UCDAVIS

Graduate Program of Environmental Policy and Management

Graduate Student Handbook

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Introduction

Welcome to the Graduate Group in Environmental Policy and Management and the University of California at Davis. This handbook covers the rules that will govern the EPM Program and the granting of your degree, and is a reference for things you should know about the program, the campus and the city of Davis. Please keep a copy of this handy as a reference. If you cannot find the answers to your questions here, contact the EPM Program Coordinator.

Department and Office of Graduate Studies Contacts

Program Contacts

- Director: David Bunn, dabunn@ucdavis.edu, 1007 Wickson Hall, 530-754-1754
- Program Coordinator: Jessica Penrose, japenrose@ucdavis.edu, 1001 Wickson Hall, 530-752-8318
- Graduate Group Chair: Mark Lubell, mnlubell@ucdavis.edu, 2146 Wickson Hall, 530-752-5880

Graduate Studies Staff

- Senior Academic Advisor: Brad Wolf, bwolf@ucdavis.edu, 250 Mrak Hall, 530-752-2772

UC Davis Associated Departments and Offices

Graduate Group. A graduate group is distinct from a graduate program in that it is not departmentally centered. The core faculty for the EPM program, for example come from seven departments spread across five colleges. A graduate group is a formally established, degree granting entity sanctioned by the Office of Graduate Studies. The graduate group system is an innovative way to break down silos in scholarship and to foster interdisciplinary training.   The faculty with whom you interact may be located in disciplines across the campus.

Office of Graduate Studies (OGS). OGS oversees all graduate education on campus. The main offices are located in Walker Hall. Graduate Studies, among other things, hosts a variety of professional development trainings and seminars. You are encouraged to take full advantage of these training opportunities while you are pursuing your degree in EPM.

John Muir Institute of the Environment (JMIE). The EPM Program is affiliated with the John Muir Institute of the Environment. The main office of JMIE is in The Barn in the center of the UC Davis Campus. JMIE is an organized research unit of the campus. It is not housed in any single college or department. JMIE is comprised of several sub-units, including the Tahoe Environmental Research Center (TERC, G. Schladow, director), The Center for Watershed Sciences (J. Lund, director), The Center for Health and Environment (K. Pinkerton, director), OneClimate and The UC Natural Reserves of the UC Davis campus (J. Wingfield, director).

The College of Agricultural and Environmental Sciences (CAES). The EPM Program is within CAES. The CAES is the largest college of agriculture and environmental Sciences in the country and offers significant resources to help students in professional development.

Department of Environmental Science and Policy (DESP). The DESP is a department within the College of Agriculture and Environmental Sciences (CAES). Numerically, more professors in EPM come from this department than any other. This department is housed in Wickson Hall. Key DESP faculty that serve as instructors and advisors for EPM students are: M. Lubell (EPM Program Chair), F. Moore, M. Schwartz (EPM Advisor), M. Springborn (EPM Advisor), T. Scott (EPM Advisor), D. Bunn (EPM Advisor).

Wildlife, Fish and Conservation Biology (WFCB). WFCB is also in (CAES) and is located in Academic Surge Building. WFCB faculty member E. Post is an EPM instructor and advisor.

Environmental Engineering (EE). EE is in the College of Engineering, located in Ghausi Hall and key professors include J. Lund (Advisor).

Advising

Students will be advised by (a) the program staff (graduate group chair, program academic coordinator and program director), (b) the student's Faculty Advisor, and (c) the Comprehensive Exam Committee (CEC). The faculty graduate group chair and the program coordinator will be principally responsible for interviewing and evaluating incoming students with respect to their professional aspirations. The program coordinator will discuss with the incoming students the course requirements including selection of a quantitative methods course. The CEC will be principally responsible for evaluating students on clinic and practicum work. As such this committee will be responsible to sign off on project proposals for all practicum and clinic projects. Finally, the program coordinator will be responsible for career counseling throughout the program.

A. Graduate Coordinator (Staff Advisor). The single individual with whom you may most frequently interact is the Grad Coordinator. The Grad Coordinator is responsible for helping you with nearly all of the logistical issues associated with being a graduate student. The Grad Coordinator is the keeper of all forms that dictate your progress toward your degree. This includes forms for advancing to candidacy, petitions to graduate, petitions for financial support, and petitions for exceptions to policies. The Grad Coordinator can also help you figure out how to register, how to get student health care, how students go about finding housing, etc.

B. Graduate Advisor. The Graduate Advisor serves as the program's representative to the Office of Graduate Studies. As such, all forms and petitions pertaining to your graduate career are signed by a Graduate Advisor. You can see a complete list of Graduate Advisors here. Program mentors (see below) help provide advice, but are not authorized to sign forms that benchmark your progress toward your degree (e.g., advancement to candidacy).

C. Program mentor. You will choose a program mentor to help you develop professional objectives and design a program to help you achieve your professional goals. You will meet with this person periodically during the year in order to discuss progress toward your objectives.

Mentoring Guidelines (Adapted from UC Davis Graduate Council)

UC Davis faculty recognize that the mentoring of graduate students by faculty is an integral part

of the graduate experience. Faculty mentoring is broader than advising a student to fulfill coursework requirements and is distinct from formal instruction in a given discipline. Mentoring encompasses more than serving as a role model. Faculty and graduate students must realize that many of the mentoring "functions" defined below may be performed by any faculty. An important corollary to this recognition is that faculty members must realize that much of their interaction with all students has an important mentoring component. Graduate students also have responsibilities to ensure successful mentoring and these are also indicated below.

Faculty have a responsibility to mentor graduate students. Mentoring has been defined as:

Guiding students through degree requirements, scholarly work and professional development. This means:
1. Providing a clear map of program requirements from the beginning; making clear the nature of the coursework requirements; and defining a timeline for their completion.
2. Evaluating clearly the strengths and weaknesses of the student's projects.
3. Encouraging an open exchange of ideas, including pursuit of the student's ideas.
4. Checking regularly on progress.
5. Critiquing written work.
6. Providing and discussing clear criteria for authorship of collaborative scholarship.
7. Providing guidance and serving as a role model for upholding the highest ethical standards.
8. Treating students respectfully.
9. Encouraging and critiquing oral and written presentations.
10. Encouraging participation in professional meetings and conferences.
11. Facilitating interactions with other scholars, on campus and in the wider professional community.
12. Assisting with applications for internships and professional development opportunities.
13. Being the student's advocate in academic and professional communities.
14. Providing career guidance, and guidance in preparation of CV and for job interviews, and when appropriate writing letters of recommendation in a timely manner.
15. Recognizing and giving value to the idea that there are a variety of career options available to students and accepting that a student's reasoned choice of career options is worthy of support.

As partners in the mentoring relationship, graduate students have responsibilities. As mentees, students should:

1. Be aware of their own mentoring needs and how they change through their graduate tenure. Graduate students should discuss mentoring needs with their mentors.
2. Recognize that one faculty member may not be able to satisfy all of a student's mentoring needs. Seek assistance from multiple individuals/organizations to fulfill the mentoring roles described above.
3. Recognize that their mentoring needs must respect their mentor's other responsibilities and time commitments.
4. Maintain and seek regular communication with their mentors, especially their Major Professor.

Student and Program Responsibilities

1. It is your responsibility to register for the required courses, the required number of full-time student credits (minimum of 12 units per quarter), and to meet program requirements in a timely fashion. Please attend to this responsibility.
2. It is your responsibility to think critically about your professional goals and work within those parameters to make the most of professional opportunities.
3. It is your responsibility to find a relevant practicum opportunity and to complete the practicum.
4. It is the program's responsibility to offer courses in a timely fashion.
5. It is the program's responsibility to provide you mentoring and guidance on both coursework and professional development.
6. It is a joint responsibility to make sure that you are ready to enter the professional world by the time you finish your degree. This requires teamwork to make sure that your experiences are leading toward your professional objectives.

Academic Integrity

Scholarship is concerned with developing students' scholarly and professional capabilities and their respect for the work of others. Undisclosed collaborations, un-cited use of other's work, plagiarism, and other forms of academic dishonesty corrode development of professional and scholarly skills and demonstrate lack of respect for the works of others. Appropriately, faculty, students, the EPM program administration, and the UC Davis campus treat any such behavior very seriously. Such cases are referred to Student Judicial Affairs (https://ossaja.ucdavis.edu).

EPM Professional Code of Conduct

The graduate program of Environmental Policy and Management (EPM) is designed to develop the policy and professional skills so its graduates are thoroughly prepared to be highly effective in a professional environment and capable to positively impact policy and management of the environment and natural resources. EPM strives to build a positive and thriving professional culture where qualities of skill, dependability, and professional conduct and capacity are preeminent. The nature of policy and management work often involves working in collaborative groups, organizing coalitions, and engaging in contentious conversations. Similarly, EPM courses require working collaboratively and respectfully engaging in discussions and debates about complex issues. Thus, professional behavior is expected in the EPM program and by potential employers, and it is crucial for your career path development.

The EPM community is committed to following principles:

1. Demonstrate respect for all members of the EPM community, the broader University community and for people we engage through EPM related activities.
2. Value and practice the UC Davis Principles of Community (See: https://diversity.ucdavis.edu/principles-community.
3. Facilitate professional interaction and positive learning environment.
4. Promote academic excellence.
5. Act with honesty and integrity.
6. Welcome different opinions and cultures and contribute to the understanding of all.
7. Be accountable for actions inconsistent with the UC Davis Academic Code of Conduct and this EPM Professional Code of Conduct.

EPM Program expects that all students, whether or not they are on campus, will in act in accordance with these principles and with the professional behavior described in this Code of Conduct. The EPM Program expects every student to have read and understands the UC Davis Code of Academic Conduct (See: https://ossja.ucdavis.edu/code-academic-conduct).

This EPM Professional Code of Conduct, in addition to the UC Davis Code of Academic Conduct, is designed to reinforce our professional principles listed above. Members (students, faculty, staff) of the UC Davis EPM Program are expected to behave in ways that promote individual, academic and professional development and contribute to a positive learning environment and community spirit. Additionally, student behavior reflects upon the reputation of the EPM Program and University. Inappropriate behavior with EPM Program clients, and practicum host organizations or businesses may lead to reduced opportunities for future EPM graduate students.

Professionalism Expectations also include the following:

1. Attendance and Promptness

Attend all classes and the interviews, presentations, and events that you have committed to. Always RSVP to any event you are invited-- doing so is professional and shows others that you value their time and your own. If you RSVP that you will attend, your presence is expected. Program and student organization event organizers depend upon RSVPs to plan for the event and order food. If you must cancel your plans to attend, try to inform the host of your change as soon as possible; generally a week before the event.

Be on time to classes, meetings, presentations, external meetings with practicum host organizations and policy clinic clients. If you must be late or absent due to an emergency, illness, interview, or other circumstance, the expectation is that you will inform the instructor or organizer in advance if possible (either via e-mail, telephone call, or through face-to-face communication). If advance notice is not possible, contact the instructor or organizer as soon as possible afterwards to brief him/her on the reason for your absence/tardiness.

Avoid leaving during a class session, presentation or external meeting unless you have discussed the need to leave early with the professor or organizer in advance or an urgent personal matter arises

2. Prepared and Respectful

Contribute, participate, and engage in the classroom learning experience through constructive means with both peers and instructors. The dialogue generated from your peers is an essential part of the classroom experience and enriches the conversation and learning.

Be prepared for class discussions and activities, and for meetings and conversations with external organizations. Being prepared means completing assigned and background research, practicing skills prior to class and meetings, and asking relevant questions in class, work groups, and in external meetings.

The use of computers and personal electronic devices is at the discretion of your course instructor. Please refrain from using your computer for anything other than note taking or class-related activities and do not surf the web or check email during class time. Computers should be

closed for all speakers and guest presentations. Turn phones off during class, presentations, and class and group activities.

Do not disturb classmates or presenters with excessive noise or talking.

Show respect for your classmates and their opinions.

The use of language or behavior that is racist, sexist, violent or threatening may lead to disciplinary consequences. All behavior and language should comply with the UC Davis non-discrimination statement.

3. Internships, Practicums, Policy Clinic Projects

Students are expected to conduct themselves professionally in all activities associated with their practicums, internships, and policy clinic projects. Professional conduct includes, but is not limited to, the following:

- Understanding client organizations' mission, policies and procedures.
- Reporting any incidents of unethical behavior to EPM and appropriate UC Davis officials.
- Interacting with all organization personnel and activity contacts in a polite, tactful, and respectful manner.
- Treating agency or organization property with respect and in accordance with their policies.
- Keeping the student's supervisor apprised of his or her work progress, anticipated absences, issues or concerns that may arise, and emergencies.

4. Graduate Research and Teaching Assistantships

Some students are awarded Teaching or Research Assistantships during the two-year program. These teaching assistantships represent obligations on the part of the student to perform work in exchange for pay and/or partial tuition reimbursement. It is imperative that students who are awarded teaching assistantships fulfill their obligations in a professional and timely manner, and in accordance with the relevant union contract.

Professional behavior is expected at all times, but particularly in the following settings:

- All locations on campus
- During communications via EPM-related emails, or during online courses or meetings using platforms such as Canvas, Zoom or Skype, and on Instagram, Twitter, Facebook and other social media.
- Off-campus locations where companies are hosting sponsored events
- Off-campus events that are sanctioned by the Program (e.g. GLO, study abroad, company presentations, receptions, and visits)
- Any team-related activities
- EPM-sponsored workshops, hosted receptions and events.
- While working for an agency, NGO, business or other organization as part of EPM-related practicum, internship, policy clinic projects or fieldwork.
- While participating in an EPM outreach or recruitment event.

Enforcement / Sanctions

The Professional Code of Conduct does not supersede any of the institutional policies of the University of University of California at Davis. The Office of Judicial Affairs reviews complaints regarding unprofessional conduct. Violations of the EPM Professional Code of Conduct and the UC Davis Academic Code of Conduct shall be reported to Judicial Affairs for their consideration. Violations of the EPM Professional Code of Conduct may be reflected in class grades, and graduate degree progress reports (interim or annual) for individual students. It is the individual student's responsibility to familiarize themselves with these documents and policies. This code of conduct applies to all students, including exchange students, from the date of admission through graduation.

Events that are clearly identified as purely social in nature (not sponsored in any way by EPM) are not covered under this agreement. Those would include private social gatherings.

EPM Diversity Statement

The UC Davis Graduate Program of Environmental Policy and Management (EPM) condemns racism and hate. Progress requires that people from marginalized communities be empowered as leaders in all aspects of our society--major corporations, non-profit organizations, and all branches and levels of government as appointed and elected officials. Black, Indigenous, and People of Color disproportionately bear the negative effects of climate change and other environmental impacts, making it even more important that their voices be included in environmental policy. As a program we seek to educate ourselves and become allies in integrating diverse voices in this process.

The EPM program develops policy leaders and managers of the future. Our mission is to empower agents of change. Yet, our current professional community, research, and teaching do not adequately represent diversity. Thus, we have a responsibility to recruit students from diverse backgrounds, to tackle the tough subjects of social and environmental justice in our courses and seminars, and to offer training in the specific skills to implement change through policy or management reform. The EPM Program will take the following actions going forward:

1. Collectively develop a statement of equity and diversity that will inform the overall mission of the EPM program.
2. Significantly expand our student recruitment outreach to colleges, universities, government agencies and non-profit organizations that serve or represent minority and disadvantaged communities.
3. Launch a fundraising effort to support a Diversity Fellowship Program to fund graduate students from diverse backgrounds.
4. Support the efforts of a student-organized EPM diversity committee.
5. Introduce an environmental justice specialization that includes environmental justice courses and links to other required program elements such as graduate practicums, internships, and policy clinic teams.
6. Publish a resource guide for students and faculty listing support programs for Black, Indigenous, People of Color, and international students. The resource guide will identify environmental and social justice support and activities at UC Davis, governmental, private, and non-profit organizations.

Curriculum

1. Analysis of Environmental Policy I, II, III. ENV 200 A, B, C. (4 units each).
2. Environmental Law. ENV 201 (3 units).
3. Policy Development and Implementation. ENV 202 (4 units).

4. **Policy Clinic. ENV 203:** (4 units each).
5. **Professional Development Seminar ENV 297** (First 3 quarters – 1 unit each).
6. **Practicum. ENV 296.** (6 units).
7. **Quantitative Elective** (3 units).
8. **General Environmental Science Elective** (3 units).

Students are responsible for registering for program courses. The UC Davis calendar, which includes dates to enroll in classes, is found here: https://grad.ucdavis.edu/current-students/academic-dates. All required courses must be taken on a grade basis (not S/U). The curriculum is designed to allow students to complete the degree either in 2 academic years (6 quarters), or in an accelerated 12-month period (4 quarters) with approval of the Program Chair. A practice-oriented, mentored capstone practicum is required for graduation (6 units). Students following the 12-month plan must enroll for their practicum units during Summer Session II and pay for any associated fees. For both the 12-month accelerated track and the 2-year program of the required core courses total 42 units. Students will likely take additional electives beyond the minimum units required.

The program requires one elective in quantitative analysis and one general elective course. Quantitative analysis can include statistics for non-statistics majors (e.g., STA 100, Applied Statistics for Biological Sciences); approaches to quantitative analysis (e.g., ANT 298, Statistical Rethinking); or non-statistical quantitative methods (e.g., ABT 181N, Concepts and Methods in GIS). Both the quantitative and general elective must be a 100 or 200 level course. You can see a more complete list of recommended quantitative (and other) elective courses here: https://epm.ucdavis.edu/epm-electives. Selection from this pre-approved list does not require further approval. Selection of other classes to fulfill the elective requirement requires program approval that should be requested through the Program Coordinator.

Required electives should serve to build on a core area of expertise of the student's choosing (e.g., water policy, conservation of biodiversity). Students will be assigned a faculty advisor and will meet with this advisor during fall quarter, where electives will be discussed. Additional electives are at student discretion. Electives allow students to develop a topical focus or specific policy competence for their program, related to their career interests and their practicum area.

Students are expected to register for 12 units in each quarter (full-time students). Graduate discussion seminars (e.g., ECL 290), the Professional Development Seminar (ENV297) are graded on an S/U basis. All other classes are graded. Students should be enrolled in a minimum of 6 graded units per quarter. The remaining 6 units may be taken on an S/U basis.

Coursework Calendar
The general expected calendar for coursework completion:

Year 1

Fall	Winter	Spring
Analysis I (4) ENV 200A	Analysis II (4) ENV 200B	Analysis III (4) ENV 200C

Fall	Winter	Spring
Policy Dev. & Implem. (4) ENV 202	Environmental Law (3) ENV 201	Quantitative Analysis or Elective (3)
Professional Development Seminar (1) 297	Professional Development Seminar (1) 297	Professional Development Seminar (1) 297
Quantitative Analysis or General Elective (3)	Elective opportunities	Elective opportunities

Year 2

Fall	Winter	Spring
Elective opportunities	Policy Clinic (4) ENV 203	Policy Clinic (4) ENV 203
Practicum (2 units)	Practicum (2 units)	Practicum (2 units)
	Elective opportunities	Elective opportunities

Accelerated option

Fall	Winter	Spring	Summer and/or Fall
Analysis I (4) ENV 200A	Analysis II (4) ENV 200B	Analysis III (4) ENV 200C	ENV 296 Practicum (6)
Policy Dev & Implem. (4) ENV 202	Policy Clinic (4) ENV 203	Policy Clinic (4) ENV 203	
Quantitative Analysis or Elective (3)	Environmental Law (3) ENV 201	Quantitative Analysis or Elective (3)	
Professional Development Seminar (1) 297	Professional Development Seminar (1) 297	Professional Development Seminar (1) 297	

Specializations: EPM offers 11 specialization areas for students to concentrate electives in. Specializations are optional and generally intended for those completing the program in 2 years. Upon completion, the specialization will be listed next to the student's name on the EPM website. Specializations are not listed on a student's transcript; however, the program can issue an official letter confirming the student has completed a specialization if requested. Contact the Program Coordinator for more information.

Students can choose from the following specializations:

Social Systems	Natural Systems	Quantitative Skills
Environmental & Resource Economics	Conservation Management*	Spatial Information Science
Politics & the Policy Process Analysis	Climate Change Science & Policy	Statistics & Data
City & Regional Planning	Water Resource Management	
Energy & Transportation Planning	Marine Resource Management	
Environmental Justice	Food Systems & Sustainable Agriculture	
Environmental Finance		

* Conservation Management specialization allows students to take a maximum of 1 ecology-focused course. This includes ECL 206, ECL 290, ECL 213, ECL 225, ECL 242, ECL 200AN, ECL 200BN, ECL 232, ESP 121, WFC 230.

Requirements for specialization:
- Complete 9 units of coursework in one of the specializations listed above (a minimum of 6 hours at the graduate level).
- Non-seminar courses must be taken for a letter grade to count towards the specialization. Students are required to earn a B- or above in graded courses.
- The required elective and required quantitative course cannot count towards the specialization. Students may obtain more than one specialization; however, a course may count towards only one specialization.
- Seminar courses are acceptable, up to a maximum of 2 credit hours per area of specialization.
- Courses must be pre-approved with your Faculty Advisor to count towards the specialization.
- Relevant internship credit may be used toward a specialization (up to a maximum of 3 units), but approval for application of this credit to the specialization must be requested from the Program Coordinator.
- Any exceptions to the specialization policies must be (1) approved by the student's Advisor and the Program Chair, and (2) confirmed by email with the student and the Graduate Program Coordinator.

After a student has completed a minimum of 6 units towards a specialization, they should send an email to the Program Coordinator that includes the classes they've taken towards the specialization.

Transfer of Previous Academic Credits. UC Davis Graduate Studies rules about transfer of previous academic credit allows up to six units of previous coursework to be applied to current graduate degree requirements, if those units were not counted towards degree requirements in previous programs. Essentially, previous classes must be "extra" classes that you did not count towards completing your previous degree. Graduate Studies confers discretion on the Environmental Policy & Management program and the academic chair to approve any transfer

credits according to EPM program guidelines. At a minimum, the EPM program will only consider courses that were completed within 5 years of beginning the program. The coursework also must be judged as relevant for the goals and other curriculum standards of the program.

Registration

Incoming students may register for classes in May, after they have (1) Submitted their Statement of Intent to Register and (2) have no holds on their student account. The Program Coordinator will send instructions on core courses to register for to students approximately a week before registration opens.

Instructions on how to register:

1. Once you obtain your online computing account you may complete your course registration online through Schedule Builder (https://my.ucdavis.edu/schedulebuilder/)
2. Using Schedule Builder, you can search for classes, view class details and critical class messages, check for registration holds and errors, create and save multiple schedules with varying classes and sections for the same quarter, swap (add & drop) classes and sections

Registration tips:

- EPM Students are required to take a minimum of six graded units per quarter. Exceptions may be made on a case-by-case basis. To request an exception, contact the Graduate Program Coordinator.
- We have gathered a list of potential electives for EPM students. Students can view the spreadsheet on our website (https://epm.ucdavis.edu/epm-electives). Though this list is comprehensive, students may find other relevant electives that are not on that list.
- Once registered, even for just one class or unit, all students become financially liable and responsible for full-time tuition and fees for the term.
- Students remain financial liable and responsible for the term's tuition and fees unless they file a Cancellation/Withdrawal form with the Office of the University Registrar by the first day of instruction
- Financial aid recipients must enroll for a minimum of 12 units during Pass One to ensure disbursement of any financial aid.
- See an entire list of registration tips here https://registrar.ucdavis.edu/registration/register

Taking courses from the UCD law school. Students may take elective courses at the UC Davis School of Law. The Law School is on the semester system, which means classes typically begin before the quarter begins. Students can search for offerings using Schedule Builder (*select the "semester" option, and LAW as the subject)*. To enroll, students must:

1. Obtain permission from the EPM chair
2. Obtain permission and signature of the instructor of record using the "Non-law school student form". Contact the Program Coordinator for a copy of the form
3. Once the instructor gives permission, the form needs to be sent to the Law School Registrar's office (registrar@law.ucdavis.edu).

4. Once approved, student needs to contact the EPM Program Coordinator to enroll in an ESP 298 (special topics) section. The student will receive a letter grade.

Things to note with regard to taking Law School courses:

- Law school courses are typically 2-3 hours of semester credit. To calculate the number of credit hours, multiply semester hours by (15/10=1.5) and round to convert into quarter credit hours.
    - 1 semester hour= 2 quarter hours
    - 2 semester hours= 3 quarter hours
    - 3 semester hours= 4 quarter hours
    - 4 semester hours= 6 quarter hours
- At the end of the quarter, the listed instructor for the student's ESP 298 section (typically their faculty advisor) will submit the student's grade as an "I" (incomplete). When the semester concludes, the Registrar's office will send the Program Coordinator the student's grade. The instructor will then update the grade.

Taking courses from the UCD Graduate School of Management. Students may take elective courses from the Graduate School of Management. To enroll, students must:

1. Obtain approval from the instructor of the course.
2. If the instructor approves, the instructor should contact the GSM registrar to add the student to the course. If the faculty member communicates approval, but you don't find yourself added to the course, please follow up with the GSM Registrar at GSMRegistrar@gsm.ucdavis.edu, who can check with the faculty member.

Things to note with regard to taking Graduate School of Management courses:

- EPM students may only courses on the Davis campus that are *not* considered core courses.
- Class considered to be core courses include:
    - MGT 200A, 201A, 201B, 202A, 203A, 204, 205, 252, 268, 440, 440A, 440B and 440C.
- Students may not register until the initial registration closes for GSM students (who have priority). You can find that date by going here https://gsm.ucdavis.edu/students and clicking on "Academic Calendar →Full Time MBA" and looking for the Initial Registration date.

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Late Registration. To avoid late fees and financial support problems, you must enroll, register and pay fees in a timely manner. If you need to add a class after the add/drop deadline, contact the academic advisor or program coordinator for that department.

Dropping Courses. If you would like to drop a course after the 10th day of instruction, you must file a Permission to Drop Petition (https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs316-permission-to-drop-petition.pdf)

Grades

Repeating a course for improvement. With consent of a student's Academic Advisor and the Dean of Graduate Studies, a student may repeat a course in which you received a grade of C,

D, F or U up to a maximum of nine units. When calculating grade point average, only the most recently received grade will be used. All units attempted and grades received shall remain on your permanent record.

Opting for S/U grading. A student may elect to take one letter-graded course per quarter on an S/U basis provided that the course is not used to fulfill any of the core course requirements and contingent on the Academic Advisor and Dean of Graduate Studies approval. To receive an S grade in lower or upper division work, you must achieve at least a C-. To receive an S grade in a graduate course, you must receive a B- or better. S/U petitions must be filed with Graduate Studies by the end of the fifth week of the quarter. The form is available here: https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs336_grading_option_change_petition.pdf.

Incomplete (I) grade. If you are doing well in a course but are unable to complete the work because of illness, personal emergency, or another good cause an incomplete grade is appropriate. A student must remove the incomplete grade by the end of the third succeeding quarter, otherwise the grade will be changed to an "F". To remove an incomplete, a Petition for Incomplete Grade Change form (https://local-resources.ucdavis.edu/local_resources/forms/D050-incomplete-grade-change.pdf) must be signed by the instructor and be submitted by with the Instructor.

Program Benchmarks

Student Progress Assessment (SPA). The Student Progress Assessment is an online tool that facilitates faculty and graduate programs communicating and documenting an evaluation of a graduate student's progress in their degree program. The tool promotes productive discusses and the setting of clear goals and expectations for graduate students. Graduate Council expects that the assessment will be completed during an in-person meeting between the mentor and the mentee. The annual report must be completed for each graduate student between April 1st and June 30th. You can see a sample of Annual SPA Report Questions here: https://grad.ucdavis.edu/sites/default/files/upload/users/spa_questions.pdf .

Interim Reports. An interim report is a short, one-page online progress report that allows graduate programs to address or remedy issues of concern regarding academic progress outside of the spring quarter (when the annual assessment is used). Interim reports are not required of all graduate students and are often used to document a progress issue.

Both the interim and annual reports will ask for a progress assessment of satisfactory, marginal or unsatisfactory. You can learn more about the progress assessment definitions here: https://grad.ucdavis.edu/academics/progress-and-academic-probation/student-progress-assessment.

Advancement to candidacy. All students should file their application to advance to candidacy once they have (1) completed 21 units of study, and (2) their Faculty Advisor has approved drafts of their Professional Development Plan and Practicum Proposal for consideration by the Comprehensive Exam Committee. For students completing the accelerated 12-month track, this should be completed after the spring quarter. For students completing the 2-year track, this should be completed in the winter quarter of their second year.

Comprehensive exam. The comprehensive exam is conducted as a consequence of fulfilling all program requirements. Students are required to obtain a grade of B- or above in all required courses, including the Policy Clinics. Finally, the exam combines an evaluation of four written reports, including the student's (1) Professional Development Plan, (2) Practicum Proposal, (3) Policy Clinic project report (written by the instructor evaluating your performance), and (4) Practicum report. If any component of these materials is less than satisfactory, the student is asked to also have an oral exam that can include elements of basic understanding of the principles of the curricular material, or an evaluation of the student's written products (e.g., the professional development plan). Specifically, the committee determines if they agree that the student has learned the necessary tools with which to succeed in their professional development plan. Students who do not pass this exam can be (a) asked to engage in individual study to fulfill deficiencies in knowledge or (b) retake specific classes. Students are then required to retake the exam. Failure also triggers an explanation from program course instructors regarding student performance in the curricular requirements of the program. A second failure results in a recommendation to the Dean of Graduate Studies that the student be disqualified from the program. When all components of the Comprehensive Exam are completed, the Graduate Program Coordinator will submit a Master's Plan II Report Form on the student's behalf to The Office of Graduate Studies. This signals to Graduate Studies that the student should be placed on the degree list for that particular quarter.

Coursework completion. As described above, students are expected to complete the curriculum within a maximum of 2 academic years. Recognizing that life does not always proceed smoothly, UC Davis has a Planned Education Leave Program (PELP) as well as programs for students in absentia and under a filing fee status. The program coordinator can outline these programs to individuals who find program completion under the aforementioned schedule becomes untenable.

Graduation. Successful completion and evaluation of all coursework and components of the Comprehensive Exam will result in recommendation for graduation. UCD holds a graduate ceremony for graduate students once per year at the conclusion of spring quarter in June. Students enrolled in the 12-month option are eligible to walk in the graduation ceremony prior to completing their coursework as long as they have successfully Advanced to Candidacy (see requirements above).

Adding a Second Master's Degree

Students may petition to add double graduate major. Students approved for a double graduate major must complete all degree requirements, including a separate thesis, dissertation or examination for each degree program. Students must obtain the signature of the graduate admissions advisor that indicates a student's acceptance into the second program and the graduate advisor's approval of the student's plan to work in two programs simultaneously. Students may share up to 12 units from one UC Davis program with another, provided they have the approval of their graduate advisor and the Dean of Graduate Studies. You can find the application at: https://local-resources.ucdavis.edu/local_resources/forms/D065-graduate-major-degree-change.pdf. Please contact your Graduate Program Coordinator for signatures.

Making the Most of Opportunity

Your advisor will help you decide what courses will be required and when you should take them. However much of your professional development will be through participation in activities and events outside the classroom. Professional development entails developing broad knowledge associated with policy and management and being up to date on recent advances in your areas of interest. Below are five things that are not required of you, but are good time investments in professional development.

1. Attending seminars can be of immense value. UC Davis offers a variety of seminars through different graduate programs and departments. Get these seminar schedules, pay attention to them, and go to at least three seminars a week. Make sure that these represent a variety of topics and do not simply go to seminars in your research area. Below is a list of some weekly seminars that may be of interest.
- Ecology and Evolution Seminar Series
- Population Biology Seminar
- Environmental Justice Seminar Series
- Animal Behavior
- Civil and Environmental Engineering
- Ag. and Resource Economics: https://are.ucdavis.edu/department/seminars/
- One Health Seminars

2. Make yourself aware of special events. UC Davis is regularly hosting special events that may be of interest. Register and attend some of these. Symposia are great places to both learn and meet professional contacts. This is an excellent opportunity to develop contacts. Please pay attention to information from the graduate coordinator informing you of such opportunities.

3. Take advantage of informal courses and trainings. There are a variety of professional and training opportunities through short courses, symposia and on-line courses available that may be incredibly useful in your professional development. Although the program strives to make you aware of these opportunities, taking control of your graduate education is an essential part of your success.

4. Using all the resources available to you. The Office of Graduate Studies and the Internship and Career Center (http://icc.ucdavis.edu/) provide a wealth of opportunity for professional advancement training. Take advantage of these.

5. Professional development and career planning. We strongly encourage you to take advantage of materials from https://www.imaginephd.com, a "Career Exploration and Planning Tool". This resource was developed by UC Davis and other institutions for PhD students but much of the content applies at the master's level too. The site allows students to:

A. Take assessments to gain a better understanding of your career-related skills, interests, and values.
B. Specify self-defined goals and map out next steps for career and professional development.
C. Access resources for exploring careers paths
D. Find helpful tip sheets:
   1. Informal interviewing: How to talk to people in your field and build your professional network.

2. Tips & Strategies for Evaluating Job Offers: From the University of Maryland University Career Center
3. Tips for Writing a Cover Letter
4. Interviewing Tips: From the Office of Career Development in University of Illinois at Urbana-Champaign Graduate College
5. The Art of Negotiating: From the University of Maryland University Career Center
6. Tips for Writing a Resumé
7. Tips and Strategies for Using LinkedIn: From Michigan State University PhD Career Services
8. Building Your Professional Community

Taking a Break or Leaving Campus

If you wish to take a break from your course of study or temporarily leave the UC Campus, you have the options listed below.

Planned Educational Leave (PELP). PELP status if available if you wish to take leave for various reasons, including health issues, family crises, clarification of educational goals or military service. PELP may be approved for a maximum of three quarters. New graduate students are not eligible for PELP during the first term of instruction. Students may not hold student employment (TA, GSR, etc.) and may not receive fellowship funds while on PELP. International students must have their PELP status approved by the Services for International Students and Scholars (SISS), prior to the submission of the PELP application. The PELP application must be submitted to Graduate Studies no later than the first day of the quarter in which the PELP status is to begin. If you begin the registration process and then withdraw from registration after the first day of the quarter, you may be billed for fees owed or have to repay funding. The program coordinator will help you initiate the application process. You can view the application here: https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs338_pelp.pdf.

Filing Fee. Filing fee is a non-registered status available if you have advanced to candidacy for your degree. Filing fee status maintains your eligibility to complete your degree while not registered for classes. You can use this option when all of your courses have been completed except for filing theses or dissertations and/or taking the final master's comprehensive exam. Filing fee status is for one quarter only. You can view the application here: https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs305_filingfeeapp.pdf.

Withdrawal. If the above options are not appropriate for you, you may withdraw during the quarter by obtaining a withdrawal petition from the Registrar. You can view the form here: http://registrar.ucdavis.edu/html/office_of_the_registrar_forms.html. Please notify your Graduate Program Coordinator if you intend to withdraw. You may be responsible for paying tuition + fees.

Readmission. If you drop out of the graduate program but wish to return, you must file an Application for Readmission at least six weeks prior to beginning the quarter in which you plan to enroll. Please see the Graduate Program Coordinator for details. You can view the application here: https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gs307-readmission-app.pdf.

Probation and Disqualification

Academic probation. A student will be placed on academic probation for a GPA that falls below a 3.0 or for more than 8 units of U, I, or F grades.

A student is subject to disqualification:
- After two consecutive quarters on academic probation
- If their GPA is below a 2.0 for a term
- If during her/his first term on academic probation, she/he fails to improve her/his grade point average as stipulated in the Dean's warning letter
- If after one quarter on academic probation because of an excessive number of units of combined "I", "U", and/or "F", she/he fails to make up the required number of such units stipulated in the Dean's warning letter or accumulates further units of "I", "U" and/or "F".

A student on academic probation is not eligible for employment. A Petition for Exception to Policy (PEP) is required for employment. Students on academic probation are not eligible for fellowships. A request for an exception is required for a student to continue to receive a fellowship. Contact your Graduate Program Coordinator if this applies to you.

Unsatisfactory Progress Probation. Unsatisfactory progress is determined by an unsatisfactory progress report submitted by the program. Students with unsatisfactory progress are not eligible for employment or fellowships.

Disqualification. A student with multiple unsatisfactory progress reports is subject to disqualification based on recommendation from the program.

Graduate Student Health Insurance Program (GSHIP)

UC requires that all registered students have health insurance. The Graduate Student Health Insurance Plan (GSHIP) is designed specifically for UCD students, providing medical, dental and vision benefits. Registered students are automatically enrolled in GSHIP. Students with comparable health insurance may waive participation through the online waiver. GSHIP coverage, fees, policies and the waiver application are available at http://healthcenter.ucdavis.edu/insurance/gship/index.html. Once you submit your waiver application and it is approved, it will remain in effect for the rest of the academic year. If you are enrolled in GSHIP for spring term, your coverage automatically extends through the ends of summer term at no extra cost. You can see the FAQ regarding GSHIP here: http://shcs.ucdavis.edu/insurance/ship/faqs.html. Graduate students enrolled in GSHIP have the option to enroll eligible dependents in a voluntary plan. For information, visit http://shcs.ucdavis.edu/insurance/ship/dependents.html.

GSHIP fees are covered for any quarter in which you hold a fellowship, graduate student research position or teaching assistantship of 25% or greater. If you are on PELP or Filing Fee you should make arrangements to continue your health insurance coverage with the Student Health Center. Information regarding the Cowell Student Health Center can be found: http://shcs.ucdavis.edu. If you have outside health coverage you have the option to waive the student health insurance.

Graduate Student Leaves including for Maternity and Family; Child Care Support Regularly-enrolled UC Davis graduate students are eligible for paid maternity leave, family leave, some

other kinds of leave, and monetary assistance for child care is available regardless of financial need. Please see this site for details: https://grad.ucdavis.edu/current-students/employment/leave-accommodation.

Finances

Fees and Tuition. Students are expected to pay for their own fees, tuition and support. To learn exactly what the fees you pay are, visit https://budget.ucdavis.edu/studentfees. To see the cost of attendance for graduate students, visit https://financialaid.ucdavis.edu/graduate/gradstudies/cost. If you are a nonresident and are not able to establish California residency, you must pay nonresident tuition each quarter.

One-time fees. One-time fees include application for various Graduate Studies forms (ex. Advancement to Candidacy form). These fees change periodically and vary depending on the form.

Billing. Students enrolled at UC Davis are billed automatically on MyBill (http://studentaccounting.ucdavis.edu/bills/mybill.cfm. Using MyBill, students can:
- View and print previous statements
- Online payments post immediately to Banner, the software used for UCD Student Information System
- Authorize others (parents, etc) to view and pay their bill
- Set up automatic monthly payments
- Schedule future payments

Fellowships. (1) EPM fellowships: The EPM Program has limited fellowship funds that are offered to exceptional students. Students are automatically considered for EPM fellowships in the UCD application process and students are notified of any award before initiating the program. (2) University-wide fellowships: Students are encouraged and responsible to take the initiative to investigate and apply for fellowships for which they are eligible. A variety of University Fellowships (highly competitive) are available for graduate study. For university-wide fellowships, visit https://grad.ucdavis.edu/financial-support/internal-fellowships. Continuing students should apply for university fellowships January 15 during the first year in the program. There are three main forms that should be completed by all U.S. Citizens, permanent residents, and immigrants in order to be considered for these fellowships:
- Fellowship application form - required for all fellowships
- Supplementary Fellowship Application Form - Work-Study, and others
- FAFSA - Work-Study, and many other financial aid-based support. http://www.fafsa.ed.gov/

If you are awarded a program fellowship, stipends will be disbursed in three equal parts on the first day of November, February and May. Payment of each installment will be conditional on you being enrolled as a full-time student in good academic standing. Sign up for Direct Deposit here https://financeandbusiness.ucdavis.edu/finance/payroll-services/ee-resources/dd.

Establishing Residency. Current non-residents for purposes of tuition and fees may file a Petition for Classification to Resident (PCR) to be re-evaluated for California residency. The filing period opens for the fall term on June 1st. Students may access the Online Petition for Classification via the Office of the University Registrar website. Students are responsible for familiarizing themselves with the Filing Period Dates, Instructions for the Petition, the Residence

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Requirements and for submitting their Petition by the published deadline. The residency requirements may be viewed on the Office of the University Registrar's website. The deadline to submit PCR's is the first day of instruction in a given quarter.

Further information on the topic can be found here: http://www.ucop.edu/general-counsel/_files/ed-affairs/10-things-grad.pdf. Note that the only University personnel authorized to discuss residence requirements or a student's residence status is a Residence Deputy. If you have any questions about this topic, you can reach a Residence Deputy here: residencedeputy@ucdavis.edu.

Campus Employment. All students with a GPA of 3.0 or greater are eligible to work on campus. Campus jobs come in a variety of forms. Graduate students are generally eligible to work up to 49% time. There are two primary forms of normal employment for graduate students on campus. Graduate Student Researchers (GSR's) are positions awarded from externally funded research projects. These GSR positions are hired by units that manage the research funds and hiring decisions are at the discretion of the research grant principal investigator. GSR's are generally expected to work 10 (25%) or 20 (49%) hours / week during the academic year. Students may work full time (40 hours / week) during summer months. Employment at 25% or greater entitles students to a fee remission that covers all in state fees and NRT, if applicable, for each quarter that the student is employed.

Teaching Assistantships (TA's) and Readers are offered to graduate students and are generally hired at 25% or 50% time for quarters. These positions are offered by departments teaching larger undergraduate courses where TA's are required. Typically, departments issue a call in spring of each year to fill positions for the following academic year. Each quarter, however, some vacancies arise. All Teaching Assistants must enroll in a minimum of twelve units. A TA of 25 or 50% carry partial fee remission. The instructor of the course has input on the selection of students to hold these positions. If you are interested in being a teaching assistant (TA) during your time at UCD it is a good idea to attend the TA training in September: http://cee.ucdavis.edu/tao/. International students are required to demonstrate oral English proficiency in order to receive a TA position. The Graduate Coordinator can assist international students in determining if they must demonstrate this proficiency, and how to do that.

Work-Study. Graduate Student Researcher (GSR) support may be partially subsidized by a federally funded Work-Study award. This program is open to U.S. Citizens and Permanent Residents and is based on financial need (as demonstrated via the FAFSA form). Work-Study allotments are awarded campus- wide and applications are submitted through the Graduate Coordinator to UC Davis Graduate Studies. A Work-Study award can substantially reduce the cost of employment for faculty, and hence students with these awards are in a good position to find GSR employment.

For additional information on funding your graduate studies, see our guide here: https://epm.ucdavis.edu/sites/g/files/dgvnsk296/files/inline-files/Ways%20to%20fund%20your%20Graduate%20Degree%20at%20UC%20Davis.pdf

Tax Policies Affecting Graduate Students

There are common misunderstandings regarding the taxability of income garnered as a graduate student. We are not tax consultants, and it would be a violation of federal law to provide tax advice. However, the IRS has some handy guidance.

Fellowships: Refer to Internal Revenue Service Publication 520. Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university will neither withhold taxes nor reports such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income. Information on tax reporting is available in the Government Documents section of the University library.

International students receiving fellowships are paid through the payroll system; awards are reported to the Internal Revenue (IRS) and State Franchise Tax Board, and taxes are withheld, as prescribed by the home country tax treaty and the IRS tax code. Individual circumstances will vary.

Nonresidents of California receiving stipends of $1,000 or more per month are paid through Payroll. California taxes must be withheld. The University will report to both federal and state tax services.

Social Security (FICA) and Medicare: Services performed by a student in the employment of a college or university is exempt from FICA taxes while the student is enrolled and regularly attending classes at the school. Internal Revenue Service interpretation stipulates that a student employee will be exempted from FICA taxes only if the student's course of study is substantial and the services performed are incidental to the course of study. Thus, a course work test AND an employment test must be satisfied for a student to achieve exempt status.

As outlined in Directive No. 95-038, during the academic year graduate students who are appointed at 50% or less, and are enrolled in a minimum of six units, for each pay period will be exempt from DCP (FICA) and Medicare withholding. While the IRS interprets that graduate students enrolled and approved for advancement to doctoral candidacy are not subject to a units requirement during the academic year, this does not take into consideration that University of California policy requires students advanced to candidacy to maintain minimum enrollment status (12units) to be eligible for an academic appointment. Students on Filing Fee do not meet the registered/enrolled student test, and are therefore non-exempt. Students must meet both the appointment percent and minimum unit test. If not, they will be required to contribute 7.5% of their total earnings to the Defined Contribution Plan, and 1.45% to Medicare.

Additional Tax Information: The Internal Revenue Service has publications that are particularly relevant to students. For example, Publication 4:   Student Guide to Federal Income Tax; Publication 520: Scholarships and Fellowships. Also see: https://www.irs.gov/publications/p970/ch01.html#en_US_2016_publink1000177987

Commencement
Graduate Studies holds one campus-wide commencement ceremony in June of each year. 12-month students are eligible to participate in the commencement ceremony before completing their degree requirements. All students must have Advanced to Candidacy before they can register to participate in commencement. Immediately following the ceremony is a reception for degree recipients and their guests. Additional information will be provided to eligible students by the Graduate Program Coordinator and Graduate Studies.

EPM holds a graduation celebration before campus commencement. The celebration typically includes a short program and appetizers. Students are welcome to invite their friends and family to the celebration. The Graduate Program Coordinator typically will send more detailed information to students in April.

Additional Campus Resources
- *Graduate Studies:* www.gradstudies.ucdavis.edu
- *Union for Academic Student Employees*: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html
- *Library:* www.library.ucdavis.edu
- *Internship and Career Center:* www.icc.ucdavis.edu
- *Student Health Center*: shcs.ucdavis.edu
- *Student Health and Counseling Services:* https://shcs.ucdavis.edu/counseling-services
- *Student Disability Center:* https://sdc.ucdavis.edu/
- *Housing*: https://housing.ucdavis.edu/graduate-and-professional-housing/
- *Transportation and Parking Services (TAPS)*: https://taps.ucdavis.edu/
- *Recreation*: https://campusrecreation.ucdavis.edu/

Principles of Community
Please visit https://diversity.ucdavis.edu/principles-community.

Graduate Student Bill of Rights and Responsibilities
Please visit https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/gradstudentrights.pdf.