

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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This manual is intended as a resource for faculty and graduate students in the EEB Department. The contents of this manual derive from the [University General Catalog](#) and various Graduate Division publications, including the [Standards and Procedures for Graduate Study at UCLA](#), the official [Program Requirements for the Biology Degree](#), the [Academic Apprentice Personnel Manual](#), and the [Graduate Student Financial Support Manual](#). Students are also strongly encouraged to read the relevant sections of the aforementioned University publications for up-to-date details about university rules, regulations, and policies. Please discuss questions or concerns with the EEB Graduate Office staff, Graduate Faculty Advisor, and/or the Vice Chair for Graduate Studies.

Graduate Advisor: Annelise Laufer (Werhel)

Program Coordinator: Stephanie Caranica

Director: Eileen Mansoorian

Graduate Faculty Advisor: Dr. Elsa Ordway

Vice Chair for Graduate Studies: Dr. Morgan Tingley

Last Updated January 2023

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 of: ecology and conservation, evolution and genetics, and behavior and organismic biology.

For PhD and MS students, the EEB Graduate Office (Hershey Hall 114; eebgradoffice@eeb.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>.

UCLA TA TRAINING CONFERENCE

Each year the Center for the Advancement of Teaching hosts a campus-wide TA Conference just before the beginning of Fall Quarter. Both new and experienced TAs 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 at: <https://teaching.ucla.edu/gradstudent-programs/ta-workshops/#annual-ta-conference>.

GENERAL INFORMATION

ACADEMICS

EEB DEPARTMENT

ADVISING

Students work with their assigned faculty advisers, as well as their Guidance Committee and/or Dissertation/Thesis Committee, to plan their academic programs.

All academic affairs for graduate students in the department are directed by the EEB Faculty Graduate Adviser, Dr. Elsa Ordway (elsaordway@ucla.edu).

Graduate Advisors in the EEB Graduate Office, Annelise Laufer (Werhel) and Stephanie Caranica (eebgradoffice@eeb.ucla.edu), provide academic advising and student services, manage graduate student financial support, and coordinate TA and GSR appointments. They are located in 114 Hershey Hall. Students can book in-person or virtual advising appointments with a Graduate Advisor here:

EEB Grad Counseling (In-Person):

<https://my.ucla.edu/directLink.aspx?featureID=3&org=17&type=3>

EEB Grad Counseling (Remote):

<https://my.ucla.edu/directLink.aspx?featureID=3&org=17&type=4>

AREAS OF STUDY

Study consists of coursework and research within the EEB department and within related programs in biochemistry, genetics, geology, microbiology, and molecular biology on campus.

STAFF

EEB has a dedicated staff, including academic, financial, and payroll/personnel staff. For a current list of EEB staff, please visit the relevant section of our staff directory here: <https://www.eeb.ucla.edu/staff/>.

GRADUATE STUDY AT UCLA

GENERAL CATALOG

The General Catalog describes all departments and programs, undergraduate majors and minors, graduate majors, and courses offered at UCLA. It includes degree requirements for the College and each school, and the academic and administrative policies that govern students. The Catalog outlines essential information about registration, financial aid, and academic advising. It also describes many student services, activities, and resources. The General Catalog can be found here: <https://catalog.registrar.ucla.edu>.

The UCLA General Catalog is updated yearly in July. 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>.

STANDARDS AND PROCEDURES FOR GRADUATE STUDY AT UCLA

The UCLA Academic Senate and Graduate Division set policies and procedures that govern all graduate programs at UCLA. Many of the policies concerning graduate study at UCLA can be found here:

<http://www.gdnet.ucla.edu/gasaa/library/spfgs.pdf>.

GRADUATE 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/>.

ACADEMIC AND GRADUATE DEADLINES

The Academic Term Calendar can be found here: <https://www.registrar.ucla.edu/Term-Calendar>. Students should familiarize themselves with various deadlines each term.

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

GRADUATE DIVISION FORMS AND APPLICATIONS

Many forms utilized by Graduate Division, including the common forms listed below, can be found here: <https://grad.ucla.edu/campus-resources/forms/>. Please contact the EEB Graduate Office for information on submitting the various forms and to obtain departmental signatures if required. Forms available at the above link include:

- ASE/GSR Advance Loan Authorization
- Authorization to Work More than 50% Time
- BruinDirect Deposit
- Childbirth Accommodation Funding Petition
- Childcare Reimbursement Program (TAs, ASEs and GSRs)
- Fee Remissions Benefits & Statement of Understanding
- Fellowship Application for Continuing Graduate Students
- Filing Your Thesis or Dissertation
- Filing Fee Application
- Financial Statement
- General Conditions for Students Travel
- Graduate Degree Petition
- Graduate Work-Study Program
- In Absentia Registration Petition
- Graduate Division Listserv Subscriptions
- Leave of Absence Request
- Major/Classification Change Committee
- Master's Advancement to Candidacy Petition
- Nomination of Doctoral Committee / Reconstitution of Doctoral Committee
- Nomination of Master's Thesis Committee / Reconstitution of Thesis Committee
- Part-Time Enrollment
- Registration and Enrollment Petition
- Student Research & Travel Reimbursement Form
- Tax Information & Forms for Fellowship Recipients
- UAW Local 2865 Membership Election Form
- UC Intercampus Exchange Program
- UCLA Doctoral Student Travel Grants

REGISTRATION & ENROLLMENT

REGISTRATION

Registration is a two-step process: payment of fees and enrollment in classes. Students can enroll in classes before payment is made, but if fees are not paid by the published deadlines, classes will be dropped. In order to be considered an officially registered, full-time student, graduate students must enroll in a minimum of 8 units per quarter (note: 12 units is required to be eligible for most graduate funding and is thus the recommended number of units), and all fees must be paid by their respective deadlines: September 20th (Fall quarter), December 20th (Winter), and March 20th (Spring). Information on policies related to classes, registration, and student records can be found on the UCLA Registrar's website: <https://registrar.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, select the relevant term and then search by Subject Area. Enter the Subject Area as "EE BIOL" to find EEB courses.

COURSE ENROLLMENT

Each student must enroll in at least 12 units each quarter to qualify for most funding opportunities, including many fellowships and TA and GSR positions.

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 doctoral candidacy should enroll in their mentor's 599 section, specifically for "Dissertation Research." To find your mentor's 596 or 599 course sections, go to the Registrar's Schedule of Classes at <https://sa.ucla.edu/ro/public/soc>. Select the current term and your home department, and then scroll down to find the desired class (596 or 599) and your mentor's section.

Students must enroll in classes by Friday of the second week of classes for each term. Failure to do so will indicate to the University that you are not a full-time student, and may result in multiple undesirable consequences, including: a \$50 late fine levied by the Registrar's office, being dropped from classes, and the cancelling of fellowship funds and academic apprenticeship employment (e.g., TAs and GSRs). This deadline, as well as others, is listed on the registrar's term calendar here: <https://registrar.ucla.edu/term-calendar>. Note: students must be enrolled in at least four units before financial aid checks can be disbursed, and students employed as GSRs or TAs must be enrolled in at least 12 units to obtain full fee remissions.

Consult the EEB Graduate Office and/or your faculty mentor if you need more information on the courses you should take.

COURSE NUMERATION AT UCLA

100s – Upper-division undergraduate courses (up to 8 units are applicable toward MS degree)

200s – Graduate courses (applicable toward degree)

- **EE BIOL 296** – Graduate seminars, in EEB this is often a weekly lab meeting
- **EE BIOL 297** – Graduate special topics seminars

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

- **EE BIOL (or LIFESCI) 375** is a course that students must enroll in each time they serve as a TA. This provides credit for your TA experience and space on your study list. Students enroll in the section under the department and with the instructor of the class for which they are TA-ing. Students employed as a 25% TA should enroll in 2 units of their 375 course. Students employed as a 50% TA should enroll in 4 units of their 375 course.

400s – Professional courses (not applicable toward degree)

- **LIFESCI 495** is the departmental TA training course. It must be taken before or during the first quarter you TA.

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

- **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 their research advisor.
- **EE BIOL 598** is Master's Thesis Research and Writing, for students who have advanced to MS candidacy. Not all research advisors use this number; check with your advisor.
- **EE BIOL 599** is PhD Dissertation Research and Writing, for students who have advanced to candidacy.

GRADUATE STUDENT STATUSES

CONTINUOUS REGISTRATION

Unless a student is granted a formal Leave of Absence or is on Filing Fee status, graduate students are expected to register every term (Fall, Winter, Spring), including the term in which their degree or certificate is to be awarded. A student must be registered in order to take any University examination with the exception of those that are approved for Filing Fee. Students must be registered during the regular academic quarter when they take the written and oral qualifying examinations for the doctorate. To be eligible to take such examinations in the summer, the student must have been registered in the immediately preceding spring term.

If students have completed all requirements for the degree except the filing of the thesis or dissertation and/or the final examination (master's capstone option), they may be eligible to petition for the Filing Fee in their final term instead of registering.

To be eligible to take final examinations, file theses or dissertations, or receive degrees during the summer, students must petition for Filing Fee (if eligible) or be registered in a Summer Session.

Failure of students to register as required (i.e., be in one of the following statuses: full-time registered and enrolled, part-time status, registered in absentia, filing fee, or approved leave of absence) will constitute presumptive evidence that they have withdrawn without leave by Graduate Division, and that to be readmitted, they must apply formally in competition with all other applicants for admission. A comparison of various student statuses, including Filing Fee, In Absentia Registration, Leave of Absence, and Withdrawal, can be found here:

<https://grad.ucla.edu/gasaa/library/loacomparison.pdf>.

FILING FEE STATUS

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 specific criteria can apply for a Filing Fee and pay a nominal fee of \$192 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. Please consult with staff in the EEB Grad Office if interested in Filing Fee.

A full list of eligibility requirements, suspended and continued services, deadlines, and other info about Filing Fee, as well as the application, can be found here: <https://grad.ucla.edu/academics/graduate-study/filing-fee-application/>.

IN ABSENTIA REGISTRATION

This status allows for a full-time registered student who has an academic need to conduct research 100 miles or more away from UCLA to enroll in classes and be charged reduced tuition and fees. 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 of coursework prior to applying for in absentia registration. Please consult with the EEB Grad Office before applying

Complete details on eligibility, suspended and continued services, deadlines, and other info, as well as the application can be found here: <https://grad.ucla.edu/academics/graduate-study/in-absentia-registration-petition-for-graduate-students/>.

LEAVES OF ABSENCE

A student may request a leave of absence for up to three quarters, taken individually or consecutively, for the following reasons: Outside employment, Medical, Parental obligations, Other family obligations, Military, Emergency, Financial hardship. A student must have completed at least one quarter at UCLA and be in good academic standing (GPA over 3.0) to be granted leave. 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 must have approval from the Dashew Center for International Students and Scholars to petition for a leave of absence, and in some cases, may not be able to remain in the United States while on leave.

Complete details on eligibility, suspended and continued services, deadlines, tuition refunds, and other info, as well as the application can be found here: <https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request/>.

PART-TIME STATUS

In most cases, completion of master's and doctoral degrees requires full-time graduate study. However, in some circumstances, there may be legitimate reasons for graduate students to reduce their course load. The "Policy and Procedures Concerning Part-Time Study in the University of California" allows qualified graduate students, who are unable to attend full-time, to petition to enroll part-time for reasons of occupation, family responsibility, or health. Part-time graduate enrollment is defined as one half or less of a regular full-time course load (full time=12 units of graduate or upper division coursework). Students who are approved for part-time status are eligible for reduced tuition and fees.

For complete eligibility requirements, the full policy governing part-time enrollment, and the fee reduction request form, please see: <https://grad.ucla.edu/academics/graduate-study/part-time-enrollment/>.

WITHDRAWALS, NON-ATTENDANCE, & READMISSION

University requirements state that, unless granted a formal leave of absence, continuing graduate students who fail to register or graduate students who submit a withdrawal form are considered to have withdrawn from the University and must compete for readmission with all other applicants. Students who have paid tuition and fees and need to withdraw from the current term can find withdrawal policies and the withdrawal form here: <https://registrar.ucla.edu/registration-classes/registration-and-payment/withdrawal>. If a student plans not to continue at UCLA and has not yet paid tuition and fees for the term, they can declare non-attendance via MyUCLA instead of filling out a withdrawal form. More info can be found here: <https://registrar.ucla.edu/registration-classes/registration-and-payment/declare-nonattendance>.

RESIDENCY

RESIDENCY POLICIES

UC tuition is different for California resident and nonresident students. Students who are classified as California residents do not pay Nonresident Supplemental tuition (NRST). **Domestic students must establish California residency by the start of their second year, or students will be responsible for the payment of nonresident tuition.** Students should begin taking action to establish residence and intent to stay in CA as soon as they arrive at UCLA (see Establishing Residency Section below).

The Office of General Counsel [residence website](#) summarizes UC policy and regulations on:

- [Determining residence](#)
- [Residence requirements](#)
- [Establishing residence](#)
- [Appeals, exemptions, and waivers \(including AB540\)](#)
- [Temporary amendments to requirements](#)

Students should read this important fact sheet from UC Office of General Council about residence for tuition purposes: <https://www.ucop.edu/residency/10-things-grads.html>.

Inquiries about residence requirements, determination, and/or recognized exceptions and exemptions should be directed to a Residence Deputy. Contact info can be found here: <https://registrar.ucla.edu/fees-residence/residence-requirements/residence-contacts>. **Only the campus residence deputy is authorized to supply information about residence for tuition purposes.**

ESTABLISHING RESIDENCY

To establish residency, you must be continuously physically present in California for more than one year (366 days) immediately prior to the residence determination date, demonstrate financial independence, and intend to make California your home permanently. You must demonstrate your intention to stay in California by relinquishing legal ties to your former state and establishing legal ties to California. Students can find full requirements on how to establish residency here: <https://www.ucop.edu/residency/establishing-residency.html>.

Continuing nonresident UCLA students seeking resident status, who feel they have met all UC residence requirements, should petition for a change of status for tuition purposes by filing a [Petition for Residence Classification](#). Filing periods and deadlines for submitting these petitions can be found here: <https://registrar.ucla.edu/fees-residence/residence-requirements/classification-as-a-resident>.

TUITION & FEES

GRADUATE TUITION & FEES

Student fees include UC-wide and campus-based fees. California residence affects certain fees.

Annual and term tuition and fee information can be found on the Registrar's website here: <https://sa.ucla.edu/RO/Fees/Public/public-fees>.

PAYMENT DEADLINES

Registration fees, including UCSHIP (student health insurance) unless waived, must be paid in full by the published deadlines for each term.

Fall Term

September 20

Winter Term December 20

Spring Term March 20

More info can be found here: <https://registrar.ucla.edu/registration-classes/registration-and-payment/paying-registration-fees>.

BRUINBILL or ONEBILL (aka STUDENT ACCOUNT or BAR 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 BAR Account billing – tuition & fees, nonresident tuition, Student Health Services (Ashe Center) charges, UCLA Housing charges, UCLA parking permits, and your UCLA aid payments – through BruinBill (now also called OneBill).

Students are responsible for checking their BruinBill/OneBill (accessible via [MyUCLA](#)) regularly (recommended at least once a month and prior to all tuition payment deadlines) to confirm that they have received any fellowship, stipend, aid, or tuition payments as planned, as well as paying any owed balances. **With BruinBill/OneBill, any aid funds, including fee remissions, fellowships, training grant payments, loans, and other awards, will automatically apply towards the payment of your tuition and fee bills first.** If any funds remain, they will be issued to you as a credit refund through BruinDirect Deposit (see below).

Check with the Graduate Student Services Officers if you have questions about your BruinBill/OneBill or tuition and fee payments. For more information on the BruinBill, 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 using the contact info here: <https://www.studenthealth.ucla.edu/contact>. For a calendar of BruinBill/OneBill due dates, see: <https://www.finance.ucla.edu/business-finance-services/student-accounts/calendar>.

BRUINDIRECT DEPOSIT OF FUNDS

All students who will receive financial awards (stipends, fellowships, loans, aid) are required to sign up for BruinDirect to have their funding deposited directly into personal bank accounts. You can sign up for BruinDirect through MyUCLA, and more info can be found here: <https://grad.ucla.edu/funding/financial-aid/bruindirect-deposit/>.

If students do not sign up with BruinDirect, checks will automatically be mailed to the recipient's address.

Note, Bruin Direct is not the same as employment-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 the UCPath payroll portal once hired.

COMPUTING

UCLA LOGON ID/EMAIL ACCOUNT

All students are required to set up a UCLA Logon ID and email address. Students can create and manage their UCLA Logon ID at <https://accounts.iam.ucla.edu/#/>. Students should also ensure their email address is up-to-date in the [MyUCLA](#) portal.

UCLA IT SUPPORT CENTER AND BRUIN ONLINE SERVICES

Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, wired and wireless network connectivity, free software and support. In order to use Bruin OnLine services, you must have a BOL account/UCLA Logon ID. For further information, see <https://it.ucla.edu/it-support-center>.

LIFE SCIENCES COMPUTING HELP DESK

The Life Sciences Computing Staff help provide computing services, web development, and desktop support for those in the Division of Life Sciences. 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. Life Sciences Computing has a Help Desk, which acts as a single point of contact for all users. Information on services can be found here: <https://www.bioadmin.ucla.edu/computing/>. Students, staff, and faculty can contact support@lifesci.ucla.edu to request service or report problems.

MYUCLA

[MyUCLA](#) is a portal for students, staff, and faculty that is used to access various campus services and resources, including course enrollment and BruinBill/OneBill. Students are responsible for updating their mailing address and/or e-mail address via the MyUCLA portal. Any changes should be entered immediately.

EEB LISTSERVS

EEB utilizes an internal email listserv, eeb-grad@lists.ucla.edu, for all official communication with graduate students. EEB also has another listserv, eeb-all-communications@lists.ucla.edu, that includes all staff, faculty, lecturers, post-docs, and graduate students. Please notify the Graduate Advisors of changes to your UCLA email address to ensure you receive important department communications.

WEBSITE SUPPORT: For creation, design and maintenance of departmental web sites for instructional, research and administrative information, contact Grant Alkin, Web Developer/Producer (galkin@ucla.edu).

FACILITIES

BRUINCARD

The BruinCard is the official campus identification for UCLA, and it 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 is located in Kerckhoff Hall Room 123. Contact info and office hours can be found [here](#), and info about BruinCard distribution can be found [here](#). You'll need to bring a valid form of identification (driver's license, passport, etc.). More information about the BruinCard is available at: www.bruincard.ucla.edu/default.shtml.

KEYS

Some labs/buildings are accessed via key and others via BruinCard. Keys and BruinCard access can be obtained from Alberto Gonzales at the Terasaki Life Sciences Building Loading Dock. Keys are distributed Mon-Fri 9:00-11:00, and 2:00-4:00.

BUILDING AND FACILITIES REPAIRS

Report building and facilities related problems to one of the following:

Guillermo Castillo, 310-905-4021, gcastillo@lifesci.ucla.edu

Humberto Barba, 310-755-1413, hbarba@lifesci.ucla.edu

Joel Latimer, 310-825-6770, jlatimer@lifesci.ucla.edu

If there is an urgent matter and you can't reach Guillermo, Humberto, or Joel during normal business hours, call the UCLA Facilities Trouble Desk at 310-825-9236.

For evenings, weekends, or holidays contact the UCLA Facilities Trouble Desk at 310-825-9236.

LIFE SCIENCE-WIDE CONFERENCE ROOMS AND EVENT SPACES

Conference rooms in Terasaki Life Sciences Building and event spaces in Hershey Hall can be requested via the online reservation system: <https://booked.lifesci.ucla.edu/>. One way to view availability for a specific room or space is to select from the main menu > Schedule > Resource Calendar > then select a room from the dropdown menu. To create a reservation request, click on the calendar itself.

Notes about the spaces:

- Reservation requests, including for lab meetings, are to be made on a quarterly basis, with the exception of paid rentals in Hershey Hall. An email notification will be sent a few weeks prior to the quarter when reservation requests are accepted.
- Courses cannot take place in conference spaces. If a course is listed on the Schedule of Classes and students are enrolled (i.e. lectures, seminars, discussions, labs), then this course meeting needs to be scheduled in course space (e.g. general assignment classrooms, laboratory spaces) through the Registrar's Office system. This includes course-related room requests, such as for review sessions, extra seats for mid-term exams, make-up exams, etc. For course scheduling assistance, please contact scheduling@lifesci.ucla.edu.
- Office Hours: Hershey Hall 3rd floor rooms 309, 316, and 318 are available for course related office hours on a first-come-first-served basis. These dry-erase board equipped rooms can accommodate approximately 10 students each and are available for standing reservations from 8 AM – 6 PM on weekdays.
- A [Facilities Service Request \(FSR\)](#) should be submitted with your reservation request if cleaning is required after your event or if your event takes place before or after regular business hours/days

(nights/weekends) and you need to arrange for Facilities Management to unlock the room/building for attendees and lock the doors afterward.

- Cleaning is required if your event will have food.
- Cleaning is required if your event will produce trash.
- If there is food at your event, all food must be removed from the space.
- If space is left unmaintained, we reserve the right to process an FSR that will be charged to your department.
- Set-up and clean-up time for your event must be included in your reservation request.
- Please do not put tape on the walls.
- Space is reserved on a first come, first serve basis, but we reserve the right to make changes on the basis of equity.

If you have any questions, please contact the Space Reservations Team at reserveconferencerooms@lifesci.ucla.edu.

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

Graduate students can print 250 black & white pages **free each quarter** at the Graduate Student Resource Center, located in SAC B-11. More info can be found here: <https://gsrc.ucla.edu/services/free-printing>.

TAs for EEB Courses/Staff: Black & white copy machines are available in the following rooms for instructional purposes only: Life Sciences Building Mailroom Room 3102, TLSB Mailroom Room 1015, and Hershey Hall Mailroom Room 251. Instructors are emailed copy codes before the start of each quarter and should forward that email to TAs. There is no charge for instructional copying, but the copy code 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. If you are a TA for another department, please verify printing/copying policies with that department.

In addition, there is a pay-per-use printer kiosk on the 3rd floor of Hershey Hall that is available for public use and is managed by a third party.

ILLUSTRATIONS AND GRAPHICS

The Life Sciences Computing Lab (Hershey Hall 150) provides output of large posters. More info and pricing can be found here: <https://www.bioadmin.ucla.edu/poster-printing/>.

Bruin Custom Print in the Ackerman Student Union also provides poster printing services. Info and pricing can be found here: https://www.bruincustomprint.com/UCLA_Store/shop/page/postersbanners.

The FedEx Office in Westwood Village can also provide an assortment of printing services. More info is here: <https://local.fedex.com/en-us/ca/los-angeles/office-0897>.

TELEPHONES

To dial another campus number from a campus phone, use only the **last five digits** of the campus phone number. For example, 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. For IT help with campus phones, please contact: 310-267-4357 or help@it.ucla.edu.

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.

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 it is likely not the best place to have important items mailed. Faculty mailboxes and the U.S. and campus mail drop offs 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, just 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.**

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

RECEIVING & DELIVERY

The Terasaki Life Sciences Building (TSLB) loading dock personnel 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 8:00-12:00, 12:30-4:30 Monday thru Friday for receiving and delivery (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).

SECURITY

All of the buildings are locked down in the evenings and on 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.

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 (TAs and GSRs included). If students are not able to successfully secure a student pass and would like to apply for one of these spaces, please contact EEB’s Payroll Coordinator. Contact info can be found here: <https://www.eeb.ucla.edu/staff/#personnel>.

ELECTRONICS SHOP

The Life Science Electronics Shop can often help repair lab equipment including mechanical microscopes, 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. Electronics Shop: contact John Milligan, LS A339, 310-825-4279, eshop@lifesci.ucla.edu.

UCLA SUSTAINABILITY

UCLA Sustainability brings together faculty, staff, and students to develop long-term sustainability plans and programs for the UCLA campus. You can find UCLA’s Sustainability Plan here: <https://www.sustain.ucla.edu/plan/>. Information on Zero Waste (composting, recycling, etc.) initiatives can be found here: <https://www.sustain.ucla.edu/zero-waste/>. They also provide resources and information for those hosting events on campus, including the [Green Events Guide](#), the [Food Recovery Implementation Guide](#), and the [Single-Use Plastics Implementation Guide](#). More info on UCLA Sustainability can be found here: <https://www.sustain.ucla.edu/>.

For info on sustainability-related student organizations, see <https://www.sustain.ucla.edu/student-organizations/>.

WILDLIFE ON CAMPUS

For concerns regarding wildlife on campus, including injured birds, call or text Nurit Katz, Chief Sustainability Officer, at 818-384-9493.

OFFICES & RESOURCES

ARTHUR ASHE STUDENT HEALTH & WELLNESS CENTER

The ASHE Center is UCLA’s student health center. They provide a variety of health [services](#) to students. You can visit the Ashe Center website here: <https://www.studenthealth.ucla.edu/>.

They are also responsible for the UC Student Health Insurance Plans (UCSHIP). Health Insurance is mandatory for all UCLA registered students. All students are automatically enrolled in UC Student Health Insurance Plan (UC

SHIP) and may [waive enrollment](#) if they already have health insurance. More info on UCSHIP can be found here: <https://www.studenthealth.ucla.edu/insurance>.

CENTER FOR ACCESSIBLE EDUCATION (CAE)

The UCLA Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculated, and 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. More information can be found here: <http://www.cae.ucla.edu/>.

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). 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 a life-threatening emergency should call 9-1-1 or go to the UCLA (or nearest) hospital emergency room.

Information on who to contact in a crisis or if you are concerned about a UCLA Bruin or Community member can be found here: <https://counseling.ucla.edu/services/are-you-in-a-crisis>.

DASHEW CENTER FOR INTERNATIONAL STUDENTS AND SCHOLARS (DCISS)

The Dashew Center functions as the central hub to provide international students, scholars, and their departments with visa services, resources, support and advocacy on campus. 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 contact them here: <https://internationalcenter.ucla.edu/contact-us>.

GRADUATE STUDENT RESOURCE CENTER

The UCLA Graduate Student Resource Center (GSRC) is a Graduate Students Association (GSA) initiative that is managed by Student Affairs. The GSRC is a resource, referral, and information center for graduate and professional school students. They offer advice and assistance in dealing with the challenges of graduate school, as well as a number of workshops and programs done in collaboration with campus partners. Additionally, the GSRC works with campus partners (including GSA) to organize the campus-wide Graduate Student Orientation (GSO) and Graduate & Professional Student Appreciation Week (GPSA). They are also the home of the Graduate Writing Center.

A list of essential graduate student resources, compiled by the GRSC, can be found here: <https://gsrc.ucla.edu/graduate-student-resources>.

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.

STUDENT LOAN SERVICES & COLLECTIONS

The Loan Services Office (located in Room A227, Murphy Hall) is responsible for administering long-term educational loans and private/auxiliary loans as well as campus-based loans. The Collections Office provides counseling for Bruins repaying their federal student loans and those with outstanding debt with the University. More info and contact info for both offices can be found here: <https://loans.ucla.edu/>.

UCLA HOUSING

University 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>.

DOCTORAL DEGREE REQUIREMENTS

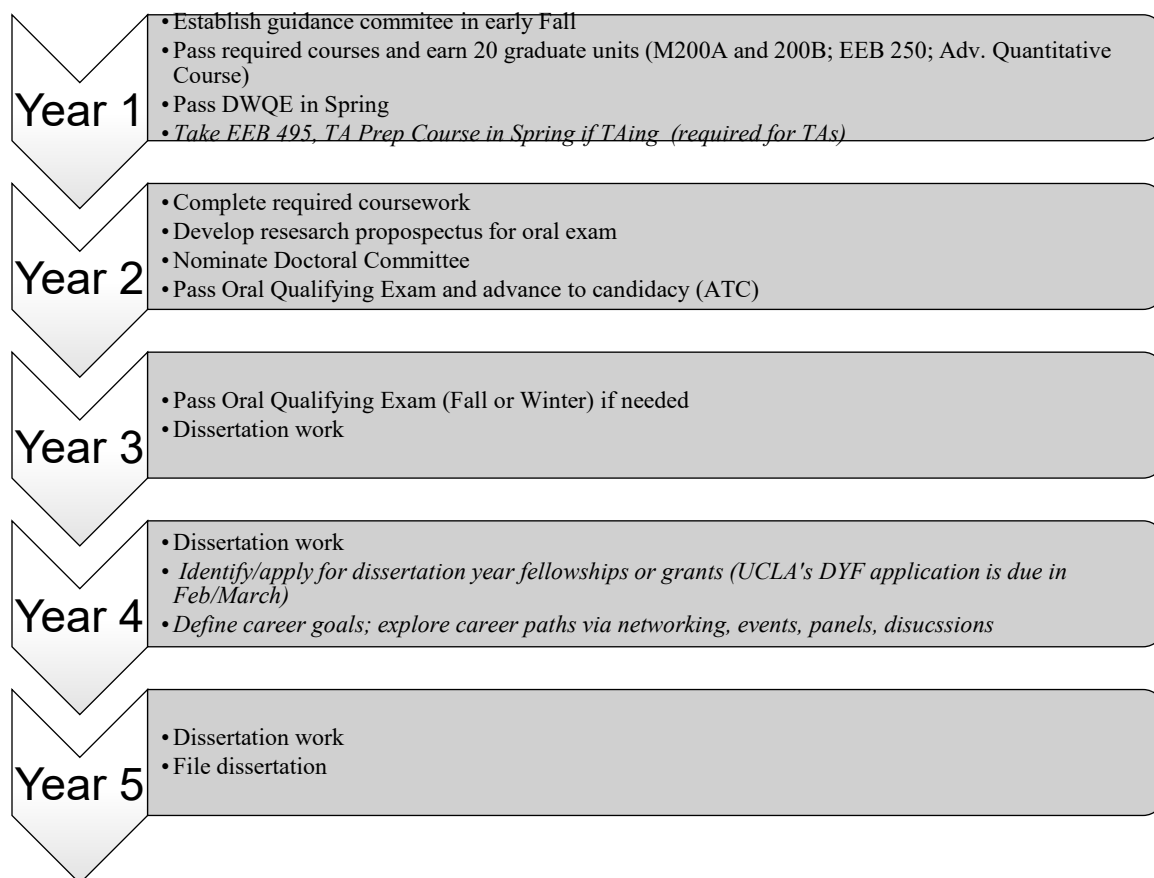
WHAT WE EXPECT FROM STUDENTS

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) 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 the second year but no later than the end of the Winter Quarter of your third year of graduate study (details below).
- As specified in offer letters, eligibility for department funding is contingent on maintaining satisfactory academic progress, including advancing to candidacy by the end of Winter quarter of Year 3.
- Failure to maintain these standards, as determined by the Graduate Faculty 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 faculty graduate adviser who is assisted by the administrative staff of the Graduate Division. The faculty 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 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 and to pick a permanent adviser by the end of their first year. Students 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 submit their [guidance committee appointment form](#) by the end of Week 2 of Fall quarter to the EEB Grad Office. 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 EEB Graduate Office. 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.*

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 a student's guidance committee, students who pursue certain subspecialties of biology may be required to gain proficiency in one or more foreign languages.

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.

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

Consult the EEB Graduate Office for the list of approved advanced stats, biomath, bioinformatics courses.

TEACHING EXPERIENCE

Each Ph.D. student is required to serve a minimum of three terms as a TA during their dissertation work as a condition for graduation. In rare cases, exemptions to the 3-quarter teaching requirement may be approved. More info can be found in the [TA Requirement Exemption Policy](#).

WRITTEN AND ORAL QUALIFYING EXAMINATION (DWQE)

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](#).

Note: see “Doctoral Committee Requirements and “Doctoral Committee Constitution and Reconstitution” sections below).

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 guidance committee for comment by the first week of spring quarter. A final version of the proposal, which should incorporate the guidance committee's comments, must be submitted to the guidance 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 (i.e., Friday) of Week 1 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 (i.e., Friday) of Week 8 of the Spring Quarter. The advisory committee will evaluate and grade the proposal as “not pass,” “MS pass,” or “PhD pass,” by end of finals week and forward these results to the EEB Graduate Office.*

The University Oral Qualifying Examination is conducted by the doctoral committee and is expected to be completed by the end of the second year of graduate study and no later than end of Winter of the third year. 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 their oral qualifying examination and advance to doctoral candidacy by the end of winter quarter of their third year will risk losing fellowship support and access to departmental grants. A student who fails to pass by this deadline may also be recommended for academic disqualification by the Vice Chair for Graduate Studies.

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.

Once a date and time has been selected for the Oral Examination, students should inform the EEB Grad Office at eebgradoffice.eeb.ucla.edu. This should be done at least one month prior to the Oral Examination.

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. 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 student's committee chair must report the remote participation on a designated form submitted to the Graduate Division. Committee chairs should contact the EEB Graduate Office for this form.

Under rare circumstances, the committee chair may request an exception through the same designated form to allow the student and multiple committee members (including the chair or co-chair) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). Remote participation forms must be submitted to the Graduate Division at least two weeks prior to the examination, unless the remote participation is being requested due to unforeseen circumstances such as a positive COVID-19 test.

DOCTORAL COMMITTEE REQUIREMENTS

Before a student can take the Oral Examination, they must nominate a doctoral committee. ALL members of the doctoral committee must be physically present for the Oral Examination (see policy above), 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 faculty members among whom a minimum of three members (including the Chair) must hold UCLA Academic Senate faculty appointments limited to:
 - a. Professor (any rank)
 - b. Professor or associate professor emeritus
 - c. Professor in Residence (any rank)
 - d. Acting professor or acting associate professor
2. Two of the three required UCLA doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series).
3. If certified and approved by the Committee on Degree Programs (CDP), one Adjunct Professor (any rank) or Professor of Clinical X (any rank) may serve in place of the required three UCLA Senate faculty members listed in #1 above. Only one such substitution is allowed per doctoral committee.
4. The Chair always must hold a current UCLA Academic Senate faculty appointment per #1 above in the same department or IDP as the graduate student. If a committee has co-chairs, at least one must be from the student's major department or IDP at UCLA.
5. Additional members (above the minimum number of four) who have subject matter expertise may be nominated and, if appointed, have the same voting rights and responsibilities as the other committee members.
6. Only one committee member with an Academic Senate faculty appointment per #1 above or its academic equivalent at an accredited university or college (UC or non-UC) may serve without need of an exception from the Graduate Division.

7. 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.

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 EEB Graduate Office when ready to nominate committee members, and should nominate their committee at least one month prior to their Oral Exam date. 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 replace members of an existing doctoral committee should consult with the EEB Graduate Office 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.

DOCTORAL DISSERTATION PREPARATION AND FILING

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study. 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/>.

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.

NORMATIVE TIME TO DEGREE

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

ACADEMIC DISQUALIFICATION AND APPEAL OF DISQUALIFICATION

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 faculty graduate advisor will appoint an ad hoc review committee (except in the case of a conflict of interest) with at least three EEB faculty members (which may include the faculty graduate advisor). The committee will review all materials relevant to the student's case and make a recommendation as to whether or not termination is warranted.

MASTER'S DEGREE REQUIREMENTS

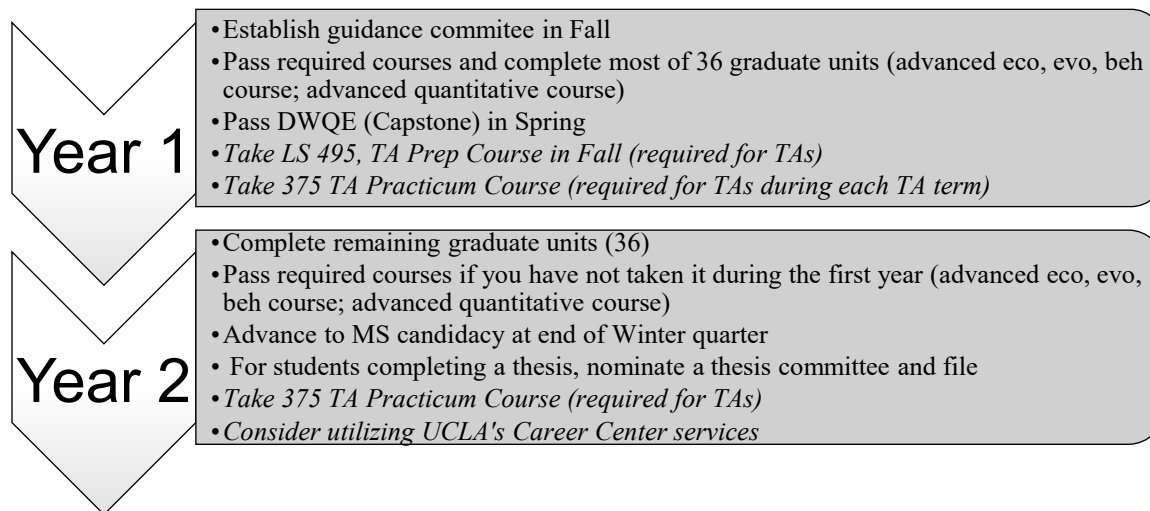
WHAT WE EXPECT OF STUDENTS

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 beginning of their second 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 faculty graduate adviser who is assisted by the administrative staff of the Graduate Division. The faculty 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 submit their guidance committee appointment form by the end of Week 2 of Fall quarter to the EEB Grad Office. 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 EEB Graduate Office. 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 4 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. Approved course lists will be sent out by the EEB Graduate Office each Fall. 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:

- *up to 8 units can be in the 500s.*
- *up to 8 units can be in the 100s (undergraduate level, upper division).*
- *20 units must be taken for a letter grade (at least 16 of these must be in the 200 series, up to 4 could be from the 500 series).*
- *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). The maximum time to degree is 12 quarter (4 years).

DEPARTMENTAL WRITTEN QUALIFYING EXAMINATION (DWQE)

All 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 guidance committee for comment by the end of the first week of Spring quarter. A final draft of the proposal must be submitted to the guidance committee by the end of the eighth 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 (Friday) 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 (Friday) of the eighth week of the Spring Quarter. The committee will evaluate and grade the proposal as "not pass" or "MS pass" by end of finals week and forward these results to the EEB Graduate Office.*

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)

Students complete the Capstone when they pass the Departmental Written Qualifying Examination (DWQE) per 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

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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 EEB Grad Office 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, remove, or replace members of an existing thesis committee should consult with the EEB Grad Office about the reconstitution process. The Reconstitution of Master's Thesis Committee form can be found here: <https://grad.ucla.edu/academics/masters-studies/reconstitution-of-masters-thesis-committee/>.

THESIS PREPARATION AND FILING

Thesis Preparation and Filing workshops are held 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>.

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.

ACADEMIC DISQUALIFICATION AND APPEAL OF DISQUALIFICATION

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 faculty graduate advisor will appoint an ad hoc review committee (except in the case of a conflict of interest) with at least three EEB faculty members (which may include the faculty graduate advisor). The committee will review all materials relevant to the student's case and make a recommendation as to whether or not termination is warranted.

MASTER’S DEGREE SPECIALIZING IN THE ECOLOGY AND EVOLUTION OF MEDICINE (EVMED) REQUIREMENTS

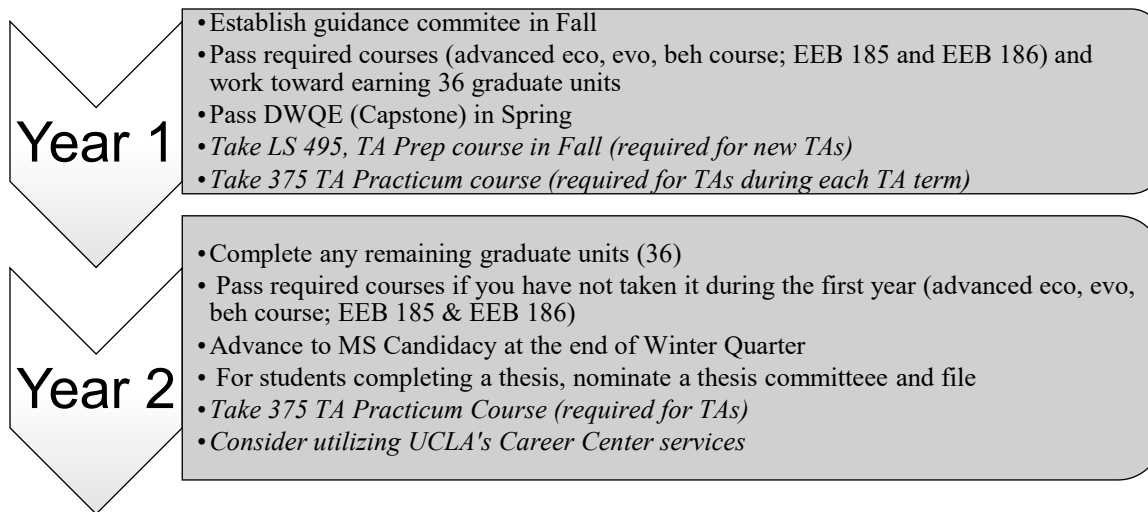
WHAT WE EXPECT OF STUDENTS

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 beginning of their second 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 exam (capstone), 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 faculty graduate adviser who is assisted by the administrative staff of the Graduate Division. The faculty 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 submit their guidance committee appointment form by the end of Week 2 of Fall quarter to*

the EEB Grad Office. 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 EEB Graduate Office. 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 4 may be in the 200 or 500 series. Students must complete one advanced course (200 series) in ecology, evolution, or behavior (approved course lists will be sent out by the EEB Graduate Office each Fall). Students must also complete EEB 185 and EEB 186. 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...*

- *up to 8 units can be in the 500s.*
- *up to 8 units can be in the 100s (undergraduate level, upper division)*
- *20 units must be taken for a letter grade (at least 16 of these must be in the 200 series, up to 4 could be from the 500 series)*
- *all coursework should be taken in the EEB department, or related departments as listed on the EvMed Elective list. The EvMed Elective list will be sent out by the EEB Graduate Office each Fall.*

***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 approved list). 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 multiple quarters to obtain credit through EEB to attend Grand Rounds lectures in the David Geffen School of Medicine at UCLA.

ELECTIVE COURSES

The EEB Grad Office provides an elective list at EEB Orientation. For updates or questions about courses, please contact the EEB Graduate Office at cebgradoffice@eeb.ucla.edu.

Please be advised that some courses may require another department's permission to enroll. It is best to contact the instructor directly for permission, and contact the EEB Grad Office should you have any difficulty.

TIME TO DEGREE

The normative time for the MS degree is six quarters (2 years). Students planning to finish the degree in under two years must meet with the EEB Grad Office at the beginning of Fall quarter of the first year to create an accelerated plan. The maximum time to degree is 12 quarters (4 years).

DEPARTMENTAL 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 guidance for comment by the end of the first week of Spring quarter. A final draft of the proposal must be submitted to the guidance committee by the end of the eighth week of Spring quarter. The guidance 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 (Friday) 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 (Friday) of the eighth week of the Spring Quarter. The committee will evaluate and grade the proposal as "not pass" or "MS pass" by end of finals week and forward these results to the EEB Graduate Office.

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)

Students complete the Capstone when they pass the Departmental Written Qualifying Examination (DWQE) per 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.

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FELLOWSHIPS AND FINANCIAL SUPPORT

GENERAL POLICIES AND REQUIREMENTS

FOR ALL STUDENTS

GRADUATE STUDENT FINANCIAL SUPPORT MANUAL

Official University fellowship and support deadlines, processes, limitations, requirements, and tax information can be found in the Graduate Division publication, *Graduate Student Financial Support*, 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 TA or GSR appointments, are also contingent upon employment requirements specified in students' respective contracts and eligibility requirements as outlined in the Academic Apprentice Personnel Manual, which is found here:

<https://grad.ucla.edu/gss/appm/aapmanual.pdf>.

6th-year doctoral students are eligible to apply for any and all available EEB funding. This includes TAs, dissertations, and departmental financial support (including fellowships, research grants, and conference travel grants). 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 EEB funding in the form of 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.

Graduate students that receive a competitive fellowship from an EEB-supported program are expected to satisfactorily complete the expected requirements of the fellowship. Reports on accomplishments from previous competitive awards may be requested as part of applications for new awards, and such past accomplishments may be used as criteria for deciding new departmental awards, whether fellowships, research, or travel support.

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 here: <https://financialaid.ucla.edu/contact-us>. 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, TAs, and GSR 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 Manual* at: <http://www.gdnet.ucla.edu/asis/stusup/contspprt.pdf> or contact the EEB Graduate Office.

AWARD DISBURSEMENT (PAYMENT OF STIPENDS & TUITION REMISSIONS)

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), tuition payment, or TA/GSR tuition remissions can be paid out, **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 graduate student support, statement of citizenship, GLACIER forms for international students, TA/GSR hiring documents, etc. It is crucial that students keep their UCLA email address and mailing address up to date on MyUCLA, sign up for BruinDirect Deposit, and update bank account information as needed.

Stipends, fellowships, grants, and awards are disbursed via BruinBill. **Any awards will automatically be applied to any existing fees on a student's BruinBill first,** including outstanding UCLA housing and parking fees applied

to a student's regular term bill. Any funds that remain after a student's BruinBill balance is paid will then be issued as a refund. The refund will be sent to students' local mailing addresses, held for pickup in Murphy Hall, or direct-deposited if BruinDirect deposit 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 active in UCPATH and remissions have been requested on your behalf. Check with the EEB Grad Office with questions about fee remissions or stipend disbursements.

Quarterly stipends are typically disbursed monthly. For example, if a student is receiving a \$7,500 Fall stipend, it would be disbursed in \$2,500 increments for the months of October, November, and December. **Monthly stipends typically post a few days prior to the first of each month (i.e., October stipend pays out in late September).**

Questions regarding Financial Aid awards, loans, BruinBill 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>. Students can also direct questions to the EEB Grad Office.

SALARY PAYMENTS

PAID SALARY (i.e., from a GSR, TA, Tutor, Reader appointments) does not appear on or pay out via BruinBill. Salary is documented and issued through the UCPATH system for all employees, including student employees. Students who wish to have salary direct deposited into the bank accounts must set up direct deposit in UCPATH (separate from BruinDirect Deposit).

Salary payments pay out at the end of each month (i.e., TA/GSR paychecks for October pay out November 1st).

BRUIN BILL CHARGES/REFUNDS

Students are responsible for monitoring all BruinBill 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 all required financial documents have been completed for the Financial Aid Office and/or the Graduate Fellowship and Financial Services office. Students are advised to check their BruinBill at least once per month and prior to all tuition and fee payment deadlines.

FEE REMISSIONS AND FEE DEFERRALS – FOR TAs, GSRs, etc.

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%, (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 BruinBill. Fee remissions benefits are outlined in the Statement of Understanding, which students must sign when accepting academic apprentice personnel appointments: <https://grad.ucla.edu/gss/appm/feeremission.pdf>.

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" or "BoFs." 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). Students who have exceeded normative time to degree are responsible for paying the balance of fees. Information on the balance of fees for TAs and GSRs can be found in the Statement of Understanding that is signed when students are hired as academic apprentice personnel: <https://grad.ucla.edu/gss/appm/feeremission.pdf>.

Fee remissions can only be processed **after** a student's employment assignment is active in UCPATH and the required payroll documents have been completed and filed with the hiring department's payroll office. 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.

If tuition remissions are not processed in a timely manner, or if students need additional time to pay balance of fees or non-resident supplemental tuition (charges not covered by remissions), academic apprentice personnel are eligible to receive a **fee deferral** for registration fees assessed during the quarter in which they serve as an academic apprentice. Students are responsible for ensuring that these fees are paid by the payback deadline. In general, the deferred payment deadline is two months after the standard quarterly due date. If fees are not paid by this date, students will be liable for an additional \$50 late charge. Please contact the EEB Grad Office to request a fee deferral.

MAXIMUM LIMIT OF MERIT-BASED SUPPORT

Exclusive of full tuition/non-resident supplemental tuition support, the Graduate Council has established a policy of Maximum Limit on the total amount of support a graduate student may receive. It includes special fellowships, stipends, and ASE/GSR earnings. The maximum limit will vary for each student (e.g., spouse, number of dependents, professional school enrollment, tuition support, summer enrollment, and whether the student lives on/off campus or with parents/guardians). Information on the current maximum limit can be found here:

<https://grad.ucla.edu/funding/financial-aid/maximum-limit-of-merit-based-support/>.

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. US citizens, permanent residents, refugee, asylees, or residents for tax purposes do not have Federal or State income taxes withheld from their stipends. If you are a US citizen, permanent resident, refugee, asylee, or resident for tax purposes **you may have to make estimated quarterly tax payments**, as needed, directly to the IRS/FTB on your stipend income. More info for US citizens and permanent residents can be found here: <https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/u-s-citizens-residents/>.

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

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

TAX INFORMATION

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 UCLA beyond this time, the NRST charge will return. Any additional fees imposed on international students will be the responsibility of the student, or the student’s advisor, if funding is available. International students should consult with their advisor immediately upon matriculation to discuss expected timelines and responsibility of payment for additional fees. The Vice Chair for Graduate Studies can assist with these discussions, as necessary. 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 the EEB Grad Office to assist with access.

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. Descriptions of selected extramural programs, some of which need nomination by the Graduate Division, are included in the Graduate Student Financial Support Manual.

Prior to applying to external grants all students should consult with the EEB Finance Office at least 14 business days prior to the agency's application deadline to inquire whether the grant application will have to be approved by the UCLA Office of Contract and Grant Administration (OCGA) prior to submitting to the funding agency. For all proposals that go through OCGA, the EEB Finance Office has specific policies and deadlines.

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, including opportunities for cost-sharing. Contact the EEB Graduate Office or see Graduate Division's [Graduate Student Financial Support Manual](#) for more info.

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 Listservs: 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

Incoming student support is applied for during the application process. A list of Graduate Division Fellowship and Programs and Privately Endowed Fellowships can be found here: <https://grad.ucla.edu/funding/financial-aid/funding-for-entering-students/fellowships-grants/>. Some of the more common fellowships are detailed below.

Eugene Cota Robles Fellowship: for incoming PhD students who are interested in a career in university teaching and research. This fellowship targets students with a variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.

UC-HBCU Initiative Fellowship: for entering PhD students as part of the University of California–Historically Black Colleges and Universities (UC–HBCU) Initiative Fellowship. Fellows must have been participants in an eligible UC–HBCU summer program.

Privately Endowed Fellowships: A number of privately endowed fellowships may be applied for during the application process. These fellowships have various eligibility requirements and provide awards of varying amounts. A full list of privately endowed fellowships open to incoming students can be found here: <https://grad.ucla.edu/funding/financial-aid/funding-for-entering-students/fellowships-grants/>.

Detailed information for Graduate Division incoming student support can be found here:
<http://www.gdnet.ucla.edu/asis/entsup/finsup.htm>.

CONTINUING STUDENT SUPPORT

Continuing student support can be applied for once a graduate student has started at UCLA. Funding opportunities include the Dissertation Year Fellowship (DYF), Privately Endowed Fellowships, and Doctoral Student Travel Grants. A list of continuing student support opportunities can be found here: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>.

Students must be nominated for many UCLA fellowships by their home department. For this reason, students should review the eligibility requirements and consult with their advisor and the EEB Grad Office 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/>.

Dissertation Year Fellowship: This program is intended to support doctoral students who are advanced to candidacy at the time of nomination by their department to the Graduate Division. Applicants should be within one year of completing and filing the dissertation and planning to start teaching or research appointments soon after the end of their dissertation fellowship year. More info can be found here: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/dissertation-year-fellowship/>.

UCLA Privately Endowed Fellowships: These fellowships have special eligibility requirements. All details for privately endowed fellowships can be found in the "Privately Endowed Fellowships" section of the [Graduate Student Financial Support Handbook](#) (deadlines begin in early January). More info can also be found here: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/privately-endowed-fellowships/>.

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 TAs. For further information about this program, visit <https://www.senate.ucla.edu/content/award-opportunities>. Nominations for TA awards are due in Winter quarter.

DEPARTMENTAL-BASED SUPPORT

INCOMING STUDENTS

All incoming doctoral students in 2022-23 will receive support packages of at least \$30,000 per year derived from a combination of fellowships, TAs, and GSR positions. 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 TAs and fellowships.

All incoming Master's students in 2022-23 will receive support packages of TAs 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 TA is contingent on academic progress and TA performance/eligibility. Summer funding is not guaranteed.

CONTINUING STUDENTS

The department provides funding opportunities for continuing students, including an annual departmental funding awards call, in which students can apply for department fellowships, research grants, or conference travel grants.

Research Supplies Stipends: Effective Fall 2022, all doctoral students in Years 1-5 and all master's students in Years 1-2 who intend to be registered and enrolled for the academic year (Fall, Winter, Spring) will be awarded a one-time \$300 stipend for the academic year to support research supplies and expenses. Doctoral students in Year 6 during Academic Year 22-23 will also receive this stipend in Fall 2022 due to the impacts of the Covid-19 pandemic. This new policy will replace the former 596/598/599 funding, where students were allocated up to \$70/quarter if they were enrolled in EEB 596, 598, or 599. The total

amount of these research supplies stipends will be determined annually based on availability of funds. The full policy can be found here: <https://ucla.box.com/s/g1qezr9deamwxm6hq03ri4xxn4i1nnoh>.

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.

All students in good standing may apply for additional funding once a year in Spring quarter 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 TAs and GSR positions.

The link to the application and details are sent via email each Spring by the EEB Grad Office. Applications for Departmental Funding Awards and all supporting documentation are **due by stated deadlines**. If you know you will be unable to meet the 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.

Students may apply for quarter fellowships (\$7500 stipend + quarter fees), quarter fee fellowships (quarter fees only), summer fellowships (\$7500 stipend only), non-resident student tuition fellowships (cover non-resident student tuition fees for one quarter), research grants (up to \$2000), and conference travel grants (up to \$1500). In addition to general departmental funding, the following donor funds are administered directly by our department and have certain taxonomic restrictions. More info can also be found 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 fellowship or research support for students in ecology, evolutionary biology, and/or conservation biology whose research has a significant field component. Eligible students must already have advanced to PhD candidacy.

Josephine Reich Fund: The Josephine Reich Fund was established to support outstanding students in the area of environmental research or education.

Holmes O. Miller Fellowship: Awarded to support an outstanding doctoral student who is doing or planning to conduct field research.

Lida Scott Brown Fund for Avian Biology: The Lida Scott Brown Fund supports research or dissertation writing 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.

Departmental End of the Year 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.

TEACHING INFORMATION AND RESOURCES

TEACHING ASSISTANT (TA) APPOINTMENTS

ACADEMIC STUDENT EMPLOYEES

Academic Student Employees (ASEs) consist of TAs, readers, tutors, special readers, and remedial tutors. Policies governing academic student employees are outlined in the Academic Apprentice Personnel Manual, found here: <https://grad.ucla.edu/gss/appm/aapmanual.pdf>.

ASE ELIGIBILITY REQUIREMENTS

In order to be eligible for employment as an academic student employee, students must meet the following requirements, as outlined in the Academic Apprentice Personnel Manual:

- 1) Registration and Enrollment: Be admitted as a UCLA graduate student or be a qualified Departmental Scholar, and registered and enrolled in at least 12 graduate units no later than Week 3 of the quarter.
- 2) All students holding appointments as teaching assistants, teaching associates or teaching fellows should enroll in a 375 during each quarter that they are employed as a TA. They should enroll in the 375 course offered by the department in which they are TAing (e.g., EEB, LIFESCI) and in the section of the faculty member for which they are TAing. 50% TAs should enroll in 4 units of 375. 25% TAs should enroll in 2 units of 375.
- 3) Must be in good academic standing (not on academic probation or have had their degree candidacy lapse) and have at least a 3.0 U.C. graduate GPA at the time of appointment.
- 4) UCLA Academic Senate Graduate Council policy stipulates that graduate students whose first language is not English must pass a campus administered Test of Oral Proficiency (TOP) in order to be eligible for a TAship at UCLA. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction. The Center for the Advancement of Teaching (CAT) coordinates the administration of the TOP Exam. For additional information, as well as online exam registration, go to <https://teaching.ucla.edu/gradstudent-programs/top/> or e-mail top@teaching.ucla.edu.
- 5) Hold ASE titles for no more than four academic years (12 academic quarters) and, by exception only the following advancement to candidacy, no more than 18 quarters. Students who need exceptions for 13-18 quarters should contact the EEB Grad Office for info on the exception process.
- 6) Faculty Supervision: Serve under the active tutelage and supervision of regular faculty members responsible for curriculum, instruction, and research.

TA TRAINING REQUIREMENTS

Students are required to take LIFE SCIENCES 495 (or equivalent TA training course) before or during their first quarter of employment as a TA. This 2-unit seminar is designed to prepare students for the TA role.

Effective Fall 2022, all students must meet the strengthened TA training requirements, as outlined here: <https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/>. This includes completion of the Professional Standards and Ethics Training (PSET), an online course in Bruin Learn. TAs are required to take the online PSET modules by the end of the second week in the quarter first appointed as a TA. For new TAs, these modules will be included as part of the 495 course. For students who completed their 495 course prior to Fall 2022, they will need to take the PSET modules prior to or during the first two weeks of their next TA quarter. Students may self-enroll in the course here: <https://bruinlearn.ucla.edu/enroll/7PTJRL>.

UNITED AUTO WORKERS (UAW) UNION CONTRACT

The agreement between the University of California and the UAW for the Academic Student Employee Unit, effective August 23, 2018 through June 30, 2022, can be found here: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>. This link will be updated with the new contract once available.

TA PLACEMENTS

In late spring/early summer, new and continuing EEB students are sent an online TA Preference Survey by the EEB Grad Office. 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, instructor preference, and department need. Contact the EEB Grad Office 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 students who do not have other summer support. Summer sessions TAs are confirmed in Spring quarter (May).

Enrollment for summer sessions begins in early February for UCLA students. More info on Summer Sessions can be found here: <https://summer.ucla.edu/>. EEB graduate students are not required to enroll in Summer Sessions.

TA MARKETPLACE

Students can also view available TA positions across campus via the TA Marketplace, found here:

<https://grad.ucla.edu/funding/working-at-ucla/ase-gsr-positions/>. EEB Grad students who fill out the yearly EEB TA preferences survey are automatically considered for EEB TA positions and do not need to apply for EEB positions that are posted on the TA Marketplace. Students who are interested in TAing with the Life Sciences Core Education Office should apply for their openings when posted to the TA Marketplace.

APPOINTMENT LEVELS

There are three payroll titles for TAs: Assistant, Associate, and Fellow.

Teaching Assistant:

- No experience necessary.

Teaching Associate:

- Master's degree or has completed at least 36 units of graduate coursework (not including courses 375 or 495)
- Has at least one academic year (three academic quarters or two semesters) of UCLA TA experience (or approved collegiate teaching experience at a comparable institution)

Teaching Fellow:

- Formally advanced to doctoral candidacy
- Demonstrated professional maturity and excellence as a scholar and teacher
- Two academic years (six academic quarters or four semesters) of UCLA TA experience (or approved teaching experience at a comparable institution)

Students who would like to have previous teaching experience from another institution counted towards promotion consideration should reach out to the EEB Grad Office.

Promotions/advancements are made upon recommendation by the chair of the department and are not automatic.

MAXIMUM EMPLOYMENT PERCENTAGE

U.C. students may not be employed for more than 50 percent of full time (i.e., 20 hrs/week) during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of the student's school or College. Exception forms to work up to 75% time can be found here: <https://grad.ucla.edu/gss/appm/maxauth.pdf>. Students should work with the EEB Grad Office if they are requesting an exception.

Students can be employed up to 100 percent during quarter breaks and summer. Go to

<http://www.gdnet.ucla.edu/gss/appm/maxemploy.pdf> to see the maximum number of hours of employment that can be reported during months that include inter-quarter or summer periods.

International students on F-1 visas are also limited by federal regulations to 50 percent time aggregate employment. Students on J-1 visas may have similar limitations based on individual work limitations. Exceptions to work over 50% time for international students must be approved by the Dashew Center. Please note that the Dashew Center can only approve requests for students who have advanced to candidacy and have completed all course work

Students with certain fellowships, who wish to supplement their funding with employment as an Academic Student Employee, may be subject to additional limits on employment (for example, max 25% employment). Students should review the eligibility requirements for their particular fellowship to confirm if there are restrictions related to ASE employment.

TA BENEFITS

A summary of benefits and requirements for maintaining benefits can be found in the Statement of Understanding, accessible here: <https://grad.ucla.edu/funding/working-at-ucla/fee-remission-benefits-statement-of-understanding/>. Students must sign the Statement of Understanding each time they accept a TA appointment.

REQUESTS FOR LEAVE FROM TA DUTIES

Current TAs may be eligible for paid or unpaid leave pursuant to Article 17 of the agreement entered into between the Regents of the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America, Local 2865 (“UAW” or “Union”). While it is the University’s responsibility to make arrangements for coverage when taking a leave of absence, the TA will assist as reasonably possible.

Other leaves, including but not limited to leave for service to government agencies and leave to attend professional meetings may be granted with or without pay at the University’s sole discretion or if required by applicable law.

If a TA needs to request a leave and potentially have substitute coverage for their TA duties/sections, they must request leave as outlined in the [TA Substitution Policy and Procedure](#).

TA EVALUATIONS

All undergraduate courses must be evaluated. The students will be able to submit their evaluations electronically. TAs 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.

More info on evaluations from the Center of Advancement for Teaching can be found here: <https://teaching.ucla.edu/eip/>

COURSE SCHEDULING & ENROLLMENT

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 the departmental SAO (graduate or undergraduate, according to the class you are TAing) to confirm the policies for enrollment for particular courses.

Undergraduate study list deadlines (i.e., deadlines for adding, dropping, or changing the grading basis of courses, can be found here): <https://registrar.ucla.edu/fees-residence/course-and-study-list-fees/undergraduate-study-list-deadlines-and-fees>.

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 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.

COURSE SCHEDULING AND CLASSROOM ASSIGNMENTS/CHANGES

Win Lam, our BioAdmin Course Scheduler, manages course scheduling and classroom assignments for EEB, in consultation with the undergraduate and graduate staff. Contact Win at scheduling@lifesci.ucla.edu 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 Win as far in advance of the quarter as possible (scheduling is typically done 4-6 months in advance of each quarter). Rosters are available online through Gradebook, MyUCLA, and Canvas/Bruin Learn. The quarterly Schedule of Classes is online at <https://sa.ucla.edu/ro/public/soc/>.

COURSE WEBSITES

For information on course websites, contact Kristin Hartman at webteam@lsic.ucla.edu.

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 the instructor with whom you are teaching or the EEB Grad Office. For detailed FERPA information, visit the UCLA Registrar's Office website at: <https://www.registrar.ucla.edu/Faculty-Staff/FERPA/FERPA-for-Faculty>

GRADES AND GRADEBOOK

Grades are submitted via Gradebook. Please consult with the instructor of the course regarding grade submission. TAs are able to access Gradebook via MyUCLA. For more information on Gradebook, see the manual at <https://my.ucla.edu/gradebook/print.pdf> or the Quick Start guide at <http://my.ucla.edu/gradebook/quickstart.pdf>.

Gradebook can be used by faculty and teaching TAs to record grades throughout the academic quarter, inform students of test scores, distribute comments, assign projects and transmit final grades to the campus registrar.

Students should check MyUCLA for their grades. Grades cannot be given out to students by e-mail or over the phone.

GRADE CHANGES

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 the EEB Grad or Undergrad offices, or similar staff if TAing for another department. The form should be filled out, signed, and returned to that office for forwarding to the Registrar. Change of Grade forms should not be given to or shared with undergraduate students 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, registered 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 EEB Grad or Undergraduate Offices, or similar staff if TAing in another department. 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.

PASS/NO PASS FOR UNDERGRADUATES

Undergraduate students can change the grading basis of any course from pass/no pass to a letter grade, or the reverse, up until a certain deadline (see undergraduate study list deadlines here: <https://registrar.ucla.edu/fees-residence/course-and-study-list-fees/undergraduate-study-list-deadlines-and-fees>) UNLESS the course is listed in the UCLA 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 grading options are listed for your course.

TA RESOURCES

AUDIOVISUAL EQUIPMENT

Information on the AV equipment provided in specific classrooms can be found at <https://teaching.ucla.edu/resources/classroom-guides/classroom-search/>.

CENTER FOR THE ADVANCEMENT OF TEACHING (CAT)

UCLA's Center for the Advancement of Teaching (CAT) provides multiple services, resources, and programs to enhance and support teaching excellence, innovation, and inclusivity. These include a grant program for curricular innovation; pedagogical development of faculty and graduate students via workshops and learning communities; strengthening of TA training campus-wide; educational technology software and lecture capture; classroom technology and furnishings; and analytics and assessment for curricular and institutional improvement efforts. CAT also works to enhance the valuation of teaching in the academic personnel process and foster a culture of effective teaching and learning as institutional priorities. For more information, go to <https://www.teaching.ucla.edu/>.

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

The [Center for Education Innovation and 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.

UCLA CENTER FOR THE INTEGRATION OF RESEARCH, TEACHING, AND LEARNING (CIRTL@UCLA)

The [CIRTL@UCLA](#) program 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 COLLECTIONS AND SERVICES

Located in Powell Library, Instructional Media Collections and Services circulates physical media and films to instructors, faculty, and researchers for in-person teaching, as well as makes available digital versions for use on approved Bruin Learn/ Canvas course websites. For additional information, see <https://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 TAs with faculty approval. Allowable costs include instructional media, field trips, distinguished guest speaker honoraria, etc. Proposals for departmental TA training program development are also considered. More info can be found here: <https://teaching.ucla.edu/grants/mini-grants/>.

OFFICE HOURS

If you are a TA and need a room for office hours, our Hershey Hall 3rd floor rooms are available for office hours on a first-come, first-served basis. These whiteboard-equipped rooms can accommodate ~10 students each and are available for standing reservations from 8 am – 6 pm on weekdays. TAs can reserve a room via the centralized reservation system here: <https://booked.lifesci.ucla.edu/Web/dashboard.php>.

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. Instructors must schedule a test scoring appointment. Always try to schedule final exam scoring appointments early. The busiest time

is always finals week. For policies and appointment scheduling, please visit their website:
<https://teaching.ucla.edu/test-scoring/>.

TEXTBOOK AND DESK COPY ORDERS

See Win Lam in Hershey Hall 133 (scheduling@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.

RESEARCH INFORMATION AND RESOURCES

GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS

GSRs

Policies governing GSRs are outlined in the Academic Apprentice Personnel Manual, found here: <https://grad.ucla.edu/gss/appm/aapmanual.pdf>.

GSR ELIGIBILITY REQUIREMENTS

In order to be eligible for employment as a GSR, students must meet the following requirements, as outlined in the Academic Apprentice Personnel Manual:

- 1) Registration and Enrollment: Be admitted as a UCLA graduate student or be a qualified Departmental Scholar, and registered and enrolled in at least 12 graduate units no later than Week 3 of the quarter.
- 2) Must be in good academic standing (not on academic probation or have had their degree candidacy lapse) and have at least a 3.0 U.C. graduate GPA at the time of appointment.
- 3) Faculty Supervision: Serve under the active tutelage and supervision of regular faculty members responsible for curriculum, instruction, and research.

GSR APPOINTMENTS

GSR appointments are dependent on faculty funding. Students may be guaranteed GSR quarters in the funding offer they receive upon admission to EEB, or they may be offered GSR positions as faculty funding becomes available.

MAXIMUM EMPLOYMENT PERCENTAGE

U.C. students may not be employed for more than 50 percent of full time (i.e., 20 hrs/week) during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of the student's school or College. Exception forms to work up to 75% time can be found here: <https://grad.ucla.edu/gss/appm/maxauth.pdf>. Students should work with the EEB Grad Office if they are requesting an exception to work over 50% time.

Students can be employed up to 100 percent during quarter breaks and summer. Go to <http://www.gdnet.ucla.edu/gss/appm/maxemploy.pdf> to see the maximum number of hours of employment that can be reported during months that include inter-quarter or summer periods.

International students on F-1 visas are also limited by federal regulations to 50 percent time aggregate employment. Students on J-1 visas may have similar limitations based on individual work limitations. Exceptions to work over 50% time for international students must be approved by the Dashew Center. Please note that the Dashew Center can only approve requests for students who have advanced to candidacy and have completed all course work.

Students with certain fellowships, who wish to supplement their funding with employment as a GSR, may be subject to additional limits on employment (for example, max 25% employment). Students should review the eligibility requirements for their particular fellowship to confirm if there are restrictions related to GSR employment.

GSR BENEFITS

A summary of benefits and requirements for maintaining benefits can be found in the Statement of Understanding, accessible here: <https://grad.ucla.edu/funding/working-at-ucla/fee-remission-benefits-statement-of-understanding/>.

RESEARCH FACILITIES & 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 (including humans) 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, a diversity of departmental seminars, and the multi-disciplinary [Marschak Colloquium](#) bring world-renowned researchers to campus, while the [Behavior](#),

[Evolution and Culture brown bag lunch group](#) is just a one example of on-going interdisciplinary meetings on campus. For more information, visit the website here: <http://www.animalbehavior.ucla.edu/>.

THE CALIFORNIA CENTER FOR SUSTAINABLE COMMUNITIES

The California Center for Sustainable Communities conducts research on water, energy, and urban ecosystems at numerous scales, with grants from the City of LA, the County of LA, state and federal agencies. We work to develop replicable methods that inform policy regionally, statewide, and potentially nationally and internationally. Our research is used to advance knowledge among communities of scholarship and practice about ways to advance equitable urban sustainability and resilience. For more information, visit the website here, <https://www.ioes.ucla.edu/ccsc/>.

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 DONALD R. DICKEY COLLECTION OF BIRDS AND MAMMALS

The Dickey Collection 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 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. Visit the website here: <https://www.ioes.ucla.edu/marine/>.

THE MILDRED E. MATHIAS BOTANICAL GARDEN

The Mildred E. Mathias Botanical Garden is a 7.5-acre public garden, outdoor classroom, and research facility on the UCLA campus. We promote botanical knowledge by curating collections that highlight biogeography, conservation, and natural history. The Garden seeks to inspire environmental and cultural appreciation of plants and their relationship to society through education, research, and public outreach. Our beautiful setting fosters health and tranquility for the community. Visit the website here: <https://www.botgard.ucla.edu/>.

PLANT GROWTH CENTER

The Plant Growth Center (PGC) 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 Weimin Dang in the PGC (wdeng@lifesci.ucla.edu, 310-825-4687). Requests for greenhouse bench space can be addressed to Joel Latimer (jlatimer@lifesci.ucla.edu). Entry to the PGC requires faculty authorization, and only persons growing plants in the greenhouses or chambers are authorized to enter. To obtain authorization, possession of a UCLA Bruin Card is required.

STUNT RANCH SANTA MONICA MOUNTAINS RESERVE

The Stunt Ranch Santa Monica Mountains Reserve is a 310-acre biological field station located in the Santa Monica Mountains and is composed of chaparral, coast live oak woodland, riparian, and annual grassland habitats. Less than an hour from UCLA, the Reserve offers a unique research opportunity for university-level teaching, research, and public service. Visit the website here: <https://stuntranch.ucnrs.org/>.

UCLA INSTITUTE OF THE ENVIRONMENT AND SUSTAINABILITY (IoES)

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 IoES that are focused on specific areas and themes. Visit the website here: <https://www.ioes.ucla.edu/>.

UCLA SUSTAINABILITY APPLIED CAMPUS RESEARCH

At UCLA, students, staff, and faculty do coursework and research using the physical campus as a testing ground for new concepts and technologies. These projects support the mission of UCLA and can also help the university achieve its operational sustainability goals such as reducing emissions or saving water. More info can be found here: <https://www.sustain.ucla.edu/applied-campus-research/>.

UNIVERSITY OF CALIFORNIA NATURAL RESERVE SYSTEM

The UC Natural Reserve System is a library of ecosystems throughout California. Most of the state's major habitat types are represented, from coastal tidepools to inland deserts, and lush wetlands to redwood forests. No other network of field sites can match its size, scope, and ecological diversity. The NRS offers outdoor laboratories to field scientists, classrooms without walls for students, and nature's inspiration to all. Visit the website here: <http://www.ucnrs.org>

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 using the contact info here: <https://www.bioadmin.ucla.edu/related-units-staff/>. 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 <https://labs.dgsom.ucla.edu/dlam/pages/>.

DIVERSITY, EQUITY, AND INCLUSION RESOURCES

[UCLA's Office of Equity, Diversity, and Inclusion](#) leads and advances strategies for enhancing equity, diversity and inclusion; protecting civil rights; and upholding dignity for all in our community. It also houses the [Civil Rights Office](#) (CRO). CRO investigates all forms of discrimination, harassment and sexual violence in order to uphold civil rights protections for the UCLA community including students, staff, faculty and non-faculty academic personnel, and patients. CRO helps advance the mission of equity, diversity and inclusion throughout UCLA and ensures that the university remains in compliance with applicable federal law, state law, and UC policy concerning protections under Title VI and Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and equal employment opportunity and affirmative action obligations.

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.

CAMPUS OFFICES

DISCRIMINATION PREVENTION OFFICE (DPO) – for cases of discrimination by faculty

The Discrimination Prevention Office (DPO) is responsible for assessing and investigating reports of discrimination or harassment based on race, ancestry, national origin, disability, religion, age, and other categories protected by law and University policy brought against academic personnel. More info can be found here: <https://equity.ucla.edu/about-us/our-teams/civil-rights-office/discrimination-prevention/>.

STAFF DIVERSITY & EQUAL OPPORTUNITY COMPLIANCE OFFICE – resource for staff (i.e., those employed by UCLA, including academic apprentice personnel) and for those who are filing cases of discrimination against staff

The Staff Diversity & Equal Employment Opportunity Compliance Office (SD&C) is responsible for assessing and investigating reports of all forms of discrimination or harassment protected by law and University policy brought against staff. More info can be found here: <https://chr.ucla.edu/staff-diversity/filing-an-eeo-complaint>.

TITLE IX OFFICE – for reporting sexual harassment and sexual violence

The Title IX Office (T9) is responsible for assessing and investigating reports of gender discrimination, sexual harassment, and sexual violence brought against any member of the campus community. More info on the Title IX Office can be found here: <https://www.sexualharassment.ucla.edu>. Information on how to make a report is here: <https://sexualharassment.ucla.edu/filing-a-report>. As a reminder, all UC employees (faculty, staff, postdocs, GSR, TA's, etc.) who are not identified as a confidential resource are a "Responsible Employee" required to report sexual violence, sexual harassment or other conduct prohibited by the policy to the Title IX director or designee. More info is here: <https://sexualharassment.ucla.edu/reporting/responsible-employees-mandated-reporter>.

REPORTING GUIDANCE/EMAIL SUPPORT

Because the distinctions between the offices above can be confusing, or problems experienced by an individual may span these offices, students can reach out to WeListen@equity.ucla.edu for support.

HELPFUL INDIVIDUALS IN EEB & DIVISION OF LIFE SCIENCES

These people in the Department can provide graduate students with assistance with accessing the units and resources above. Note that most of these individuals are private, but not confidential, resources (many employees are mandated to report discrimination or sexual violence/sexual harassment).

Faculty Graduate Advisor – Dr. Elsa Ordway, elsaordway@ucla.edu, 410K Botany
EEB Graduate Vice Chair – Dr. Morgan Tingley, mtingley@ucla.edu, 310L Botany

EEB Grad Office Staff –
Annelise Laufer (Werhel), awerhel@lifesci.ucla.edu, Hershey Hall 114

Stephanie Caranica, scaranica@lifesci.ucla.edu, Hershey Hall 114
Eileen Mansoorian, emansoorian@lifesci.ucla.edu, Hershey Hall 103

Life Sciences Division Equity Advisor –

Dr. Megan McEvoy mcevoymm@ucla.edu

The Life Sciences Division Equity Advisor can also provide guidance or try to direct you to appropriate resources.

CAMPUS RESOURCES AND ORGANIZATIONS

GENERAL RESOURCES

[UCLA's Office of Equity, Diversity, and Inclusion](#) (TOP RESOURCE)

[Diverse Graduate Student Groups at UCLA](#)

[UCLA's LGBTQ Campus Resource Center](#)

[Students with Dependents](#)

[Veteran's Resource Office](#)

[Bruin Resource Center](#)

[Center for Accessible Education](#)

[Edward A. Bouchet Graduate Honor Society](#)

[Dashew Center for International Students & Scholars](#)

CAMPUS RESOURCES AND ORGNIZATIONS (STEM FOCUS)

[AWiSE \(Advancing Women in Science and Engineering\)](#)

[Center for Diverse Leadership in Science](#)

[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 \(Indigenous, Black, Latinx, Asian, Queer\)](#)

[Center for Education Innovation & Learning in the Sciences \(CEILS\)](#)

ADDITIONAL RESOURCES

SEXUAL HARASSMENT POLICY & PREVENTION

UCLA is committed to fostering an environment free of sexual harassment (e.g. hostile environment, quid pro quo) and sexual violence (e.g. relationship violence, assault penetration/contact, stalking). UCLA policy defines sexual harassment as follows:

1. Quid Pro Quo: a person's submission to unwelcome sexual conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program or activity; or
2. Hostile Environment: unwelcome sexual or other sex-based conduct is sufficiently severe, persistent or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs or activities of the University, and creates an environment that a reasonable person would find to be intimidating or offensive.

Sexual conduct includes sexual or romantic advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Other sex-based conduct includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation.

The UC and UCLA, and Policies and Procedures as well as Federal law on sexual harassment can be found here: <https://sexualharassment.ucla.edu/about-title-ix/policies-and-your-rights>.

Under the UC Policy on Sexual Violence and Sexual Harassment, UCLA employees (including student employees) who are not designated as confidential resources 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>

HEALTH, WELL-BEING, AND SAFETY RESOURCES

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

GENERAL INFORMATION

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/>. If an active emergency is occurring go to UCLA's Emergency Information page [Bruins Safe Online](#) for updates.

ARTHUR ASHE STUDENT HEALTH AND WELLNESS CENTER

The ASHE Center is UCLA's student health center. They provide a variety of health [services](#) to students. You can visit the Ashe Center website here: <https://www.studenthealth.ucla.edu/>.

They are also responsible for the UC Student Health Insurance Plans (UCSHIP). Health Insurance is mandatory for all UCLA registered students. All students are automatically enrolled in UC Student Health Insurance Plan (UC SHIP) and may [waive enrollment](#) if they already have health insurance. More info on UCSHIP can be found here: <https://www.studenthealth.ucla.edu/insurance>.

BRUIN ALERT

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

CALLING POLICE/FIRE/MEDICAL IN EMERGENCIES

Emergencies requiring police, fire, or medical aid can be reported to the UCLA Police Department Dispatch Center by dialing 9-1-1 from any landline telephone on campus, by using one of the many Emergency Reporting System (ERS) call boxes, or by dialing 9-1-1 from your cell phone.

Non-emergency calls for assistance can be reported by dialing the UCLA Police Department at (310) 825-1491. Upon reporting a crime, traffic accident, injury accident, or other incident, the appropriate police response will be initiated.

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.

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

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 Westholm).

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 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. It provides a safe place for survivors of sexual violence to get confidential support. Info on CARE can be found here: <https://careprogram.ucla.edu/>.

CONSULTATION & RESPONSE TEAM– CRT

UCLA's Consultation & Response Team (CRT) is a group of professional staff members who meet weekly to discuss students of concern by communicating relevant information and coordinating an institutional response. This team is comprised of representatives from a variety of campus departments, including: Case Management Services, Dean of Students, Counseling and Psychological Services (CAPS), Student Conduct, Ashe, Res Life, College Academic Counseling (CAC), Behavioral Health Services (BHS), Campus Legal Counsel, UCPD, and the Behavioral Intervention Team (BIT).

Under the umbrella of CRT is Case Management and the Economic Crisis Response Team. More info on CRT and supporting students in crisis can be found here: <https://studentincrisis.ucla.edu/>.

Case Managers are available to assist student's struggling with mental or physical health, facing an unexpected challenge or crisis, or experiencing a personal loss. They can support students by exploring options, identifying on-campus resources, and helping students to create a plan for their next steps. Case Managers typically meet with a student one to four times in person and can check-in with a student via email/phone periodically throughout the academic year. Case Managers are also available to consult with and provide training for staff and faculty who would like to better support students of concern.

Students can self-refer to Case Management. Students, staff, faculty, and members of the community can also refer students. The referral form is here: https://ucla-advocate.symphlicity.com/care_report/index.php/pid444371?.

The Economic Crisis Response Team (ECRT) provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA. ECRT aims to efficiently, compassionately and discreetly:

1. Provide a seamless and individualized response to UCLA students in extraordinary financial crisis.
2. Develop proposals for actions to examine (and revise, when appropriate) university policies and office protocols in order to improve students' ability to manage their financial situations and avoid economic crisis.

If you are in financial distress, please complete the [ECRT Self-Assessment Form](#).

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). 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 a life-threatening emergency should call 9-1-1 or go to the UCLA (or nearest) hospital emergency room.

Information on who to contact in a crisis or if you are concerned about a UCLA Bruin or Community member can be found here: <https://counseling.ucla.edu/services/are-you-in-a-crisis>.

CENTER FOR ACCESSIBLE EDUCATION (CAE)

The UCLA Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculated and 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. More information can be found here: <http://www.cae.ucla.edu/>.

EMERGENCY 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 (for Hershey Hall and Terasaki Life Sciences Building).

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. You can also check out the Food Resources as listed on the Graduate Resource Center site: <https://gsrc.ucla.edu/graduate-student-resources>.

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 17-240 CHS, and is open 7:00am-4:00pm, M-F. More info is here: <https://www.uclahealth.org/programs/occupational-health>.

Students not employed should go to the Arthur Ashe Student Health and Wellness Center at 221 Westwood Plaza (Bruin Plaza), Los Angeles, CA 90095, M-Th 8am-4:30pm, Fri 9am-4:30pm, closed weekend and holidays.
Main Line: (310) 825-4073

After Hours Nurseline: (310) 825-4073, Option 2

Website: <https://www.studenthealth.ucla.edu/contact>

For off-hours emergencies, go to Ronald Reagan UCLA Medical Center Emergency Department at 757 Westwood Plaza.

HAZARDOUS MATERIALS SPILLS

Contact UCLA Police by calling 911 or 310-825-1491.

If the spill is not an emergency but requires assistance and is during normal business hours, call Environment Health and Safety (EH&S) at (310) 825-9797 and select option 1. EH&S maintains a well-trained Haz Mat Team who can handle spills of almost any size or complexity. Info on calling can be found here: <https://ehs.ucla.edu/report/report-spill>.

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.

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. The Occupational Health Facility is located at 10833 Le Conte Avenue, Room 17-240 CHS, and is open 7:00am-4:00pm, M-F. More info is here:

<https://www.uclahealth.org/programs/occupational-health>.

SAFE RIDE 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. More detail can be found here: <https://transportation.ucla.edu/getting-around-campus/nighttime-safety-mobility#:~:text=UCLA%20SafeRide%20is%20a%20complimentary,students%2C%20staff%2C%20faculty%20and%20visitors>

SECURITY

Report any suspicious persons or situations to the UCLA Police Department at 310-825-1491. In an emergency, you can also call 9-1-1. 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.