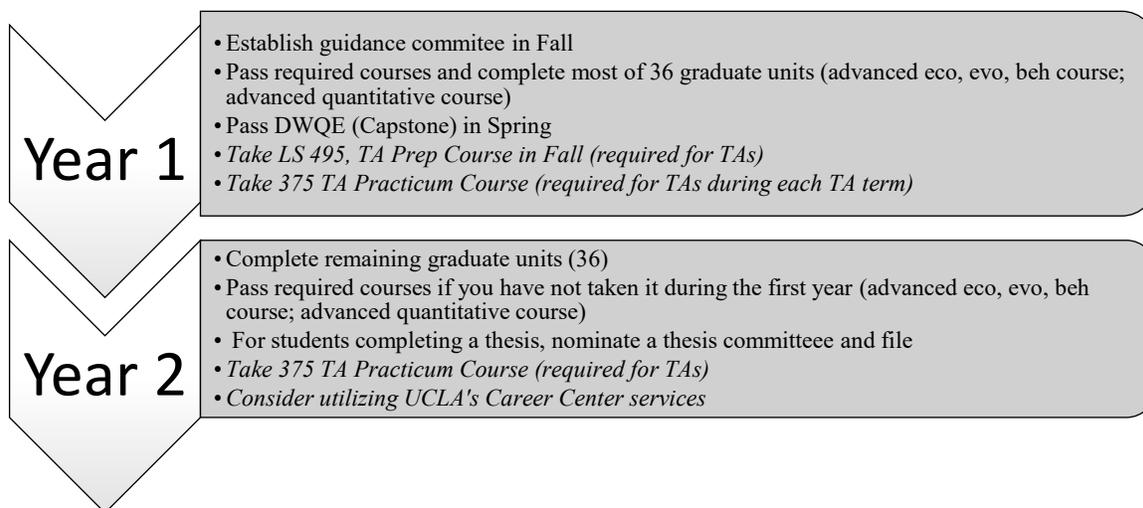
WHAT WE EXPECT OF STUDENTS

Throughout your career as a master's student, you will be expected to maintain normal progress toward the degree. "Normal progress" means that you are moving through the series of steps necessary to obtain a master's degree at a reasonable pace, and at the level of performance we require of all our master's students. These steps are outlined below, and described in detail in the following sections.

- Maintenance of a 3.0 grade point average in all formal coursework (100- and 200- level courses); reasonable progress in completing required coursework.
- Selection of a permanent advisor by the end of the first term. Students on a thesis plan should have their thesis committee appointed by the end of their first year.
- Successful completion of the DWQE
- Successful completion of either a thesis or capstone plan.
- Failure to maintain these standards, as determined by the Graduate Adviser, may lead to dismissal from the program.

DEGREE TIMELINE

This timeline includes all mandatory program requirements, with suggested benchmarks in italics. The first year consists primarily of coursework and the departmental written qualifying exam (capstone), and the second year focuses on research and writing.



ADVISING

All academic affairs for graduate students in the department are directed by the departmental graduate adviser who is assisted by the administrative staff of the Graduate Division. The graduate adviser establishes, at the time of admission to graduate study, a guidance committee for each student that consists of three faculty members for each student.

The chair of the guidance committee acts as the provisional adviser until a permanent adviser is selected. Service as a provisional adviser is designed to be provisional for both professor and student. It does not commit the professor to supervise the thesis, nor does it commit the student to a provisional adviser. The provisional adviser serves in an advisory capacity until a permanent adviser is found and the master's examination or thesis committee is established.

*Note on the formation of **guidance committees**: Each student is responsible for securing a guidance committee during Fall quarter, which must consist of a provisional advisor and two faculty members. Students should arrange an introductory meeting for the start of Fall quarter with committee members and complete a first-year course plan to be submitted to the Graduate Student Affairs Officer, Melissa Carrillo, once completed. During Fall quarter the guidance committee is responsible for developing a first-year course plan with the student, and during Spring quarter guidance committee members must evaluate the Departmental Written Qualifying Examination. In many but not all cases, guidance committee members may later serve on a student's thesis committee.*

FOREIGN LANGUAGE REQUIREMENT

None.

COURSE REQUIREMENTS

Students must be enrolled full time and complete a minimum of 36 units (nine courses) of graduate (200 or 500 series) or upper division (100 series) course work for the master's degree. Within this overall requirement, students must complete 20 units (five courses) at the graduate level for a letter grade. Of these 20 required graduate units, 16 must be in the 200 series and 8 may be in the 200 or 500 series. Students must complete one advanced course (100 or 200 series) in ecology, evolution, or behavior. Students must also complete an advance quantitative course (100 or 200 series) in statistics, biomathematics, or bioinformatics. The guidance committee establishes other specific course requirements individually for each student.

Note on degree units: Of the 36 units to be applied toward the degree...

- 20 units must taken for a letter grade.
- up to 8 units can be in the 500s.
- up to 8 units can be in the 100s (undergraduate level, upper division)
- all coursework should be taken in the EEB department, or related departments if approved by the faculty advisor.

TIME TO DEGREE

The normative time for the MS degree is six quarters (2 years).

WRITTEN QUALIFYING EXAMINATIONS (DWQEs)

Students are expected to pass the **Departmental Written Qualifying Examination (Capstone)** during their first year in residence. Students must submit a first-year literature review and research proposal that is four to five pages in length. The first draft of the proposal must be submitted to the student's advisory committee for comment by the end of the first week of Spring quarter. A final draft of the proposal must be submitted to the advisory committee by the end of the tenth week of Spring quarter. The advisory committee evaluates and grades the proposal as pass or not pass. The results are forwarded to the graduate adviser.

Guidelines for the DWQE: The DWQE consists of a research proposal on a topic that the student is considering. The proposal should include a scholarly review of the relevant literature, a description of the study system, a list of specific questions or hypotheses to be addressed, as much information as possible about the approach and methods, and a bibliography of literature cited (approximately 4-5 pages of single-spaced text; figures and tables are optional). The proposal should be an attempt to develop a research project that might be carried out, but there is no requirement that it become the student's thesis. The first draft of the proposal is to be submitted to the student's Guidance Committee for comment no later than the end of first week of Spring Quarter. Guidance Committee members are required to provide written comments by the end of the third week of Spring Quarter. The final draft of the proposal is to be submitted to the Guidance Committee by the end of the tenth week of the Spring Quarter. The committee will evaluate and grade the proposal as "not pass" or "MS pass" and forward these results to the Graduate Adviser.

DEMONSTRATING MASTERY

Students can expect to demonstrate mastery of Biology in one of two ways. The EEB program has both a "Capstone Plan" and "Thesis Plan".

CAPSTONE PLAN (MS)

See Written Qualifying Examinations (DWQEs) above.

THESIS PLAN (MS)

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

Before beginning work on the thesis, students must obtain approval of the subject and general plan from the master's thesis committee, which consists of three faculty. The thesis must be prepared in accordance with University formatting requirements in *UCLA Policies and Procedures for Thesis Dissertation and Filing*, available on the Graduate Division website. The completed thesis is presented to the thesis committee for approval.

THESIS COMMITTEE REGULATIONS

Before a student can file a thesis, s/he must nominate a Thesis Committee. All members of the thesis committee must approve the final thesis. Here are the University standards for thesis committees:

1. Master's Thesis committees are appointed by the Dean of the Graduate Division, acting for the Graduate Council, upon nomination by the Chair of the Department (or Interdepartmental Program), after consultation with the student.
2. Master's Thesis committees consist of a minimum of three faculty members from UCLA.
3. Master's Thesis committee members must hold one of the following academic ranks:
 - Professor (any rank, regular series)
 - Professor Emeritus
 - Professor-in-Residence (any rank)
 - Acting Professor (any rank).
4. Adjunct Professors (any rank), Professors of Clinical X (any rank), and Visiting Professors (any rank) may serve as one of the three regular members (not as chair) on professional (not M.A. or M.S.) master's thesis committees.
5. Acting Assistant Professors may serve as regular members, but not as chairs.
6. The Chair of the committee and at least one other member must hold academic appointments in the student's department or interdepartmental program at UCLA.
7. Additional members from any of the above titles as well as those with the title of Lecturer may be appointed to the committee and/or serve as Co-Chairs, and shall have the same voting rights and responsibilities as the other committee members.
8. By petition, one of the minimum three members may be a faculty member from another UC campus who holds an appropriate appointment as listed above.

THESIS COMMITTEE NOMINATION (AND RECONSTITUTION)

Thesis committees are nominated through a formal process that requires approval of the Department and Graduate Division. Students should consult with the Graduate Student Affairs Officer, Melissa Carrillo, when ready to nominate committee members. The Nomination of Master's Thesis Committee form can be found here: <https://grad.ucla.edu/academics/masters-studies/nomination-of-masters-thesis-committee/>

Any student who wishes to add, removing or replacing members of an existing thesis committee should consult with the Graduate Student Affairs Officer, Melissa Carrillo, about the reconstitution process. The Reconstitution of Doctoral Committee form can be found here: <https://grad.ucla.edu/academics/masters-studies/reconstitution-of-masters-thesis-committee/>

THESIS PREPARATION AND FILING

INFORMATIONAL WORKSHOPS

These meetings are held at the beginning of each quarter. Staff from the University Archives and the UCLA Graduate Division present information on University regulations governing manuscript preparation and completion of degree requirements. A complete schedule of workshops can be found here: <http://www.gdnet.ucla.edu/gasaa/library/thesismtg.htm>

POLICIES AND PROCEDURES

The official UCLA manuscript preparation guide can be found at, <https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>

DEGREE

Upon completion of the program, the degree noted on the transcript will be reflected as a Master's of Science in Biology.

TERMINATION OF GRADUATE STUDY AND APPEAL OF TERMINATION

University Policy: A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor

performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in *Standards and Procedures for Graduate Study at UCLA*, available at the Graduate Division web site.

Special Departmental or Program Policy: In addition to the standard reasons outlined above, a student may be recommended for academic disqualification for one or more of the following reasons: unsatisfactory performance as determined by the advisory committee, failure to pass all areas of the written and oral qualifying examinations, failure to pass the master's capstone project or thesis plan, and failure to maintain a provisional or permanent adviser. A student may appeal a recommendation for academic disqualification in writing to the appropriate subgroup or the departmental chair.

In each case where a student is being considered for termination from an EEB degree program, the Vice Chair for Graduate Studies or the Graduate Advisor will appoint an Ad Hoc Review committee with at least three EEB faculty members. The committee will review all materials relevant to the student's case and make a recommendation as to whether or not termination is warranted.

C. MASTER'S DEGREE WITH AN EMPHASIS ON THE ECOLOGY AND EVOLUTION OF MEDICINE (EvMed)

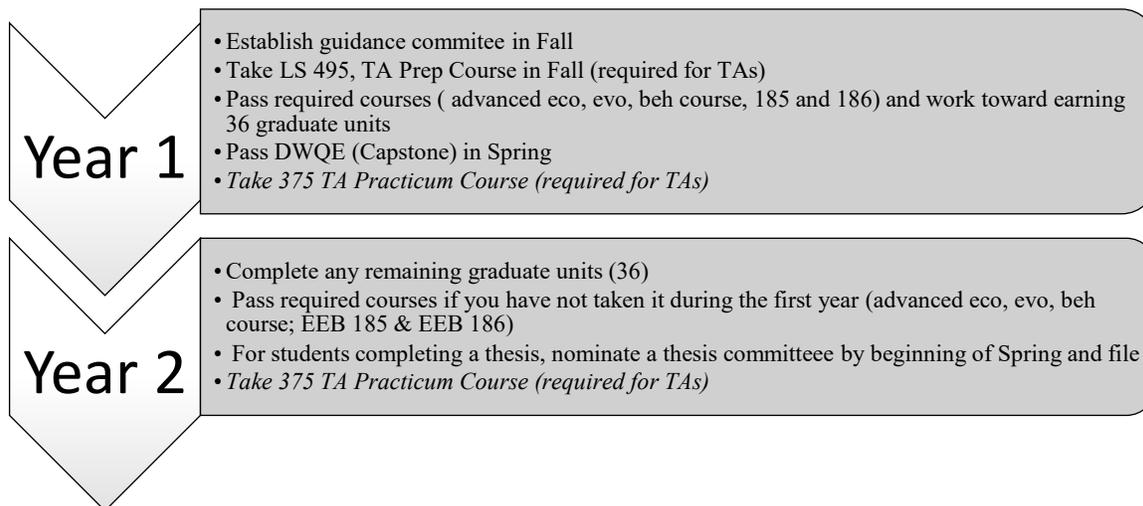
WHAT WE EXPECT OF STUDENTS

Throughout your career as a master's student, you will be expected to maintain normal progress toward the degree. "Normal progress" means that you are moving through the series of steps necessary to obtain a master's degree at a reasonable pace, and at the level of performance we require of all our master's students. These steps are outlined below, and described in detail in the following sections.

- Maintenance of a 3.0 grade point average in all formal coursework (100- and 200- level courses); reasonable progress in completing required coursework.
- Selection of a permanent advisor by the end of the first term. Students on a thesis plan should have their thesis committee appointed by the end of their first year.
- Successful completion of the DWQE.
- Successful completion of either a thesis or capstone plan.
- Failure to maintain these standards, as determined by the Graduate Adviser, may lead to dismissal from the program.

DEGREE TIMELINE

This timeline includes all mandatory program requirements, with suggested benchmarks in italics. The first year consists primarily of coursework and the written qualifying exams, and the second year focuses on specialized elective coursework, or research and writing.



ADVISING

All academic affairs for graduate students in the department are directed by the departmental graduate adviser who is assisted by the administrative staff of the Graduate Division. The graduate adviser establishes, at the time of admission to graduate study, a guidance committee for each student that consists of three faculty members for each student.

The chair of the guidance committee acts as the provisional adviser until a permanent adviser is selected. Service as a provisional adviser is designed to be provisional for both professor and student. It does not commit the professor to supervise the thesis, nor does it commit the student to a provisional adviser. The provisional adviser serves in an advisory capacity until a permanent adviser is found and the master's examination or thesis committee is established.

*Note on the formation of **guidance committees**: All master's students, whether on the capstone or thesis plan track, should form a committee of three faculty members that will consist of the advisor and two faculty members. These three faculty will ultimately be responsible for advising students about coursework, as well as evaluating the DWQE (see below).*

Ideally, this committee should be created during the first quarter of study. Students should arrange an introductory meeting with committee members and complete a first-year course plan, which must be submitted to the Graduate Student Affairs Officer, Melissa Carrillo.

FOREIGN LANGUAGE REQUIREMENT

None.

COURSE REQUIREMENTS

Students must be enrolled full time and complete a minimum of 36 units (nine courses) of graduate (200 or 500 series) or upper division (100 series) course work for the master's degree. Within this overall requirement, students must complete 20 units (five courses) at the graduate level for a letter grade. Of these 20 required graduate units, 16 must be in the 200 series and 8 may be in the 200 or 500 series. Students must complete one advanced course (200 series) in ecology, evolution, or behavior. The guidance committee establishes other specific course requirements individually for each student.

Note on degree units: Of the 36 units to be applied toward the degree...

- 20 units must be taken for a letter grade.
- up to 8 units can be in the 500s.
- up to 8 units can be in the 100s (undergraduate level, upper division)
- all coursework should be taken in the EEB department, or related departments as listed on the EvMed Elective list. The graduate student affairs officer will provide an elective list at the EEB Orientation.

Notes on coursework: Your study will consist of coursework and research within the department and within related programs. In addition to Ecology and Evolutionary Biology classes, you can also take selected courses in Anthropology, Bioinformatics, Biological Chemistry, Biomathematics, Computational and Systems Biology, Epidemiology, Human Genetics, Microbiology Immunology, and Molecular Genetics (MIMG), Molecular and Medical Pharmacology, Molecular, Cell, and Developmental Biology (MCDB), Molecular, Cellular, and Integrative Physiology (MC&IP), and Physiological Science (Department of Integrative Biology and Physiology), Psychology, Public health, and from the Institute of Society and Genetics.

This program has been designed to be maximally flexible for you; while there are some core courses, there are many optional elective courses (see below). We suggest that you consult with faculty who teach courses, as well as students who have taken them in the past so as to be sure that you are taking courses that meet your needs.

Students may also enroll in EEB 297 (Critical topics in Evolutionary Medicine) for multiples quarters to obtain credit through EEB to attend Grand Rounds lectures in the David Geffen School of Medicine at UCLA.

ELECTIVE COURSES

The Graduate Student Affairs Officer, Melissa Carrillo, provides an elective list at the EEB Orientation. For updates or questions about courses, please contact Melissa at mcarrillo@eeb.ucla.edu.

Please be advised that some courses may require a department's permission to enroll. It is best to contact the instructor directly for permission, and contact the Graduate Student Affairs Officer, Melissa, should you have any difficulty.

WRITTEN QUALIFYING EXAMINATION(DWQE)

All master's students are expected to pass the **Departmental Written Qualifying Examination (a.k.a. Capstone)** during their first year in residence. Students must submit a first-year literature review and research proposal that is four to five pages in length. The first draft of the proposal must be submitted to the student's advisory committee for comment by the end of the first week of Spring quarter. A final draft of the proposal must be submitted to the advisory committee by the end of the tenth week of Spring quarter. The advisory committee evaluates and grades the proposal as pass or not pass. The results are forwarded to the graduate adviser.

Options for the DWQE: First, it could be a well-conceived and focused review of an ecological or evolutionary perspective on a medical condition. An ideal one could be ultimately published in EvMed Review (EMR) (<https://evmedreview.com/>). From their website:

The EMR is not mainly for publishing original research, although that is possible. It is intended instead as an information nexus for the field. The posts on the homepage are written by scientists who have volunteered to serve as senior correspondents and can provide diverse authoritative perspectives from many different subfields. They report on new papers, projects, meetings, teaching resources, and funding opportunities.

Second, it could be written as a novel perspective on a topic in evolutionary medicine. An ideal one could ultimately be published in EMR or potentially expanded into a peer-reviewed article in the journal of Evolutionary Medicine and Public Health-- <https://academic.oup.com/emph>.

Third, and particularly for those that are based in a lab and going to develop a thesis, it could be written as a proposal for research that will be conducted in the future.

The first draft of the DWQE is to be submitted to the student's Guidance Committee for comment no later than the end of first week of Spring Quarter. Guidance Committee members are required to provide written comments by the end of the third week of Spring Quarter. The final draft of the proposal is to be submitted to the Guidance Committee in the tenth week of the Spring Quarter. The committee will evaluate and grade the proposal as "not pass" or "MS pass" and forward these results to the Graduate Student Affairs Officer.

CAPSTONE PLAN (MS)

See Written Qualifying Examination (DWQE) above.

THESIS PLAN (MS)

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

The first year consists primarily of coursework, and the DWQE (described above). The second year focuses on research and writing. Before beginning work on the thesis, students must form a three-member master's thesis committee and obtain approval of the subject and general plan from their committee. Please contact the Graduate Student Affairs Officer, Melissa Carrillo, when ready to nominate the thesis committee.

The thesis must be prepared in accordance with University formatting requirements in *UCLA Policies and Procedures for Thesis Dissertation and Filing*, available on the Graduate Division website.

TIME TO DEGREE

The normative time for the MS degree is six quarters (2 years). Students planning to finish the degree is under two years must meet with the Graduate Student Affairs Officer, Melissa Carrillo, at the beginning of the first Fall quarter to create an accelerated plan.

DEGREE

Upon completion of the program, the degree noted on the transcript will be reflected as a Master's of Science in Biology.

TERMINATION OF GRADUATE STUDY AND APPEAL OF TERMINATION

University Policy: A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing termination of graduate students, including the appeal procedure, are outlined in *Standards and Procedures for Graduate Study at UCLA*, available at the Graduate Division web site.

Special Departmental or Program Policy: In addition to the standard reasons outlined above, a student may be recommended for academic disqualification for one or more of the following reasons: unsatisfactory performance as determined by the advisory committee, failure to pass all areas of the written and oral qualifying examinations, failure to pass the master's capstone project or thesis plan, and failure to maintain a provisional or permanent adviser. A student may appeal a recommendation for academic disqualification in writing to the appropriate subgroup or the departmental chair.

In each case where a student is being considered for termination from an EEB degree program, the Vice Chair for Graduate Studies or the Graduate Advisor will appoint an Ad Hoc Review committee with at least three EEB faculty members. The committee will review all materials relevant to the student's case and make a recommendation as to whether or not termination is warranted.

IV. FELLOWSHIPS AND FINANCIAL SUPPORT

A. GENERAL POLICIES AND REQUIREMENTS

Official University fellowship and support deadlines, processes, limitations, requirements, and tax information can be found in the Graduate Division publication, *Graduate Student Support for Continuing Students*, here <http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf>

ELIGIBILITY FOR FINANCIAL SUPPORT

Upon admission, all students receive a funding offer that specifies guaranteed funding for the duration of the academic program (5 years PhD and 2 years MS). This funding is contingent upon students maintaining full time status and making adequate progress toward the degree. Funding related to employment, such as Teaching Assistantships or Graduate Student Research Appointments, are also contingent upon employment requirements specified in students' respective contracts.

6th Year doctoral students are eligible to apply for any and all available EEB funding. This includes TAs, dissertation year fellowships, departmental financial support in terms of research and conference travel fellowships. The Department, however, makes no guarantee that these sources of funding will be available or provided.

7th Year and beyond students are eligible to only apply for TAs, which may be prioritized in favor of students who are less than seven years in the program. Any financial support beyond TAs will be the responsibility of the student and the student's advisor.

Any graduate student that receives a competitive fellowship from an EEB-supported program will be ineligible for other departmental fellowships, research or travel support if they fail to satisfactorily complete the duties and requirements of the fellowship. The expectations from the fellowship will be clearly described to the student and their advisor prior to the student accepting the funds. Acceptance thereafter constitutes an agreement by the student and their advisor that all the requirements of performance can and will be met.

TYPES OF FINANCIAL SUPPORT

Need based support is provided, in the form of loans, grants, and—on a limited basis—work-study employment, from the Financial Aid Office. Students must be U.S. citizens or permanent residents. For more information, contact the Financial Aid Office at A-129 Murphy Hall, 310-206-0400. Please check the Financial Aid website for more information <http://www.financialaid.ucla.edu/>

Merit based support is available in the form of fellowships, traineeships, teaching assistantships, and graduate student researcher positions (see below for more information). These awards are open to students who have demonstrated high academic achievement. Please read the individual award descriptions to see if you are eligible and to check the specific citizenship requirements. For more information, refer to the *Graduate Student Financial Support for Continuing Students* <http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf>, or contact the department's Graduate Counselor.

AWARD DISBURSEMENT (PAYMENT OF STIPENDS)

The UCLA Financial Aid and Scholarship Disbursement Calendar can be found here - <https://www.financialaid.ucla.edu/Staff-Employers/Disbursement-Calendars>

Before a stipend (fellowship/grant/award) can be disbursed, **students are responsible for making sure that all paperwork has been properly completed and submitted to the correct offices**. This includes but may not be limited to, the financial statement, offer of student support contracts, statement of citizenship, GLACIER forms for international students, etc. It is crucial that students keep their UCLA email address and mailing address up to date on MyUCLA, and sign up for Bruin Direct and update bank account information in needed.

Any awards including fellowships, training grants, loans, and other awards, **will automatically be applied to any existing fees on a student's Bruin Bill first**. Any funds that remain after a student's Bruin Bill balance is paid will then be issued as a credit refund. The refund will be sent to students' local mailing addresses, held for pickup in Murphy Hall, or direct-deposited several weeks before the start of the fall term once Bruin Direct has been set up. Fee and tuition remissions through employment (GSR, TA) will automatically apply toward registration and tuition fees after the employment appointment is confirmed in the employment database. Check with your Graduate Student Affairs Officer, Tessa or Melissa, with questions about fee remissions or stipend disbursements.

NOTE – PAID SALARY (ie, a GSR, TA, TUTOR, READER, etc) DOES NOT APPEAR ON THE BRUIN BILL. Salary is documented and issued through the UCPath system for all employees, including student employees.

Quarterly stipends are disbursed monthly, so for example if a student was issued a \$7,000 Fall stipend would be disbursed as approximately \$2,333 for the months of October, November, and December.

Questions regarding Financial Aid awards, loans, Bruin Bill statements or issues, can be answered by the Financial Aid Office, Student Account Office, or Main Cashier. Contact information can be found here, <http://www.loans.ucla.edu/UCLA-Financial-Sites>.

BRUIN BILL CHARGES/REFUNDS - KEEPING TRACK

Students are responsible for monitoring all Bruin Bill activity, including scheduled financial aid, fellowships, remissions, and other award disbursements, as well as all holds on the account that are preventing the disbursement of funds. Please ensure that that all required financial documents have been completed for the Financial Aid Office and/or the Graduate Fellowship and Financial Services office.

FEE REMISSIONS AND FEE DEFERRALS (for Academic Apprentice Personnel only)

Under certain circumstances, students appointed to academic apprentice personnel titles qualify to have their registration, education, and health insurance fees paid by the University (fee remissions). The following policies and procedures apply to graduate students who (a) hold academic apprentice payroll titles of at least 25% and (b) are registered and enrolled in 12 units by the third week of classes and (c) maintain a minimum 3.0 GPA. Students are eligible for fee payments only for the term(s) in which they meet these requirements. Fee remissions cover the cost of standard in-state tuition and fees and are paid directly to a student’s BAR account (Bruin Bill). Fee remissions for the 2019-20 academic year cover the following per quarter:

100% of Tuition	\$3,814.00
100% Student Service Fees	\$376.00
100% Health Insurance	\$1,439.66
Portion of Campus Fees	\$100 (TAs only not GSRs)
TOTAL VALUE	\$5,729.66

Fee remissions do not cover all graduate student fees. There are additional fees that are voted upon by the associated student body each year, and these are referred to as the “balance of fees.” The EEB department covers the balance of fees for all students receiving fee remissions who are within their normative time to degree (6 years PhD and 2 years MS). The cost of the 2021-22 balance of fees:

	TAs	GSRs
Fall Quarter	\$56.40*	\$156.40
Winter Quarter	\$55.40	\$155.40
Spring Quarter	\$54.39	\$154.39

* incoming students are charged a one-time additional document fee in Fall (\$80 for MS and \$100 for PhD)

Fee remissions can only be processed **after** a student’s employment assignment is confirmed and the required payroll documents have been completed and filed with the student’s hiring department’s payroll office, and remissions may take 10-15 days to process. Student employees are responsible for ensuring that they complete hiring paperwork in a timely manner to ensure fees remissions can be triggered at least 3-4 weeks before the fee payment deadline.

Academic apprentice personnel can obtain a **fee deferral** from their hiring department to extend the student services fee and nonresident supplemental tuition payment deadline by two months. Please note that **fee deferrals cannot be reversed**. Students with pending balances after the extended deadline are charged a late fee of \$50. If a student on fee deferral status decides to takes to end employment and/or take a leave of absence or withdraw from the University, they will be required to paid the cost the term fees. Refunds may apply in some circumstances. Please contact your Graduate Student Affairs Officer to request a fee deferral.

TAX INFORMATION

Tax information and forms for UCLA award recipients can be found here: <https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/>

Amounts spent on fees, tuition, or required course expenses are not taxed or taxable. Salary from academic apprentice employment (GSR, TA, Tutor, Reader, etc) is taxed. Stipends (fellowships, grants, awards) are considered taxable by the IRS. U.S. citizens and permanent residents who are California residents do not have taxes automatically withheld from fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns.

Students are advised to retain "Offer of Graduate Student Support" agreements, fellowship and traineeship offer letters, BAR monthly statements, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses.

Foreign students, and those who live outside of California and file tax returns as California nonresidents, will have state and/or federal taxes withheld directly from their paychecks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the IRS website at www.irs.ustreas.gov. Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

University and department staff are unable to provide specific tax advice to individuals. Please consult with a qualified individual for more detailed information concerning applicable tax policies and regulations.

UCLA does offer the following tax preparation resources for staff and students here - <https://www.finance.ucla.edu/tax-records/tax-services/tax-preparation-assistance>, including the Volunteer Income Tax Assistance (VITA) program that assists UCLA staff and students as well as anyone in nearby communities prepare their tax returns. Their website address is <http://vita.ucla.wixsite.com/vitaat UCLA>.

INTERNATIONAL STUDENTS

Fellowship and employment tax information and forms for international students and scholars can be found here:

<https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/international-students-scholars/>

NON-RESIDENT SUPPLEMENTAL TUITION (NRST)

International students are charged additional Non-Resident Tuition (NRST) until they advance to candidacy. After advancing to candidacy NRST is waived for nine consecutive quarters (3 years). Should an international student continue at the University beyond this time, the NRST charge will return. Any additional fees imposed on international students will be the responsibility of the student and the student's advisor. The Department will attempt to offset such fees, but cannot guarantee that such funding will be available or provided.

GLACIER (REQUIRED TAX REPORTING)

If you are a nonresident of the United States and you will be receiving stipend payments (fellowships) or employment salary (TA and GSR salary), you are required to submit information on the online Glacier tax compliance system. All foreign persons receiving fellowship payments and salary are required to submit the GLACIER Tax Summary Report and supplemental information to Payroll Services for processing. The information provided is used to ensure compliance with Internal Revenue Service (IRS) rules and regulations. Please contact your Graduate Student Affairs Officer, Tessa or Melissa, to assist with access.

B. SUPPORT OPPORTUNITIES FOR GRADUATE STUDENTS

EXTRAMURAL FELLOWSHIPS

Extramural funding originates from non-UCLA sources, such as Federal agencies and private organizations, and most extramural fellowships require an application submitted directly to the sponsoring organization. The Graduate Division publishes an online guide called Graduate and Postdoctoral Extramural Support (GRAPES), which lists the more commonly sought fellowships that are available from non-UCLA sources.

When a student receives extramural funding, the amount of supplementary UCLA support is usually subject to limits. However, the Graduate Division encourages applications for extramural support by providing supplemental incentives for successful funding applicants. Contact the Fellowship and Financial Services Office at 1252 Murphy Hall, 310-825-3521, for details.

GRAPES DATABASE

The GRAPES database catalogs extramural funding opportunities of interest to prospective and current graduate students, students working on a master's thesis or doctoral dissertation, and postdoctoral scholars. It contains information on over 600 private and publicly funded awards, fellowships, and internships. Advanced search options allow users to refine their search by field, academic level, award type, award amount, and other criteria. GRAPES is maintained by the Graduate Outreach, Diversity and Fellowships Office, and can be accessed at <https://grad.ucla.edu/funding/>.

GRAD FELLOWSHIPS LIST SERVES

The Graduate Division Fellowships and Financial Services Office announces extramural funding opportunities available for graduate study, travel abroad, dissertation and postdoctoral research through Gradfellowships-L Google groups. The groups are open to UCLA prospective applicants, current graduate students, postdoctoral scholars, staff, and faculty.

To subscribe, please visit the website and follow the subscription instructions:

<https://grad.ucla.edu/funding/financial-aid/gradfellowships-l-list-subscription/>.

UNIVERSITY-BASED SUPPORT (GRADUATE DIVISION)

The UCLA Graduate Division administers additional support available on a university-wide competitive basis. Graduate students in Ecology and Evolutionary Biology generally do well in these competitions. Incoming student support is applied for during the application process. Continuing student support can be applied for once a graduate student has started at UCLA.

INCOMING STUDENT SUPPORT

Eugene Cota Robles Fellowship: for incoming PhD students who are interested in a career in university teaching and research. This fellowship targets students from cultural, racial, linguistic, geographic, and socioeconomic backgrounds that are currently underrepresented in graduate education.

Dr. Ursula Mandel Scholarship: for PhD students in scientific fields related, allied, or of value to the medical field.

Charles F. Scott Fellowship: for graduate students with baccalaureates from UCLA; consideration may be given to students with baccalaureates from other UC campuses. Applicants must provide evidence that they are enrolled in a course of study that prepares them for leadership in national, state, or local governmental administration.

Detailed information for Graduate Division incoming student support can be found here:

<http://www.gdnet.ucla.edu/asis/entsup/finsup.htm>

CONTINUING STUDENT SUPPORT

Students must be nominated for all UCLA fellowships by their home department. For this reason students should review the eligibility requirements and consult with their advisor and Student Affairs Officer prior to applying.

UCLA Doctoral Student Travel Grant: Each eligible new and continuing UCLA doctoral student will be provided up to \$1,000 total for travel related to conferences, professional development, and off-campus research. Funds are paid as a reimbursement that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activities meet the eligibility requirements. Students can apply directly here, <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

UCLA Privately Endowed Fellowships: These fellowships have special eligibility requirements. All details for privately endowed fellowships can be found in the “Extramural Fellowship” section of the [Graduate Student Financial Support Handbook](#) (deadlines begin in early January).

** denotes awards won by EEB graduate students within the last 3 years.*

Rose and Sam Gilbert Fellowship: For graduate students who attended UCLA as undergraduates for at least two years and participated on men’s or women’s National Collegiate Athletic Association (NCAA) teams (intramural & club teams are ineligible). Eligibility will be verified with UCLA’s Department of Athletics.

Gordon Hein Memorial Scholarship: for students in any field of study who are blind or who have a severe vision impairment.

***Dr. Ursula Mandel Scholarship:** for graduate students in scientific fields related, allied or of value to the medical field. Applicants must have a doctorate as their current degree objective. Preference is given to entering students.

Mangasar M. Mangasarian Scholarship: preference is given to graduate students who are of Armenian descent.

Paulson Scholarship Fund: for graduate students who are from Sweden.

Will Rogers Memorial Fund: graduate students with physical disabilities in any field of study.

Charles F. Scott Fellowship: for graduate students with baccalaureates from UCLA; consideration may be given to students with baccalaureates from other UC campuses. Applicants must provide evidence that they are enrolled in a course of study that prepares them for leadership in national, state, or local governmental administration.

Werner R. Scott Fund: residents of Hawaii who have demonstrated financial need, with preference given to a Caucasian graduate student who is a resident of Hawaii.

Philip and Aida Siff Educational Foundation Scholarship: For full-time graduate students in any discipline on the basis of demonstrated financial need and scholastic achievement and promise. Applicants must be U.S. citizens and have at least a 3.75 GPA at the time of application.

***UCLA Affiliates Scholarships:** These scholarships are awarded on the basis of academic credentials, a statement of career goals and/or research activities, campus and community activities, faculty recommendations and a personal interview.

***UCLA Faculty Women’s Club Scholarships:** offered to males and females in any area of study that is within the UCLA Graduate Division. Students must have at least a 3.5 GPA to apply and demonstrate financial need.

Graduate Research Mentorship Program and Summer Research Mentorship Program: to support close work between graduate students and their faculty mentor (deadlines in early February)

***Dissertation Year Fellowship:** to support students advanced to candidacy in the final stages of research and writing (deadline March 1st)

DEPARTMENTAL-BASED SUPPORT

INCOMING STUDENTS

All incoming doctoral students in 2021-22 will receive support packages of at least \$30,000 per year derived from a combination of fellowships, Teaching Assistantships, and Graduate Student Research assistantships. This support is provided up to five years unless a student finds support elsewhere and as long as the student is in good standing. First year PhD students will normally be supported on fellowships during the Fall and Winter quarters, and be employed as a TA or GSR during the Spring quarter. Students in good standing can extend support beyond five years by applying for TAships and fellowships.

All incoming Master's students in 2021-22 will receive support packages of Teaching Assistantships provided for two academic years (6 quarters) unless a student finds support elsewhere and as long as the student is in good standing. Continued employment as a Teaching Assistant is contingent on academic progress and TA performance. Summer funding is not guaranteed.

CONTINUING STUDENTS

596/8/9 Funds (research funds)

Students have \$70 per quarter to support research while enrolled in 596,598 or 599. Funds can be spent during the quarter, or carried forward to the following quarter with the academic year (ending Spring quarter.) Approved expenses have been approved for poster printing, Biology storeroom and non-storeroom items, technical shops, field travel in California (milage only), and software. Note that books, page charges, Society membership dues, and subscriptions are not allowed. To redeem funds either through a Purchase Order or reimbursement, please contact your Graduate Counselor.

Departmental Funding Awards (Spring call)

All graduate students are encouraged to apply for competitive fellowships, research grants, and conference travel grants from the department. If students successfully earn additional awards, the funding will replace departmental commitments (see below for information about the April departmental call for funding awards). The following are funding sources are administered directly by our department, and also outlined in the Graduate Student Support section of the department website here - <https://www.eeb.ucla.edu/graduate-student-support/>

- **Bartholomew Fund for Field Biology**

Generously endowed by Ruth Bartholomew and George Bartholomew, our distinguished Professor Emeritus, this fund provides one summer fellowship (\$7,500) and research support for the top applicant in ecology, evolutionary biology, and/or conservation biology whose research has a significant field component. Eligible students must already have advanced to PhD candidacy. Thus, one student per summer will receive the Bartholomew Fellowship. Additional students will receive Bartholomew Research Grants (up to \$1,200) to support research and/or travel expenses.

- **Josephine Reich Fund**

The Josephine Reich Fund was established to support outstanding students in the area of environmental research or education. This fund provides up to four summer fellowships (\$7000 each) and two academic quarter fellowships (\$7,500 stipend plus fees) to support research or dissertation writing. The fund also provides several Josephine Reich Research Grants (up to \$1,200) to support research and/or travel expenses.

- **Holmes O. Miller Fellowship**

(\$7,500) to support an outstanding doctoral student who is doing or planning to conduct field research. The award may be granted in summer as a stipend, or as an academic quarter fellowship in which case also covers fees.

- **Lida Scott Brown Fund for Avian Biology**

The Lida Scott Brown Fund provides up to four summer fellowships (\$7000 each) and two academic quarter fellowships (\$7,500 stipend plus fees) to support research or dissertation writing in avian biology. The fund also provides several Lida Scott Brown Research Grants (up to \$1,200) to support research and/or travel expenses for pilot studies in avian biology.

- **Vavra Research Fellowship and Grants for Organismal Plant Biology**

The Vavra fund was established to support graduate education in organismal plant biology. The fund provides one academic quarter Vavra Research Fellowship (\$7,500 stipend plus fees) to an outstanding student, and one summer or quarter award (\$7,500) to another top student. The fund also provides Vavra Research grants (maximum \$7,500) to support research or travel, including special workshops, courses at biological stations that are related to dissertation research in plant biology, and full or partial travel and conference expenses for students wishing to attend scientific meetings where their research results on plant biology will be presented.

- **Department Dissertation Completion Fellowship**

This fellowship provides one academic quarter of support (\$7,500 plus fees) to a doctoral student in the final stages of their dissertation research. Students must be advanced to candidacy.

- **Department Quarter Fellowship**

This is a departmental fellowship for one quarter (\$7,500 in stipend plus fees) for outstanding students who do not qualify for department fellowships with taxonomic restrictions.

- **Department Fee Award**

This is a departmental fellowship for one quarter of fees for students who do not qualify for fee remissions through TA or GSR support or fellowships that include fees. Students who have earned grants or fellowships that do not cover full fees are encouraged to apply.

- **Non-Resident Tuition Fellowship (for NRST)**

This fellowship is for foreign students who have exceeded their allotment of non-resident tuition support.

- **Departmental Research Grant**

These grant amounts vary and provide a stipend for research expenses. This may include travel expenses for research purposes.

- **Departmental Conference Travel Grant**

These grant amounts vary and provide a stipend to cover full or partial expenses for travel to a scientific meeting in which the applicant gives a presentation.

All students in good standing may apply for additional funding once a year in April through a competitive application process. **6th Year doctoral students** are eligible to apply for any and all available EEB funding. The Department, however, makes no guarantee that these sources of funding will be available or provided. The Departmental Funding Application covers all forms of support for continuing graduate students that are administered by the Department of Ecology and Evolutionary Biology, except Teaching Assistantships and Graduate Student Research positions.

The link to the application and details are sent via email each April by the Graduate Counselor. Applications for Departmental Funding Awards and all supporting documentation are **due by stated deadlines**. If you know you will be unable to meet the April deadline because of fieldwork, please contact your Graduate Counselors about how to submit an early application.

The application does not cover the various forms of support administered by the Graduate Division. To view UCLA Graduate Division support, visit their [website](#).

V. TEACHING INFORMATION

A. TEACHING ASSISTANTSHIPS

TA PLACEMENTS

TA allotments are assigned by the Chairs of each department to courses based on enrollment, according to the annual budget granted by the Dean of Life Sciences. The traditional load for Teaching Assistants is three sections of 20-25 students each, but this may vary according to meeting days/times and the format and responsibilities of each course.

In early summer, new and continuing EEB students are sent an online TA Preference Survey from the Graduate Counselors. The survey includes all EEB courses and some Life Science Core courses for the upcoming Fall, Winter and Spring quarters. TAs are placed in courses quarterly according to a variety of factors including but not limited to, their original funding plan, course preference, academic background, prior TA performance, and instructor preference. All TAs are confirmed no later than 30 days before the start of each quarter. Contact your Graduate Counselors with questions about TA assignments.

TA PLACEMENTS DURING SUMMER SESSIONS

UCLA holds two six-week summer sessions: A and C. Summer TA positions are limited and prioritized for EEB doctoral students with summer TAs guaranteed in original funding offers. Summer sessions TAs are scheduled by the Graduate SAOs, Tessa and Melissa, in Spring quarter (May).

Enrollment for summer sessions begins in early February for UCLA students. See <https://summer.ucla.edu/>. EEB graduate students are not required to enroll in Summer Sessions.

TA TRAINING FOR NEW TEACHING ASSISTANTS

Pre-Quarter Life Science TA Training Workshop (required once during first TA term)

New TAs must attend a “Pre-Quarter TA Training Essentials Workshop” to cover basics of teaching and preparation for the first days of class. Topics covered in the training are not covered in the LS 495 course. The training is organized by the LS 495 instructional team and CEILS. Students may contact Katie Dixie, kdixie@ceils.ucla.edu, for details.

LS 495 course (required once during first TA term)

Like many departments, the EEB Department and the Life Science Core requires TAs to complete an LS 495 2-unit Seminar designed to prepare them for the TA role. This seminar must be taken during the first TA quarter, and in certain circumstances may be taken prior. Those seminars are organized, developed, and taught jointly by a faculty member and an experienced graduate student holding the title of a TA Consultant (TAC) or a TA Consultant (TAC).

The Center for the Advancement of Teaching (CAT) TA Training Program

Becoming a successful TA is a skill, and not unlike other skills, requires practice, preparation, and collection of feedback and suggestions for improvement. The TA Training Program pages are designed to either answer your questions or direct you to a helpful resource. Each year, the CAT TA Training Program organizes a day-long conference designed for TAs. The conference consists of a series of workshops and a TA/Faculty Panel. Both new and experienced TAs can benefit from the enthusiastic and knowledgeable TA workshop leaders. For further information, visit <https://www.teaching.ucla.edu/tatp>.

TA EVALUATIONS

All undergraduate courses must be evaluated. The students will be able to submit their evaluations electronically. Teaching Assistants can review their evaluations on MyUCLA. TA evaluations may be viewed by instructors of the course, Chairs, and Department staff tasked with academic reporting such as the Graduate SAOs and Department CAO.

To view CAT’s Teaching Guide section about tips and procedures for Measuring and Evaluating teaching, please visit here, <https://www.teaching.ucla.edu/resources/teaching-resources>

B. COURSE SCHEDULING & ENROLLMENT

ADDING AND DROPPING COURSES FOR UNDERGRADUATES

Before the first day of a course, students can enroll through MyUCLA (see Enrollment). After the first day through Friday of week 3, they can continue to enroll online through MyUCLA if they meet the prerequisites and there is room in the class.

Undergraduate students may drop nonimpacted classes without a transcript notation using MyUCLA through Friday of the fourth week of classes. In weeks five through seven, students can drop nonimpacted classes without an instructor's signature on MyUCLA, but they will incur a transcript notation. After that, they may drop courses with the instructor's signature until the end of the tenth week of the quarter. A few classes are impacted (EE Biol 110 is the only one in our department), which means that students cannot drop them after the end of the second week of the quarter without extraordinary cause, and they must seek approval from both the instructor and the College. Please consult the undergraduate student affairs officers if you have questions on campus drop/add policies.

CLASSROOM ASSIGNMENTS/CHANGES

Contact Ana Padilla (scheduling@lifesci.ucla.edu, Hershey Hall 133) concerning classroom scheduling/changes or when needing additional rooms for extra class sessions, review sessions, and exams. If you have preferences for particular classrooms or schedules, please notify Ana as far in advance of the quarter as possible (scheduling is typically done 4-6 months in advance of each quarter).

COURSE SCHEDULING, ENROLLMENTS & ROSTERS

See Ana Padilla in Hershey Hall 133 for rooms and times. Rosters are available online through Gradebook, MyUCLA, and CCLE. The quarterly Schedule of Classes is online at <https://sa.ucla.edu/ro/public/soc/>

COURSE WEBSITES

For information on instructional websites, contact Kristin Hartman at webteam@lsic.ucla.edu, 310-794-9177.

ENROLLMENT FOR UNDERGRADUATES

Students enroll in courses online through MyUCLA, beginning several weeks before the next quarter. Enrollment passes, which are determined by students' class standings, begin in late June for Fall classes, mid-November for Winter classes, and late February for Spring classes. Summer Sessions enrollment begins in early February. Generally enrollments and enrollment problems are handled by the departmental Student Affairs Officers until the quarter actually begins. Course prerequisites are strictly enforced by MyUCLA and departmental student affairs officers, although instructors may choose to overlook prerequisites in individual cases. Check with your departmental SAO (graduate or undergraduate, according to the class) to confirm the policies for enrollment for particular courses.

PERMISSION TO ENROLL NUMBERS (PTEs)

PTE numbers are not issued for undergraduates in EEB courses. Please direct your students to the online enrollment system via their MyUCLA. PTE numbers can be issued to graduate students if they wish to enroll in a restricted class if they get a five-digit PTE number. A PTE number is issued at the discretion of the instructor or department offering the class. When used with the nine-digit course ID, it guarantees enrollment. Inquire at the respective departmental office regarding internal department procedures for receiving a PTE number.

SCHEDULE OF CLASSES

See <https://sa.ucla.edu/ro/public/soc/>

SCHEDULING CLASSES, REVIEW SESSIONS, ETC.

Courses in Ecology and Evolutionary Biology are scheduled by Ana Padilla in Hershey Hall 133, scheduling@lifesci.ucla.edu,

Courses in the Life Sciences Core series are scheduled by Tracy Knox, tracyn@lifesci.ucla.edu

C. GRADES / RECORD KEEPING

ACADEMIC DISHONESTY (CHEATING/PLAGARISM)

If there is strong evidence of academic dishonesty, Academic Senate regulations require that it be reported to the Dean of Students. See <http://www.deanofstudents.ucla.edu/Reporting> to view the policy about reporting a case of academic dishonesty.

FEDERAL PRIVACY LAW FOR STUDENT INFORMATION (FERPA)

Because of FERPA, the Family Educational Rights and Privacy Act, information on UCLA students (regardless of their age) cannot be given out to anyone except that student, including their parents. This includes student ID numbers, schedules, grades, private contact information, or any other personal information. In addition, **lists of grades, etc., may not be posted by student number or name, nor may assignments, papers, exams, etc., be left in a box for students to pick up.** If you have questions on privacy restrictions, please consult your departmental Student Affairs Officers. For detailed FERPA information, visit the UCLA Registrar's Office website at: <https://www.registrar.ucla.edu/Faculty-Staff/FERPA/FERPA-for-Faculty>

GRADES

Please consult with the instructor of the course regarding grade submission. Students should check MyUCLA for their grades. Grades cannot be given out to students by e-mail or over the phone. To change a grade after grades have been submitted, go to Gradebook to make the change online. If the grade change is for a course older than 1 year obtain an Academic Revision form from your departmental Student Affairs Officer. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Change of Grade forms under any circumstances.

INCOMPLETES AND REMOVAL OF INCOMPLETES FOR UNDERGRADUATES

A grade of "I" can be assigned only if a student has substantially finished the work of a course but is missing one part, typically a final paper or project, and cannot complete the course due to illness or another substantive reason. *The student must have been passing the course at the time of assignment of the incomplete.*

Incompletes should not be given to students who simply would like to finish the course later or delay taking the final. (This gives an unfair advantage to the student, who then has three more months to study for the final.) Students do not re-enroll in the course in order to remove the incomplete; they simply finish the work required under the guidance of the original instructor. **Incompletes MUST be finished within the next regular quarter (by the end of the following Fall Quarter for Spring courses), or the grade will revert to an F.** Extensions of incompletes are very rarely granted by the College. To remove an Incomplete (in other words, to assign a grade), obtain an Academic Revision form from the departmental Student Affairs Office. The form should be filled out, signed and returned to that office for forwarding to the Registrar. Students may not pick up or return Academic Revision forms under any circumstances.

MyUCLA GRADEBOOK

Teaching assistants are able to access their gradebooks from MyUCLA using a Bruin Online (BOL) ID and password. BOL accounts can be established online at <https://www.it.ucla.edu/bol>. Those needing assistance with their BOL accounts can contact the BOL help desk at 310-825-7452 or via email at webmail@ucla.edu. The Undergraduate Student Affairs Officers in Hershey Hall 101 are also a good resource. Departments have designated CSC or network coordinators who can call the BOL help desk on behalf of faculty and reset forgotten passwords. For more information on Gradebook, see the manual at <http://cis.ucla.edu/pdf/print.pdf> or the Quick Start guide at <http://my.ucla.edu/gradebook/quickstart.pdf>

The Electronic Gradebook can be used by faculty and teaching assistants to record grades throughout the academic quarter, inform students of test scores, distribute comments, assign projects and transmit final grades to the campus registrar -- all from a secure, easy-to-use website. Fully customizable by each instructor, the Electronic Gradebook can be adapted to suit individual class management needs, and can offer variable weighting for different kinds of academic performance -- final examinations, midterm tests, papers, class participation, special projects or any other performance indicators chosen by the instructor; automatically schedule projects for students; inform students of their academic progress during the quarter; use calculation features that automatically recommend a grade; modify and update individual grades throughout the academic quarter; submit final grades to the registrar; automatically alert students to deadlines, testing schedules and other class milestones; communicate with individual students about their grades, or discuss study material with an entire class.

PASS/NO PASS FOR UNDERGRADUATES

Students can change the grading basis of any course from pass/no pass to a letter grade, or the reverse, up until the end of the sixth week of the quarter UNLESS the course is listed in the catalog as letter grade only or pass/no pass only. Check the catalog updates at <http://www.registrar.ucla.edu/Academics/Course-Descriptions> to see what is listed for your course

D. TA RESOURCES**AUDIOVISUAL EQUIPMENT**

Information is available on the AV equipment provided in specific classrooms at <https://www.teaching.ucla.edu/avs/classroom-list> often with photos of the classroom as well.

CENTER FOR THE ADVANCEMENT OF TEACHING (CAT)

The Center for the Advancement of Teaching offers a variety of programs, services, emerging technologies and multimedia labs to enhance teaching and learning. CAT provides individualized consultation to faculty on all aspects of teaching and learning (e.g., organizing a lecture, facilitating a discussion, designing course curricula). It provides grant funding to instructors and departments to support major projects designed to enhance curricular experimentation and development and to improve undergraduate instruction; has staff to help instructors learn and use technology and multimedia in the classroom; and houses a collection of instructional video and audio tapes that can be reserved for use in the classroom or the media lab. CAT distributes and processes course and instructor evaluations and provides scannable test scoring services (a.k.a. Scantron) to the campus, and organizes training for teaching assistants as well as oral proficiency testing for international TAs. (You must notify the CAT office in advance if you plan to use their Scantron services – see SCANTRONS below.) For more information, go to <https://www.teaching.ucla.edu/> or call 310-825-9149.

CENTER FOR EDUCATION INNOVATION & LEARNING IN THE SCIENCES (CEILS)

The [Center for Education Innovation & Learning in the Sciences](#) (CEILS) serves as a clearinghouse for the education tools and assessment resources instructors need to engage in effective, validated teaching practices that promote student learning, create inclusive classrooms, and retain highly-qualified students in Life and Physical Sciences majors. CEILS fosters the professional development and training of faculty who wish to incorporate evidence-based teaching approaches into their courses.

CEILS also houses the [CIRTL@UCLA](#) program, which supports the professional and career development of graduate students, postdoctoral scholars, and current faculty who are engaged in teaching now, or who are considering academic careers. CIRTL offers several resources including a certification process.

INSTRUCTIONAL MEDIA LIBRARY

The IML primarily serves faculty and departmental personnel who use media in the classroom. The IML has a collection of approximately 8,000 videotapes, laserdiscs, DVDs, CD-ROMs, films and slide/tape modules and houses and maintains several department and study center collections. For additional information, see <https://www.teaching.ucla.edu/imcs>

MINI-GRANTS (from CAT)

[Mini-grants](#) of up to \$750 for faculty and up to \$250 for TAs per academic year are provided for small-scale projects which improve or enrich existing undergraduate courses. All regular faculty are eligible to apply as are teaching assistants with faculty approval. Allowable costs include instructional media, field trips, distinguished guest speaker honoraria, and some instructional software. Proposals for departmental TA training program development are also considered. For more information or to obtain an application form, please contact the Center for the Advancement of Teaching at x52790.

OFFICE HOURS

If you are a teaching assistant and need a room for office hours, please contact Ana Padilla (scheduling@lifesci.ucla.edu, Hershey Hall 133) to reserve a room on the third floor of Hershey Hall. Rooms are available on a first-come, first-served basis

SCANTRONS (TEST SCORING SERVICES)

The Evaluation of Instruction Program (part of the Center for Advancement of Teaching) provides a variety of test scoring services that are available to all UCLA Instructors. The overall goal of the test scoring service is to provide an efficient and accurate means of grading multiple-choice exams that will effectively generate reports to suit the instructor's needs. Such reports should be used by instructors to improve the testing process itself. For a list of services and policies, please visit their website, <https://teaching.ucla.edu/test-scoring/>

To ensure efficient service, ALL examinations **must be scheduled at least 48 hours in advance**. Please call 310-825-6939 to schedule an appointment. Please be prepared to provide the following information about the exam: Instructor name, Department, Name of person bringing in the exams and their contact number, Number of Exams, Number of Test Versions, Number of Students

Always try to schedule your final exam scoring appointments early. The busiest time is always finals week, and they often have such a great demand for this service that appointments overflow into the following week. There is normally a 15 minute turnaround on examination scoring, although contingencies such as workload and equipment malfunction may affect the time needed for processing. No tests may be left unattended and will not be held overnight, so please be prepared to wait 15-20 minutes for exams to be processed.

TEXTBOOK AND DESK COPY ORDERS

See Ana Padilla in Hershey Hall 133 (apadilla@lifesci.ucla.edu) for ordering desk copies. Ordering class textbooks is done approximately eight weeks before the beginning of the quarter through an online textbook requisition to the UCLA Store.

VI. RESEARCH FACILITIES AND RESOURCES

Animal Behavior @ UCLA Contemporary animal behavior research recognizes that exciting advances can be made with integrative studies that combine multiple levels of analysis. At UCLA, we are engaged in a number of interdisciplinary studies designed to explain the diversity of behavior. We combine observational and manipulative experiments on amphibians, birds, insects, fish, and mammals throughout the world to study causation and function. We use theoretical models and comparative techniques to search for evolutionary principles and trends. The group includes those interested in applying evolutionary principles to understand human behavior, as well as those interested in the wider application of animal behavior to help conserve threatened and endangered species. UCLA is an outstanding place for graduate study in animal behavior because of our interdepartmental strengths. Colloquia and seminar series cultivate communication between students and faculty. For instance, our EEB/Anthropology Behavioral Ecology Colloquia bring world-renowned researchers to campus, while the Behavior, Evolution and Culture brown bag lunch group is just one example of ongoing interdisciplinary meetings on campus. Visit the website here, <http://www.animalbehavior.ucla.edu/>

The California Center for Sustainable Communities exists to create actionable science that improves the sustainability of urban systems. It aims to provide intellectual and conceptual frameworks for new synthesis and thinking in sustainability research for all Californians. Achieving progress toward sustainability requires maintaining and improving both human and ecosystem well-being. Our challenge is to make cities centers of sustainability in the ways they develop and redevelop beyond the next century. The Center conducts work on topics important to the transition toward greater urban sustainability. CCSC provides research, insights, data, methods, case studies, tools and strategies to address land use and transportation challenges facing California communities, and serves as a resource for policy makers, stakeholders and the residents of the state. Our mission is to assist the state's communities in the transition to greater sustainability on multiple fronts. Visit the website here, <https://www.ioes.ucla.edu/ccsc/>.

The Center for the Study of Evolution and the Origin of Life (CSEOL), formally organized in 1985 under the auspices of the University of California Institute of Geophysics and Planetary Physics (IGPP), is a Center devoted "to encourage and carry out scholarly activities relating to evolution, broadly defined - of the cosmos, the solar system, the Earth, the environment, of life, of humans (*Homo sapiens*) - with particular emphasis on the multidisciplinary nature of the science." Visit <https://epss.ucla.edu/research-areas/groups/>

The Center for Tropical Research. The unifying goal of the Center for Tropical Research (CTR) at the Institute of the Environment and Sustainability is to understand the biotic processes that underlie and maintain the diversity of life in the tropics, and to advance conservation efforts that protect species and their habitats.

In collaboration with a network of prominent scientists from diverse disciplines and backgrounds, we are conducting research in many critical areas, including: the processes important in generating diversity in rainforests, the relationship between ecology and disease, connectivity and conservation of migratory birds, and rainforest restoration in human-dominated landscapes. CTR projects employ novel applications and use the latest technologies, ranging from satellite imagery to molecular genomics. CTR conducts research in many countries, and provides important training opportunities for young scientists and decision-makers from the developing world. Visit the website here, <https://www.ioes.ucla.edu/ctr/>

The Marine Center. At the IoES Marine Center, we study the sensitivity of marine environments to anthropogenic impacts. With 44% of the world's population living within 100 miles of the coastline, coastal systems are particularly vulnerable to human-made stressors such as pollution, eutrophication, and sea level rise. A majority of our research therefore focuses on these particularly sensitive coastal areas. But human impact on the ocean does not stop at the coast. The effect of Climate Change is detectable in all ocean systems including phenomena like temperature rise and pH decline. The IoES Marine Center has therefore dedicated its research to understand the breadth of human impacts on the oceans both locally and worldwide. Critical research areas we focus on include (i) Impacts of ocean acidification and hypoxia on the coast and on vulnerable marine communities and species, (ii) Sensitivity of marine methane hydrates to temperature rise, (iii) Climate Change impacts on the distribution of mangrove and kelp forests, (iv) Sea Level Rise impacts on coastal wetlands and rocky intertidal habitats, (v) Pathogens and health risks to swimmers and surfers at the beach, (vi) Watershed and water supply management impacts on our coastal estuaries and the species that rely on them. We not only complete research on ocean systems, but we work to provide solutions particular to some of our most critical coastal management problems.

For those who wonder: The Marine Center is formerly known as the Coastal Center. Over time, new faculty arriving at UCLA added diverse marine research topics to the Center's portfolio, which led us to the decision to change its name to represent the breadth of marine science conducted at UCLA. Visit the website here, <https://www.ioes.ucla.edu/marine/>.

The Donald R. Dickey Collection of Birds and Mammals consists of over 70,000 skins and skeletons of birds and mammals from the United States, Canada, Mexico, Central America, and islands in the Pacific. The collection was developed by Donald R. Dickey of Pasadena and his associates between 1910 and 1932. Donated to UCLA in 1940 by his widow, Florence Van Vechten Dickey, it is one of world's best collections of birds and mammals of the American Southwest and Central America. Also encompassing a broad teaching collection of bird and mammal skins, skulls, and skeletons developed by Loye Miller, the UCLA Dickey serves the campus's biological curricula and the research efforts of faculty, students and visiting researchers. Visit the website here, <https://dickey.lifesci.ucla.edu/>. The collection is managed by EEB by Dr. Jonathan Marcot.

The Mildred E. Mathias Botanical Garden (MEMBG) is a 7.5 acre garden on the UCLA campus in Los Angeles, California which contains a diverse collection of plant species from around the world. Over 3,000 types of plants grow at the garden and a wide range of environments are found within its borders, from the sunny, dry desert and Mediterranean sections on the eastern edge to the shady verdant interior. A stream and series of ponds run through the center of the garden, home to koi and turtles. MEMBG is devoted to showcasing the beauty, utility and incredible diversity of the plant kingdom to the UCLA community and the public at large. Visit the website here, <https://www.botgard.ucla.edu/>.

The Stunt Ranch/Santa Monica Mountains Reserve is part of the University of California Natural Reserve System. This 67-acre site is located four miles inland on the north central flank of the Santa Monica Mountains, southernmost of California's Transverse Ranges. Situated less than a 45-minute drive from UCLA, about midway between the cities of Malibu, on the coast, and Calabasas, on the inland side of the mountains, the Stunt Ranch Reserve offers an important resource for teaching, research, and public education in the midst of the heavily urbanized Los Angeles area. Stunt Ranch Santa Monica Mountains Reserve includes fine examples of chaparral and oak woodland ecosystems. Its value is further enhanced by its location adjacent to extensive natural areas, including state (State Department of Parks and Recreation) and federal ([Santa Monica Mountains National Recreation Area](#)) parklands and areas managed for conservation purposes by the Santa Monica Mountains Conservancy and the Mountains Restoration Trust. The potential for cooperative research and education programs with these agencies is tremendous. The reserve lends itself to programs that focus not only on the natural ecosystems, but more broadly on issues of resource management in the urban/wildland interface. Visit the website here, <http://www.ucnrs.org/reserves/stunt-ranch-santa-monica-mountains-reserve.html>

The UCLA Institute of the Environment and Sustainability (IoES) is an independent, interdisciplinary academic unit, which draws upon faculty from a broad range of disciplines - the sciences, public policy, engineering, law, public health, business, and architecture. Its goal is to address the full complexity of today's environmental problems on a local, regional, and global scale through innovative, multidisciplinary academic research and outreach programs.

The IoES mission is to move science to action on the front lines of environmental progress. Using Los Angeles and California as a testbed, IoES promises solutions for the broader world—and a commitment to communications makes sure ideas are heard. The IoES offers a Leaders in Sustainability Certificate program, open to all UCLA graduate students (masters and doctoral). The program to provide a mechanism for students to pursue their interests in sustainability and to collaborate with students from different fields.

In addition to the ongoing research of IoES and UCLA faculty, specialized research centers operate within the IoE that are focused on specific areas and themes (the Marine Center, the Urban Center for People and the Environment, and the Center for Tropical Research). Visit the website here, <https://www.ioes.ucla.edu/>

The University of California Natural Reserve System. Nearly forty years ago, the University of California Natural Reserve System (NRS) began to assemble, for scientific study, a system of protected sites that would broadly represent California's rich ecological diversity. By creating this system of outdoor classrooms and laboratories and making it available specifically for long-term study, the NRS supports a variety of disciplines that require field work in wildland ecosystems. The UC Natural Reserve System is a network of protected natural areas throughout California. Its 39 sites include more than 756,000 acres, making it the largest university-administered reserve system in the world. Most major state ecosystems are represented, from coastal tide pools to inland deserts, and lush wetlands to redwood forests. The reserves also serve as a gateway to more than a million acres of public lands. Founded in 1965 to provide undisturbed environments for research, education, and public service, the Natural Reserve System contributes to the understanding and wise stewardship of the earth. Visit the website here, <http://www.ucnrs.org>

VII. Diversity, Equity, and Inclusion Resources

[UCLA's Office of Equity, Diversity, and Inclusion](#) aims to create a fairer and more inclusive environment on campus, and provides resources including but not limited to faculty search briefing information, resources for racial trauma, and even funding opportunities. It also houses the [Discrimination Prevention Office](#), which investigates reports of discrimination or harassment based on race, ancestry, national origin, religion, age, and other categories protected by law and University policy (see A.1. for more information.)

A. REPORTING BIAS, DISCRIMINATION, AND HARRASSMENT

Resources for reporting bias/discrimination are outlined at <https://equity.ucla.edu/report-an-incident/>. It is important to note that you can report issues that you have experienced personally, or things that others have experienced.

1. Campus Offices

Discrimination Prevention Office (DPO) – for cases of discrimination by faculty

<https://equity.ucla.edu/about-us/our-teams/civil-rights-office/discrimination-prevention>

DPO handles a wide range of discrimination and bias issues from ethnicity to religion and veteran status, among others. However, DPO specifically handles cases where student, staff, or faculty have been discriminated by faculty. In cases where discrimination originates from staff, the Staff Diversity & AA/EEO Office handles the investigations (see below)

Staff Diversity & AA/EEO Office – resource for staff (ie, those employed by UCLA including Academic Student Employees, and for those who are filing cases of discrimination by staff

<https://www.chr.ucla.edu/staff-diversity/filing-an-eeo-complaint>

If you feel that you have been subjected to discrimination or harassment by your supervisor, co-worker(s), or anyone in the workplace, based on any of the above protected bases, contact the Staff Diversity and AA/EEO Compliance Office (SD&C) at (310) 794-0691 for assistance. Or, click on one of the EEO Complaint Forms on the bottom of the website and complete all the information requested. Mailing and faxing information is listed on each form.

Title IX Office – for reporting sexual harassment and sexual violence

<https://www.sexualharassment.ucla.edu>

Issues involving sexual harassment and sexual violence are handled by the Title IX office. Information on how to make a report is here: <https://www.sexualharassment.ucla.edu/making-a-report>. As a reminder, all UC employees (faculty, staff, postdocs, GSR, TA's, etc) have a mandatory reporting requirement regarding sexual harassment/violence.

2. Reporting Guidance/Email Support

Because the distinctions between the offices above can be confusing, or problems experienced by an individual may span these offices, there is an email where you can reach out to: WeListen@equity.ucla.edu and they can provide guidance.

3. Helpful Individuals in EEB & Division of Life Sciences

These people in the Department can provide graduate students with confidential assistance with accessing the units and resources above-

1. Faculty Graduate Advisor – Dr. Elsa Ordway, elsaordway@ucla.edu, 510G Boyer Hall
2. Graduate Counselors - (PhD students) Tessa Villaseñor, tessav@eeb.ucla.edu, 310- 825-1959 (x51959) , and (MS students) Melissa Carrillo, mcarrillo@eeb.ucla.edu, 310-825-1680 (x51680)
3. Life Sciences Division Equity Advisor – Dr. Paul Barber, is also happy to provide guidance, if you have any questions, and can try to direct you to the appropriate resources. He can be reached at paulbarber@ucla.edu.

B. CAMPUS RESOURCES AND ORGANIZATIONS (General)

- [UCLA's Office of Equity, Diversity, and Inclusion](#) (TOP RESOURCE)
- [Diverse graduate student groups at UCLA](#)
- UCLA's [Lesbian Gay Bisexual Transgender Campus Resource Center](#)
- [Students with Dependents](#)
- The [Veteran's Resource Office](#) at UCLA
- [Bruin Resource Center](#)
- [Edward A. Bouchet Graduate Honor Society](#)
- [Dashew Center for International Students & Scholars](#)

C. CAMPUS RESOURCES AND ORGANIZATIONS (STEM focus)

- [AWiSE \(Advancing Women in Science and Engineering\)](#)
- [Center for Diverse Leadership in Science](#), hosted by UCLA's Institute of the Environment & Sustainability
- [CEILS Equity in STEM Club \(Journal Club\)](#)
- **(Founded by an EEB grad!)** [Community College Field Biology Alliance](#)
- [Environmentalists of Color Collective at UCLA](#)
- [SACNAS \(Society for The Advancement of Chicanos/Hispanics & Native Americans in Science\)](#)
- [Queer and Trans in STEM](#)
- [IBLAQ \(Indigenous, Black, Latinx, Asian, Queer\)](#), hosted by Graduate Programs in the Biosciences

D. ADDITIONAL RESOURCES

SEXUAL HARASSMENT POLICY & PREVENTION

UCLA policy defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. It is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

The UC and UCLA, and Policies and Procedures as well as Federal law on sexual harassment can be found here, <http://www.sexualviolence.ucla.edu/Policies>.

Under the UC Policy on Sexual Violence and Sexual Harassment, UCLA **employees (including student employees) are obligated to report sexual harassment and sexual violence** to the Title IX Coordinator. For more information on the Responsible Employee Obligation, please visit <https://sexualharassment.ucla.edu/reporting/responsible-employees-mandated-reporter>

UC WHISTLEBLOWER POLICY

The University of California has a responsibility to conduct its affairs ethically and in compliance with the law. If you suspect that a UC employee is engaged in improper governmental activities, you should know that UC has policies that can show you how to "blow the whistle" and can protect you from retaliation if the need arises. This website provides important information for employees and supervisors about the whistleblower policies.

<https://secure.ethicspoint.com/domain/media/en/gui/23531/index.html>

VIII. Health, Wellbeing and Safety

For updated information related to Covid-19, please visit
UCLA's central information site here - <https://covid-19.ucla.edu/>

General information about UCLA Emergency and Safety services and procedures can be found at the Office of Emergency Management website: <https://www.oem.ucla.edu/>

ARUTHER ASHE STUDENT HEALTH AND WELLNESS CENTER

The Ashe Center supports UCLA students in the successful attainment of their educational goals through the personalized delivery of accessible, high-quality health and wellness services. Information about Covid-19 testing, vaccines and other services are available here.

BRUIN ALERT

UCLA's Bruin Alert provides students, faculty and staff with real time safety updates via text, email or mobile app. To enroll please visit <https://www.oem.ucla.edu/ucla-community/students>.

CALLING FOR EMERGENCIES

- **Dial 911** from any campus phone to contact the UCLA police
- **Dial 911** from a cell phone to contact the Los Angeles Police Department
- The UCLA Police Department's campus phone number is **51491 (310-825-1491)**.

Police, Fire, Ambulance, Hazmat spills: dial 911 from any campus phone, or 310-825-1491 from a cell phone to contact the UCLA police. When making an emergency call it is important that you try to remain calm and speak clearly so that the operator understands what you are saying. Give your name, location and phone number, describe what happened, and do not hang up until asked to do so.

CAMPUS ESCORT SERVICE

CSO escorts are available free of charge to walk with students, faculty, staff or visitors 365 days a year from dusk until 1 a.m. between campus buildings, local living areas or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the South, and Veteran to the west. Here's how it works: 15 minutes before you need to leave, call (310) 794-WALK. You will be connected to a police dispatcher who will ask you:

1. where you are,
2. where you need to go, and
3. your name and a call-back number.

After you hang up, the dispatcher will radio a roaming CSO to come to your location and pick you up. Once you start to walk, the CSO will inform dispatch that the escort has begun. When you reach your destination, the CSO will likewise inform dispatch that you have reached your destination safely.

CSOs may escort you anywhere between Wilshire and Sunset, and Veteran and Hilgard (and will even go out to Malcolm on the east side, south of Westholme).

In the event of any dangerous situation, the CSO has a police radio with a direct connection to UCLA Police Officers, and is equipped with pepper spray. Visit the website here, <https://police.ucla.edu/cso/evening-escorts>.

CAMPUS EVENING VAN SERVICE

The [UCLA Safe Ride Service](#) is the rebranding of the Evening Van Service and provides a safe means of transportation around campus during the evening hours. The vans provide transportation between campus buildings, on-campus housing and nearby residential areas. The service is free of charge and available to all UCLA students, staff, faculty and visitors. For added safety, the vans are driven by Community Service Officers (CSOs) who carry two-way radios, providing a direct link to the UCLA Police Department. Find more details here, <https://police.ucla.edu/cso/evening-van-service>.

CAMPUS ASSAULT RESOURCES AND EDUCATION (CARE)

CARE is committed to the eradication of sexual and gender-based violence through creating and sustaining a safe, healthy, and equitable community for all people - <https://careprogram.ucla.edu/>

CONSULTATION & RESPONSE TEAM– CRT

UCLA's Consultation & Response Team (CRT) is a group of professional staff members charged with responding to reports of students who may be in distress - <https://studentincrisis.ucla.edu/>

NOTE: Case Managers and the Economic Crisis Response team fall under the CRT umbrella.

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is a multidisciplinary student mental health center for the UCLA campus. CAPS supports the academic and student development missions of the University and the Division of Student Affairs, and they're here to support your mental health needs as you pursue your academic goals. They offer an array of counseling, psychiatric, and wellness services designed to foster the development of healthy well-being necessary for success in a complex global environment. CAPS is located in the John Wooden Center West (the CAPS entrance faces the Intramural Field and Drake Stadium), and is open M-F, 8:00 A.M. to 5:00 P.M., except for University holidays. More information on Counseling and Psychological Services can be found at <http://www.counseling.ucla.edu/>

The CAPS 24/7 Crisis Counseling number is (310) 825-0768. STUDENTS EXPERIENCING AN EMERGENCY SITUATION WHEN CAPS IS CLOSED SHOULD GO TO THE UCLA HOSPITAL EMERGENCY ROOM.

CENTER FOR ACCESSIBLE EDUCATION (CAE)

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

If you are interested in receiving disability-based academic accommodations, you may schedule an appointment to meet with an intake counselor in order to determine your eligibility for services. CAE is committed to ensuring all UCLA students can participate fully in the numerous educational opportunities on campus. Find more information here, <http://www.cae.ucla.edu/>.

EMERGENCIES PROCEDURES

Active Shooter: <https://www.oem.ucla.edu/emergency-procedures/active-shooter>

Bomb Threat: <https://www.oem.ucla.edu/emergency-procedures/bomb-threat>

Earthquake: <https://www.oem.ucla.edu/emergency-procedures/earthquake>

Fire: <https://www.oem.ucla.edu/emergency-procedures/fire>

Suspicious Package: <https://www.oem.ucla.edu/emergency-procedures/suspicious-package>

Workplace Violence: <https://www.oem.ucla.edu/emergency-procedures/workplace-violence>

EVACUATION

If it becomes necessary for any reason to evacuate the building, two gathering places have been designated for our department: one in the Court of Sciences (for those in the Life Sciences Building), and one between the 158 Hershey Hall patio area and Greenhouse.

FOOD SECURITY RESOURCES

Please visit the Health and Wellness resource page of the EEB website here, <https://www.eeb.ucla.edu/health-and-well-being/> for the most updated information.

FIRST AID

If injured, employees (TAs, GSRs, Readers, etc) should obtain an Employee Referral Slip for Industrial Injury from the Personnel Office in Hershey Hall 236. The Occupational Health Facility is located at 10833 Le Conte Avenue, Room 67-120 CHS, and is open 7:00am-4:30pm, M-F. Their phone number is (310) 825-6771.

Students not employed by LSSA or the departments must go to the Arthur Ashe Student Health and Wellness Center at 221 Westwood Plaza (Bruin Plaza), Los Angeles, CA 90095, M-Th 8am-5:30pm, Fri 9am-4:30pm, and Saturdays 9am-12pm.

Main Line: (310) 825-4073

AfterHours Nurseline: (310) 825-4073, Option 2

Address:

Website: <http://www.studenthealth.ucla.edu/default.aspx>

HAZARDOUS MATERIALS SPILLS

Contact UCLA Police. Call 911 from a campus phone if you feel the spill is an emergency, or if using a cell phone, call 310-825-1491.

- If the spill is not an emergency but requires assistance and is during normal business hours (8 a.m. - 5 p.m.), call Environment Health and Safety (EH&S) at 310-825-5689. EH&S maintains a well-trained Haz Mat Team who can handle spills of almost any size or complexity.
- If you feel comfortable and have been trained in spill cleanup, and if it is a small spill (usually less than a liter of material), you can proceed to clean up the spill yourself or with the assistance of another person.
- Determining if an item is "hazardous waste" can be difficult. The best policy is to assume all chemicals must be managed as hazardous waste and can only be disposed of through the EH&S Chemical Waste Management Program. Strict sewer, air emissions, and landfill regulations require that hazardous waste not be drain-disposed, evaporated in fume hoods, or disposed of in the normal trash. Contact EH&S for help in classifying waste as hazardous or non-hazardous.

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OCCUPATIONAL HEALTH FACILITY

OHF is chartered to provide for employee physical care and maintains outpatient clinic services to meet the special needs of employees on the UCLA campus. The clinical staff comprises of highly qualified doctors, physician assistants and nurses. Services include pre-employment physicals, in-service physical evaluations, diagnosis and treatment of work-related illness and injury, return-to-work examinations and physical evaluations, and immunizations to support health maintenance. OHF is located at 10833 Le Conte Avenue, Room 67-120 CHS, and is open 7:00am-4:30pm, M-F. Their phone number is (310) 825-6771.

POLICE / PHONE NUMBERS

In emergencies, dial **911** from any campus phone.

UCLA Police Department: dial **51491** from any campus phone; dial **310-825-1491** from an off-campus phone.

The UCLA Police Department web site address is <https://police.ucla.edu/>

SECURITY

Report any suspicious persons or situations to the UCLA Police Department at 310-825-1491 (x51491 from campus phone). Keep windows and doors locked when you are away from the office or lab. Do not keep valuables unlocked; do not keep briefcases, purses, laptop computers, etc., unattended. Also see "Campus Escort Service" above.

SMOKING

Smoking is not permitted on the UCLA campus.

