Masters Student Handbook

M.S.
M.P.H.
M.P.H./MURP

2017-2018
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Introduction
The goal of the Department of Environmental Health Sciences is to promote human health through a healthy environment. Human health is profoundly shaped by our environment. The research and educational activities of the Department’s faculty and students range from studying the impact of biological, chemical, and physical hazards on human health to understanding how human activities impact the environment. Our graduates are scientists and professionals capable of identifying and measuring agents of environmental concern; evaluating the health, environmental, and all other impacts of such agents; developing means for their effective management; and evaluating alternative policies directed at improving and protecting environments. This training is accomplished through degree programs which offer specialized study in selected academic areas of environmental health sciences such as air quality, environmental biology, environmental chemistry, environmental management/policy, industrial hygiene, toxicology, and water quality. Graduates of the department have pursued careers in both the private and public sectors as researchers, educators, managers, policymakers, and practitioners.

Scope & Objectives:
The field of EHS is undergoing rapid evolution due to rising public and policy awareness of the importance and impact of the environment on health, as well as to the impacts of humans on the environment. With disasters such as Hurricane Katrina and the Gulf Oil Spill, there is greater need for scientists and professionals who understand the implications of these outcomes on the environment and human health. The department offers both professional (M.P.H.) and research-oriented degrees (M.S. and Ph.D.). Academic areas of specialization for the M.S. and Ph.D. degrees include air quality, environmental biology, environmental chemistry, environmental assessment; environmental management/policy, industrial hygiene, toxicology, and water quality. In addition, the Environmental Health Sciences Department and the Department of Urban Planning offer a concurrent plan of study (M.P.H./M.U.R.P.) providing an integrated curriculum for students interested in interdisciplinary training on the public health consequences of urban planning. There is also an interdepartmental degree program (IDP) that is housed in the EHS department: the Molecular Toxicology Program (Ph.D.).

The Environmental Health Sciences Department houses a number of organizations including: the UCLA Center for Occupational and Environmental Health (COEH), the Southern California Education and Research Center (ERC), and the Sustainable Technology and Policy Program (STPP).

Research:
EHS is a leader in the health effects of air pollution and vehicular emissions, industrial hygiene, toxicology (including ecotoxicology and risk assessment), children’s health and the environment, environmental biology and chemistry including water quality, air quality, built environment and health, agriculture and pesticide issues, teratology and carcinogenesis, environmental health policy, globalization, as well as other areas.
Community Service:
The EHS faculty strives to maintain a strong commitment to outreach efforts by sharing research results and engaging communities. Faculty members are involved in a number of federal, state, local, community and academic committees. They also offer technical assistance and testify and comment on key environmental issues. A number of projects involve collaborations with community based organizations. Researchers at UCLA work with community groups to develop measurements of impact as it relates to air pollution, traffic and pedestrian safety and create maps of these impacts within the community.

Career Opportunities:
A graduate degree in environmental health sciences equips students with not only the training to identify and measure environmental agents that impact human health, but also to evaluate policies designed to improve and protect environments and health. Graduates of the department generally pursue careers in the private or public sector as researchers, educators, managers, policymakers, policy analysts and and/or practitioners.

Academic Information:
Graduate Degrees Offered:

- M.S. in Environmental Health Sciences
- Ph.D. in Environmental Health Sciences
- M.P.H. with specialization in Environmental Health Sciences
- MURP/M.P.H.: Urban Planning, MURP/Public Health, M.P.H. with a specialization in Environmental Health Sciences

The M.S. and Ph.D. are research-oriented degrees, while the M.P.H. is a professional degree that emphasizes Public Health applications.

The M.P.H. and M.S. degrees are typically two year programs, but can be completed in less time by well-prepared students. The M.P.H. emphasizes Public Health, exposing students to many important areas of health research. The M.S. gives the students a strong theoretical foundation, as well as applications, and is the best choice for any student planning to go on for a doctorate.

The MURP/M.P.H.: Concurrent students pursue studies in both schools/departments and following three years of full time study earn both the Master of Public Health with an emphasis in Environmental Health Sciences and the Master of Urban and Regional Planning.

Admissions Requirements:
Applicants should meet the University requirement of a Bachelor’s Degree with a minimum 3.0 grade point average (B) and satisfactory performance on the Graduate Record Exam (GRE) taken within the last five years. There is no minimum combined score requirement for the GRE. Foreign students must have a satisfactory TOEFL score, taken within the last three years. MCAT
or DAT scores are accepted only for applicants already holding MD or DDS degrees. In addition to the University's minimum requirements and those listed above, all applicants are expected to submit the departmental application through the UCLA Graduate Division and the Schools of Public Health Application Service (SOPHAS).

Additional admissions requirements for the MS, MPH, & PhD degrees in Environmental Health Sciences are as follows:

**Desired Qualifications:** In addition to meeting the University’s minimum requirements, students should have a bachelor's (or master's) degree in public health, environmental health, life sciences, physical sciences, engineering, environmental science, or a related field.

Applicants with non-science majors who meet the following course work requirements will be considered for admission:

**Course Work:**

- 1 university-level course or equivalent in Calculus, Linear Algebra, or Statistics
- 1 university-level course in Chemistry or equivalent
- 1 university-level course in Biology or equivalent

Students who do not have the prerequisites at the time of application may take equivalent courses at UCLA in their first year.

*Prospective doctoral students should contact faculty doing research in their field of interest before applying to the doctoral program.*

**Industrial Hygiene Admissions Requirements:**

Applicants who have completed one undergraduate course each in Chemistry, Biology, and Calculus (or equivalent) or have an undergraduate degree in environmental science, engineering or equivalent are encouraged to apply for the Industrial Hygiene (IH) program. This is an area of specialization within the Environmental Health Sciences program. The M.S. and M.P.H. programs in IH are fully accredited by the Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET/ASAC), [http://www.abet.org](http://www.abet.org), the only such IH program in California. Applicants who are admitted and who are US citizens or holders of Green Cards qualify for fees and stipend support from the NIOSH Southern California Education and Research Center. For questions about the Industrial Hygiene program and curriculum, please contact the IH Director, Professor Shane Que Hee at squehee@ucla.edu.

**MURP/MPH:** Applicants must apply and be admitted to both the M.P.H and MURP programs. Further details regarding coursework and program structure may be obtained from the admissions office or graduate adviser in either the department of Urban Planning or the department of Environmental Health Sciences.

**How to Apply:** Detailed information on the application process and procedures can be found at: [http://ph.ucla.edu/prospective-students](http://ph.ucla.edu/prospective-students).
All application materials for the School’s graduate programs are available online for electronic submission at [https://grad.ucla.edu/admissions/](https://grad.ucla.edu/admissions/) and at [www.sophas.org](http://www.sophas.org). Students are admitted in the Fall Quarter only.

*Transferring into the Doctoral Program:* Current master’s students who are interested in pursuing a doctoral degree may submit a blue petition to transfer into the doctoral program after their first year in residence. The student must have at least a 3.5 GPA and must identify a faculty member who is willing to serve as their advisor. An updated statement of purpose must be submitted along with the blue petition. Admission into the doctoral program is not guaranteed.

**Standards and Procedures for Graduate Study at UCLA:**
General regulations concerning graduate courses, standards of scholarship, disqualifications, appeals, leaves of absence, normal progress toward degree, withdrawals and other matters can be found at: [http://www.gdnet.ucla.edu/gasaa/library/spintro.htm](http://www.gdnet.ucla.edu/gasaa/library/spintro.htm). The site also provides detailed information and sets forth general policies regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirement.

**Laboratory Safety Training:**
Training requirements depend on the nature of work being done. Employees, students, and supervisors/Principal Investigators (PIs) should select training courses based on the types of hazards that may be encountered. Everyone must be properly trained before beginning their work, given new assignments, or when new hazards are introduced.

All laboratory personnel who work with or around hazardous materials are required to take the Laboratory Safety Fundamental Concepts class offered by EH&S, plus additional classes specific to the hazards of their laboratory. This requirement also applies to visiting and/or part-time researchers. Laboratory safety training from other institutions or universities does not substitute for UCLA lab safety training. The conduct of the research must meet the current UCLA regulations relative to human subjects, animal experimentation, radioactivity, and chemicals/physical/biological hazards as appropriate.

Interdisciplinary research is encouraged.

For more information or to enroll in a laboratory safety training course, visit the Environmental, Health & Safety website: [www.ehs.ucla.edu](http://www.ehs.ucla.edu).

**Master’s Degree Program Requirements:**
Please refer to the [UCLA General Catalog](https://catalog.ucla.edu/) and the [Graduate Division website](https://grad.ucla.edu/) for more detailed information regarding the degree requirements for the M.P.H. with a specialization in Environmental Health Sciences.
**Master of Science in Environmental Health Sciences (M.S.):**
The MS in Environmental Health Sciences is a research oriented degree that includes the preparation of a thesis or comprehensive examination and a major written report.

Students may choose to concentrate on one of the following areas of academic focus: air quality; environmental biology; environmental chemistry; environmental health practice and policy; industrial hygiene; toxicology; or water quality. Interdisciplinary research is encouraged.

**Minimum Units Required:** 59 units

**Time-to-Degree:** Normative time-to-degree from initial enrollment to graduation is six quarters.

**Course Requirements:**
Students must complete at least one year of graduate residence at the University of California and a minimum of 10 full courses (40 units), at least five of which must be graduate courses in the 200 or 500 series. Only one 596 course (4 units) and one 598 course (4 units) may be applied toward the total course requirement; only four units of either course may be applied toward the minimum graduate course requirement. Environmental Health Science 597 may not be applied toward the degree requirements.

Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

**Sequence of Courses:**
Students in the MS program should take Environmental Health Sciences C200A and Biostatistics 100A in their first quarter and Environmental Health Sciences C200C and Biostatistics 100B in their second quarter. They may also take additional courses in each of those quarters.

**EHS required courses include:**

- Biostatistics 100A: Introduction to Biostatistics (Fall, Spring)
- Biostatistics 100B: Introduction to Biostatistics (Winter)
- Epidemiology 100: Principles of Epidemiology (Winter, Spring)
- EHS C200A: Foundations of Environmental Health Sciences (Fall)
- EHS C200C: Foundations of Environmental Health Sciences (Winter)
- EHS 201: Seminar on Health Effects of Environmental Contaminants (Fall)
- EHS C240: Fundamentals of Toxicology (Spring)
- EHS 411: Environmental Health Sciences Seminar (Fall, Spring). One quarter each year is required
- EHS 596 (Comp/Report Plan) OR 598 (Thesis plan): 4 units are required*
- Students must take one advanced laboratory course (3 or more units) on a topic in or related to environmental health sciences, for example Environmental Health Sciences 207, 410B, 252F, Microbiology, Immunology, and Molecular Genetics 100L, or Molecular, Cell, and Developmental Biology 104AL
• 18 units of upper division (200 level) or graduate level (400) elective courses. These courses may be taken in related fields outside of the department, but should be selected in consultation with your Faculty advisor.

• Public Health course: Students who have not previously taken and passed a course in Public Health at the undergraduate or graduate level are required to complete one of the following at UCLA:
  1. Public Health 150: Contemporary Health Issues
  2. Health Policy & Management M242: Determinants of Health
  3. Attend 6 FSPH Grand Rounds or any FSPH seminars outside of EHS over the course of 2 years. Students choosing this option must meet with the Student Affairs Officer to discuss the requirements prior to attending the first presentation and document their attendance at each seminar by either signing the sign-in form for Grand Rounds presentations or submitting a summary of 100-150 words for each seminar to their faculty advisor.

**Requirement for Elective Courses:**
MS students may not count 296, 596, 597, 598, or 599 towards the elective requirement.

In addition to the above course requirements MS students must either complete a thesis (Plan I) or (Plan II) complete a project and take a comprehensive examination.

**MS Thesis Plan:**
The MS thesis plan (plan I) requires the completion of an approved thesis that demonstrates the student's ability to perform original, independent research. Thesis research usually begins in the summer after the student’s first year (if not before). The student should work closely with the student’s advisor and thesis committee to develop the nature and scope of the thesis research. Generally, a MS thesis consists of work that is comparable to the work published in a peer-reviewed journal.

A thesis committee of at least three faculty members must be established. The committee is formally nominated by the submission and approval of the Nomination of Master’s Committee Form. Guidelines for nominating the committee can also be found on this form. The committee should be nominated soon after the thesis research has been begun so they can provide advice on the research.

The EHS Department allows flexibility in how the thesis research is presented, but typically the thesis is written like a manuscript. The thesis does not have to be published in a peer-reviewed journal before being accepted by the Committee, but an externally peer-reviewed publication (e.g., journal article or book chapter) may be submitted as the thesis, with appropriate format modification. Students are encouraged to publish their theses, either before or after they are filed.

The University has specific guidelines for how a thesis must be formatted. Information on these requirements can be found here:

While preparing their thesis, students must enroll in EHS 598: Master’s Thesis Research for an appropriate number of units. At least 4 units are mandatory for graduation.

The thesis has to be approved by the student's committee. The advisor works with the student to develop the thesis to the point where it can be reviewed by the rest of the committee. The committee members then review the draft thesis, give comments back to the student, and determine whether it needs to be revised before being accepted. The student makes revisions and, if necessary, returns it to committee members for re-review. The initial review by the student’s committee must be early enough to give time for committee review, revisions, re-review and re-revisions, if necessary, and final editing, all before the desired filing date. At least one month should be budgeted for this process.

Once the committee has indicated they are satisfied with the thesis, the student formally files the thesis with Graduate Division. Details about filing the thesis can be found here: https://grad.ucla.edu/academics/graduate-study/file-your-thesis-or-dissertation/

The thesis must be filed and approved by all of the committee members by the deadline listed for the quarter. Once the thesis is filed, Graduate Division sends the MS Committee members a link they use to approve the thesis online. It is good practice for the student to check with each committee member to make sure they received the link and can approve the thesis before the deadline.

**MS Comprehensive Examination/Report Plan:**

The comprehensive examination/report option (Plan II) consists of two elements, (1) an examination and (2) a MS report. Both of these elements are evaluated by the MS Comp/Report Committee. The MS Comp/Report Committee is comprised of at least three faculty members; two must hold academic appointments in the EHS Department, while the third can be from within EHS or outside the EHS Department. The student’s advisor is a member of this committee.

A blue petition must be submitted to the FSPH Student Affairs Office (A1-269) in order to formally establish the MS Comp/Report Committee. This should be done when the student is submitting their official paperwork for advancement to candidacy (see page 22 for details on the ATC process).

**Comprehensive examination:**

The comprehensive examination is prepared by the student’s advisor and MS Comp/Report committee. The comprehensive exam focuses on the student’s major area of study. The format of the exam is decided by the advisor and the committee. The student should discuss the format of the exam with the student’s advisor, but some commonly used formats are described below. Although these examples illustrate the range of approaches that can be taken for the written exam, other approaches are possible. The student should confirm with the student’s advisor the particular format of the student’s exam.
Example 1: Critical evaluation of a scientific paper.

The student is given a set of 5 papers for study two weeks before the exam. The papers are chosen to be generally related to the student’s report topic, but typically emphasize a broad set of knowledge (perhaps with particular reference to the environmental health sciences curriculum). The papers are chosen by and agreed upon by the entire Guidance Committee. The student must answer a set of questions about one of the papers; the questions are given to the student beforehand, so the student can plan how to answer the questions for each paper.

One paper to be used in the exam will be chosen by the committee in advance but not known to the student until the day of the exam. The exam is done on campus for three hours (in isolation, without access to any documents; a laptop computer can be provided so the answers can be typed as long as the computer does not have internet access or any relevant documents on it).

Example 2: Examination Questions.

The exam consists of answering questions about the general research area. The goal of the exam is to determine if the student possesses the necessary knowledge about the major field. The questions are determined by the advisor and guidance committee.

Example 3 (for Industrial Hygiene students only):

Industrial Hygiene students answer a set of multiple choice questions that simulate the examination for Certified Industrial Hygienist.

The Guidance Committee assesses the student’s answer to the examination and determines whether or not the student passed. The Committee can ask for resubmission of sections before the final assessment is made. If the student does not pass the comprehensive examination on the first attempt, a second attempt can be made.

MS Report:

In addition to the comprehensive examination, the student must complete a research activity under their advisor’s supervision and prepare a comprehensive report. The report must be a creative scholarly work, but it typically is not as detailed as a MS thesis. The report can be a literature review, modeling study, or original research, but regardless of the format the report should reflect an original intellectual contribution to the field.

The scope and content of the MS report should be discussed with the student’s advisor and agreed to by the MS Committee. The report format and content should be proposed and approved by the MS Committee before the beginning of the quarter during which the research will be carried out. Ideally, this would occur before the end of the first year to allow time for research and writing the report.
MS Comp/Report students must enroll in 596 and complete their comprehensive exam/report requirement by their final quarter.

In addition, MS Comp/Report students must submit the following form once they have completed their MS Comprehensive Exam and submitted their MS Report: “Comprehensive Examination & Master’s Report for the M.S. in Environmental Health Sciences” (form must be requested from EHS Department SAO).

*A blue petition must be submitted to the FSPH Student Affairs Office (A1-269) in order to formally establish the MS Comp/Report committee. This should be done when the student is submitting their official paperwork for advancement to candidacy.*

**MS Competencies:** Upon graduation, a student with an M.S. degree in Environmental Health Sciences should be able to do the following:

<table>
<thead>
<tr>
<th>Environmental Health Sciences MS Competencies</th>
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| **Access, critique, and interpret environmental health studies** | - Retrieve and organize literature; synthesize and critically evaluate scientific literature in environmental health, public health and other relevant fields  
- Use existing databases to provide background information or data to address research questions and draw appropriate inferences/estimates from environmental health data  
- Evaluate seminars and presentations in environmental health and distill the critical and salient issues from them |
| **Design a research study** | - Formulate a research question  
- Evaluate the scientific merit and feasibility of study designs  
- Identify an appropriate target population or organism for investigating the research question  
- Identify potential sources of systematic error (bias) as well as random error  
- Be able to articulate interdisciplinary approaches to solving public health problems  
- Implement and use a project monitoring system |
| **Analyze data** | - Use computer systems and analytic software packages  
- Produce working tables, statistical summaries, and effective figures to summarize data |
| **Interpret data** | - Make reasonable inferences from results of analysis of observational and analytic studies |
### Communicate effectively with wide variety of colleagues and stakeholders

- Prepare presentation materials including outlines, posters, and PowerPoint presentations
- Deliver effective oral presentations individually and as part of a team
- Explain and interpret research findings for students, professionals, the public, and media
- Work effectively as part of an interdisciplinary team

### Ethics & safety

- Understand the concepts of human subject protection and confidentiality
- Recognize ethical issues that arise in research
- Identify circumstances when Institutional Review Board, Institutional Biosafety Committee and/or Animal Care and Use Committee review and/or approval is required
- Identify and implement appropriate safety controls and practices

### Master of Public Health (M.P.H):

The MPH is a schoolwide professional degree in the field of public health. Environmental Health Sciences is one of the areas of specialization. Students are expected to focus on public health practice and to acquire a broad knowledge related to professional skills. MPH students are required to complete a 400 hour internship.

**Minimum Units Required:** 62 units

**Time-to-Degree:** Normative time-to-degree from initial enrollment to graduation is six quarters.

**Course Requirements:**
Students must complete a minimum of 11 full (4 unit) courses totaling 44 units, at least six of which must be graduate courses and at least two of which must be 400-series courses. Only one 596 course (4 units) may be applied toward the six graduate courses; 597 and 598 courses may not be applied toward the degree. Courses numbered in the 300 series are professional courses or pre-professional experience and are not applicable toward requirements for graduate degrees.

**Courses that apply toward the MPH degree must be taken on a letter grade basis**

**Sequence of Courses:**
Students in the MPH program should take Environmental Health Sciences C200B and Biostatistics 100A in their first quarter and Environmental Health Sciences C200C and Biostatistics 100B in their second quarter. They may also take additional courses in each of those quarters.
**FSPH required courses (20 units):**
- Biostatistics 100A: Introduction to Biostatistics (Fall, Spring)
- Community Health Sciences 100: Introduction to Community Health Sciences (Winter, Spring)
- Epidemiology 100: Principles of Epidemiology (Winter, Spring)
- Health Policy & Management 100: Introduction to Health Policy and Management (Fall, Winter, Spring)
- EHS 400: Field Studies in Environmental Health Sciences (Students enroll in this course the quarter that they have completed and submitted their final internship report)

**EHS required courses (26 units):**
- Biostatistics 100B: Introduction to Biostatistics (Winter)
- EHS C200B: Foundations of Environmental Health Sciences (Fall)
- EHS C200C: Foundations of Environmental Health Sciences (Fall)
- EHS 201: Health Effects of Environmental Contaminants (Winter)
- EHS C240: Fundamentals of Toxicology (Spring)
- EHS 411: Environmental Health Sciences Seminar: (Fall, Spring): One quarter each year is required

**Elective Courses (16 units):**
In addition to School and Department requirements, at least 16 units of upper division or graduate level elective courses are required and are selected by students in consultation with the faculty adviser. At least 4 of the 16 units must be taken from the 400 level series. Students must submit a blue petition each quarter for the electives that they want to use to satisfy degree requirements. MPH students who already have met these requirements as part of their area of focus e.g. Industrial Hygiene, are exempt.

**MPH students may not count 296, 597, 598, or 599 towards the elective requirement.**

**MPH Required Internship/ Field Study:**
All students in the MPH Program in EHS are required to complete a 400-hour internship in an appropriate environmental health setting. To satisfy the internship requirement, a scholarly environmental health question must be addressed by the student. Internship settings may include government agencies or departments, non-profit organizations, local industry, consulting firms, community organizations, advocacy agencies, national laboratories, or a university, college, or school setting. The internship or field study provides the student with an opportunity to apply the principles and knowledge obtained in the classroom to real-world problems in a professional setting. Following the internship, the student enrolls in EHS 400 and writes a research report based on the field study, and this acts as the culminating experience for the degree. Upon graduation, EHS students are prepared for careers in organizations, programs, and services in the public and private sectors.
Students coming into the program with at least 12 months of prior relevant work experience may request to waive out of the internship requirement (see Internship Handbook for more information). Students are encouraged to complete the internship during the summer between years 1 and 2. Prior to starting the internship, the student must complete a “MPH Internship Approval Form” and have it signed by the field mentor at the organization that is sponsoring the internship. The student should then submit this form to his or her faculty advisor and the EHS department chair for approval. The signed form should be turned in to the Internship Coordinator. After the student has been at the internship for two weeks, the “Scope of Work” form is due. By this time, the student and field advisor will have a good sense of what the internship will entail and this should be described on the form. The student should also clearly articulate the environmental health question(s) to be addressed by the internship project, and the relationship between the internship and the MPH Final Report. It is highly recommended that a meeting take place between the student, the field advisor, and the faculty advisor, so that the environmental health question(s) can be determined. Once the form is signed it should go to the Internship Coordinator. At the end of the internship, the student will also turn in the “Student Internship Evaluation” and the “Internship Performance Evaluation”.

Students must enroll in their faculty advisor’s section of EHS 400 after completing 400 hours at the internship during any quarter while pursuing the MPH degree. The product of EHS 400 is the MPH Final Report. The final form of this report must be approved by both the field mentor (first) and the faculty advisor (second). It should be submitted to the faculty advisor for a grade no later than the 8th week of the quarter the student enrolled in the course, and once approved it should go to the Internship Coordinator by the end of week 10. The report should be a scholarly treatment of the problem area in which the intern has worked, but does not need to be a description of the totality of the experience. The report should show evidence of originality and critical thought. The faculty advisor assigns a letter grade to the report. Those students who wish to waive out of the internship and have approval from their faculty advisor must still write an internship report that summarizes their prior field experience and enroll in EHS 400. This report must be submitted to the faculty advisor for a letter grade no later than the 8th week of the quarter the student enrolled in the course, and once approved it should go to the Internship Coordinator by the end of week 10. Students that want to waive their internship requirement should consult with their faculty advisor and the Internship Coordinator prior to preparing a written report.

Students should consult the EHS Internship Handbook for more information. Both the handbook and the required forms can be found on the EHS website.

For specific questions please contact the EHS-MPH Internship Coordinator. Azadeh Terceman at aterceman@ph.ucla.edu.

Registered Environmental Health Specialist (REHS):
A person certified in REHS works to improve the quality of life and health through environmental education, consultation, and enforcement. Although a majority of those who are REHS-certified work for government, many are also employed by the private sector. Some typical program responsibilities include food protection, land use, recreational swimming, onsite sewage disposal, drinking water, housing, vector control, disaster sanitation, and solid waste and hazardous materials management. Typical duties of a REHS in local government include
inspections of various facilities such as food establishments, public swimming pools, community drinking water systems, landfills, and underground storage tanks in order to determine compliance with federal, state, and local statutes, regulations, and ordinances.

The Environmental Health Sciences department has an articulation agreement with the California Department of Public Health which allows EHS MPH graduates to sit for the Registered Environmental Health Specialist (REHS) exam after graduation. Students interested in completing the requirements for REHS will need to take specific electives and core requirements while in the program. Requirements can be found on the EHS website. Interested students are advised to set up a meeting with the EHS Internship Coordinator, as soon as possible after matriculating to UCLA, preferably fall quarter of the first year.

Note that this program is only for EHS MPH students. MS and doctoral students in the EHS department will need to work directly with the California Department of Public Health on their eligibility to sit for the REHS exam.

Master of Public Health (M.P.H) in EHS & Master of Urban and Regional Planning (MURP) Concurrent Degree Program:

The Environmental Health Sciences Department and the Department of Urban Planning offer a concurrent plan of study providing an integrated curriculum for students interested in interdisciplinary training on the public health consequences of urban planning. Students in this program study how public health intersects with urban design and land use patterns, location choices and activity participation, economic factors, equity and social justice, governance and institutional management and planning for sustainability.

Minimum Units Required: 118

Time-to-Degree: Three years (9 quarters)

Course Requirements:
This three-year concurrent degree program requires completion of 118 units (as opposed to 134 units if the two degree programs were completed sequentially as 16 units of course overlap is allowed between the two programs), comprising 62 units for the MPH and 56 units for the MURP.

Required courses (82 units):

<table>
<thead>
<tr>
<th>Environmental Health Sciences Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biostatistics 100A</td>
<td>4</td>
</tr>
<tr>
<td>Biostatistics 100B</td>
<td>4</td>
</tr>
<tr>
<td>Community Health Sciences 100</td>
<td>4</td>
</tr>
<tr>
<td>Health Policy and Management 100</td>
<td>4</td>
</tr>
<tr>
<td>Epidemiology 100</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Health Sciences C200B</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Health Sciences C200C</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Health Sciences 201</td>
<td>2 units</td>
</tr>
<tr>
<td>-----------------------------------</td>
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</tr>
<tr>
<td>Environmental Health Sciences 207</td>
<td>4 units</td>
</tr>
<tr>
<td>Environmental Health Sciences 208</td>
<td>4 units</td>
</tr>
<tr>
<td>Environmental Health Sciences C240</td>
<td>4 units</td>
</tr>
<tr>
<td>Environmental Health Sciences 400</td>
<td>4 units</td>
</tr>
<tr>
<td>Environmental Health Sciences 411 (2 unit course taken twice)</td>
<td>4 units</td>
</tr>
</tbody>
</table>

**Urban Planning Required Courses**

<table>
<thead>
<tr>
<th>Urban Planning 207</th>
<th>4 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Planning 211</td>
<td>4 units</td>
</tr>
<tr>
<td>Urban Planning 222A</td>
<td>4 units</td>
</tr>
<tr>
<td>Urban Planning M250</td>
<td>4 units</td>
</tr>
<tr>
<td>Urban Planning 281</td>
<td>4 units</td>
</tr>
</tbody>
</table>

Urban Planning Capstone Courses specific to the chosen capstone project.
- UP 205A & 205B (Client Project)
- UP 208C & 598 (Thesis)

**REQUIRED COURSE UNITS**

82

Additional requirements to meet a total of 118 units:

**Environmental Health Sciences**

Environmental Health Sciences Electives 8 units

**Urban Planning**

Urban Planning Area of Concentration (AOC) courses. Students Must choose 5 electives from the courses listed in the two areas of concentration below, with at least one elective in each AOC.

**Design and Development Concentration**

- Urban Planning 206B
- Urban Planning 219
- Urban Planning M256
- Urban Planning 261
- Urban Planning 273
- Urban Planning 274
- Urban Planning 279
- Urban Planning 282
- Urban Planning M291

**Environmental Analysis and Policy Concentration**

- Urban Planning M258
- Urban Planning 262
- Urban Planning M264A
- Urban Planning M265
- Urban Planning C266
• Urban Planning M267
• Urban Planning 269
• Urban Planning 289

Urban Planning Electives (at least one from inside the department) 8 units

**ADDITIONAL REQUIRED UNITS** 36

16 units from the above chart can be used towards both degree requirements:
• EHS 208 (4 units towards the MURP)
• EHS 400 (4 units towards the MURP)
• Any Environmental Health Sciences Elective (8 units towards the MURP)

**MPH/MURP Capstone Requirement:**
Concurrent degree program students are required to separately satisfy the capstone requirements for each program (EHS 400 for the MPH AND one of two comprehensive examination options for the MURP).

**MPH Competencies:** Upon graduation, a student with an M.P.H. degree in Environmental Health Sciences should be able to do the following:

<table>
<thead>
<tr>
<th>Cross-Cutting Core MPH Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Understand the concepts of human subject protection and confidentiality</td>
</tr>
<tr>
<td>• Recognize ethical issues that arise in epidemiological research</td>
</tr>
<tr>
<td>• Apply legal and ethical principles to the use of information technology and resources in public health settings</td>
</tr>
<tr>
<td>• Collaborate with communication and informatics specialists in the process of design, implementation, and evaluation of public health programs</td>
</tr>
<tr>
<td>• Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities</td>
</tr>
<tr>
<td>• Use information technology to access, evaluate, and interpret public health data</td>
</tr>
<tr>
<td>• Use informatics methods and resources as strategic tools to promote public health</td>
</tr>
<tr>
<td>• Develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served</td>
</tr>
<tr>
<td>• Articulate an achievable mission, set of core values, and vision</td>
</tr>
<tr>
<td>• Engage in dialogue and learning from others to advance public health goals</td>
</tr>
<tr>
<td>• Demonstrate team building, negotiation, and conflict management skills</td>
</tr>
<tr>
<td>• Demonstrate transparency, integrity, and honesty in all actions</td>
</tr>
<tr>
<td>• Use collaborative methods for achieving organizational and community health goals</td>
</tr>
<tr>
<td>• Articulate how biological, chemical and physical agents affect human health</td>
</tr>
<tr>
<td>• Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field</td>
</tr>
<tr>
<td>• Apply basic principles of ethical analysis (e.g. the Public Health Code of Ethics, human rights framework, other moral theories) to issues of public health practice and policy</td>
</tr>
</tbody>
</table>
- Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision-making in public health
- Apply the core functions of assessment, policy development, and assurance in the analysis of public health problems and their solutions
- Appreciate the importance of working collaboratively with diverse communities and constituencies (e.g. researchers, practitioners, agencies and organizations)
- Differentiate between qualitative and quantitative evaluation methods in relation to their strengths, limitations, and appropriate uses, and emphases on reliability and validity.
- Explain how the contexts of gender, race, poverty, history, migration, and culture are important in the design of interventions within public health systems.

### Core MPH Competencies in Biostatistics

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judge, critique and interpret reports of individual epidemiologic studies; evaluate strengths and limitations of epidemiologic reports</td>
</tr>
<tr>
<td>Use existing databases to provide background information or data to address research questions and draw appropriate inferences/estimates from epidemiologic data</td>
</tr>
<tr>
<td>Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met</td>
</tr>
<tr>
<td>Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions</td>
</tr>
<tr>
<td>Apply descriptive techniques commonly used to summarize public health data</td>
</tr>
<tr>
<td>Apply common statistical methods for inference</td>
</tr>
<tr>
<td>Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question</td>
</tr>
<tr>
<td>Apply basic informatics techniques with vital statistics and public health records in the description of public health characteristics and in public health research and evaluation</td>
</tr>
<tr>
<td>Interpret results of statistical analyses found in public health studies</td>
</tr>
<tr>
<td>Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences</td>
</tr>
</tbody>
</table>

### Core MPH Competencies in Epidemiology

<table>
<thead>
<tr>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify key sources of data for epidemiologic purposes</td>
</tr>
<tr>
<td>Identify the principles and limitations of public health screening programs</td>
</tr>
<tr>
<td>Describe a public health problem in terms of magnitude, person, time and place</td>
</tr>
<tr>
<td>Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues</td>
</tr>
<tr>
<td>Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data</td>
</tr>
<tr>
<td>Apply the basic terminology and definitions of epidemiology</td>
</tr>
<tr>
<td>Calculate basic epidemiology measures</td>
</tr>
<tr>
<td>Communicate epidemiologic information to lay and professional audiences</td>
</tr>
<tr>
<td>Draw appropriate inferences from epidemiologic data</td>
</tr>
<tr>
<td>Evaluate the strengths and limitations of epidemiologic reports</td>
</tr>
</tbody>
</table>
### Core MPH Competencies in Health Policy & Management

- Apply epidemiologic and statistical reasoning and methods to address, analyze, and solve problems in public health
- Describe the legal and ethical bases for public health and health services
- Explain methods of ensuring community health safety and preparedness
- Discuss the policy process for improving the health status of populations
- Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives
- Apply principles of strategic planning and marketing to public health
- Apply quality and performance improvement concepts to address organizational performance issues
- Communicate health policy and management issues using appropriate channels and technologies
- Demonstrate leadership skills for building partnerships

### Core MPH Competencies in Community Health Sciences

- Prepare presentation materials including outlines, slides, posters, and transparencies
- Identify the causes of social and behavioral factors that affect health of individuals and populations
- Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions
- Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions
- Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions
- Describe the role of social and community factors in both the onset and solution of public health problems
- Describe the merits of social and behavioral science interventions and policies
- Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions
- Apply ethical principles to public health program planning, implementation and evaluation
- Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies

### Discipline Specific Competencies for MPH in EHS

#### Environment Important to Health

- Describe major direct and indirect human health and safety effects of major environmental or occupational agents or conditions.
- Identify the most important disease burdens with major environmental or occupational risk factors and the environmental or occupational risk factors that produce the most disease burden in either the general population or in heavily affected subgroups.
| **Environment Important to Health** | • Identify significant gaps in the current knowledge base concerning health effects of environmental or occupational agents  
• Be able to construct and interpret models of environmental health pathways to develop solutions to environmental health problems and exposures. |
| **Toxicity and Toxicology** | • Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental or occupational exposures  
• Describe how chemical agents are tested for acute, sub-chronic and chronic health effects, including reproductive, developmental and carcinogenic effects, and use of "omics" methods, and interpret toxicological data in terms of relevance to human health. |
| **Exposure and Exposure Assessment** | • Describe how humans are exposed to chemical, physical, and biological agents in the workplace and environment and how exposures are determined  
• Describe how exposures can be controlled through administrative procedures, personal protective equipment, various engineering technologies, and social interventions |
| **Patterns of Disease and Epidemiology** | • Utilize epidemiological data, with due regard to statistical validity and sources bias, in the assessment of impacts of hazardous agents on the health of human populations  
• Describe genetic, biological, psychosocial, and socio-economic factors that may affect susceptibility to adverse health outcomes following exposure to environmental hazards |
| **Methods for Assessment** | • Use at least three of these assessment methods: quantitative risk assessment; burden of disease using disability-adjusted life years; spatial analysis and geographic information systems; health impact assessment; alternatives assessment  
• Identify areas of uncertainty in exposure and risk assessment processes |
| **Environmental Health Policy** | • Describe major types of institutions responsible for occupational or environmental health policy  
• Identify major state, federal, international regulatory programs or authorities for occupational or environmental health  
• Analyze policy contexts and develop responsive policy proposals reflecting environmental health science  
• Define the important constructs used in policy analysis and development including risk, costs, benefits and the contribution of empirical work to them |
| **Equity and Justice** | • Define environmental justice and give examples of environmental exposures that are distributed unequally with regard to race/ethnicity and/or socio economic status  
• Explain how equity can be considered in environmental health |
| **Community** | • Describe importance of community and home environments and |
| **Environments and Health** | what contributes to cumulative impacts  
• Define the built environment |
|----------------------------|--------------------------------------------------------------------------------|
| **Global Environments and Health** | • Explain climate change and likely direct and indirect impacts on environment and health  
• Define major approaches for climate change mitigation and adaptation in California and internationally |
| **Communicating Science and Results** | • Organize information and data, prepare technical reports and give oral presentations on environmental contaminants and impacts  
• Communicate effectively with diverse audiences |
| **Working through Cases, Finding Solutions** | • Draw upon scientific knowledge and assessment methods to develop approaches to assess, prevent and control environmental hazards that pose risks to human health and safety |
| **Communicating Science and Results** | • Present cogent and well substantiated arguments for actions to address environmental health concerns  
• Draw upon key information sources and references essential to environmental health practice |

### Additional Information for Master’s Students:

**Advancement to Candidacy:**

It is the student’s responsibility to file advancement to candidacy forms for the master’s degree in the major department no later than the second week of the quarter in which the student expects the award of the degree. Failure to do so will prevent the student from receiving the degree until the quarter in which the forms are filed and the student is advanced to candidacy, regardless of when the degree requirements were completed.

Students who wish to graduate in the spring quarter must petition for advancement to candidacy prior to the deadline. This deadline will be announced at the graduation workshop, which will be held in February. Advancement to candidacy is a requirement for all M.S. and M.P.H. degree candidates. All ATC forms must be completed and returned to the Student Affairs Office. Please be sure to complete all required information and follow special instructions per the direction on the forms or by the Student Affairs Office Staff.

**Students who wish to graduate in the fall or winter quarters, must petition for Advancement to Candidacy prior to the end of the second week of the chosen quarter. They also must inform the EHS Department Student Affairs Officers that they will be graduating early.**

**Important Forms for Master’s Students:**

- Nomination of Master’s Thesis Committee
- Reconstitution of Master’s Thesis Committee
- Master’s Filing Fee Application
- Comprehensive Examination & Master’s Report for the M.S. in Environmental Health Sciences (please see SAO)
Changing Degree Objective: Current master’s students who wish to change their degree objective from MS to MPH or from MPH to MS must submit a blue petition in order to do so. The petition must be submitted by week three of the quarter and if approved, the change will be effective the following quarter.

Student Services/Advising:
- Environmental Health Sciences Department: Rebecca Greenberg and Azadeh Terceman are the Student Affairs Officers for the Department. Azadeh Terceman is also the MPH student Internship Coordinator. Their contact information is as follows:
  
  Rebecca Greenberg  
  Office: 56-085 CHS  
  Phone: (310) 206-1619  
  Email: rgreenberg@ph.ucla.edu

  Azadeh Terceman  
  Office: 56-085 CHS  
  Email: aterceman@ph.ucla.edu

- Faculty Advisor for Master’s students: Students are assigned a faculty advisor prior to the beginning of their academic program. An attempt is made to match the student with an advisor on the basis of similar academic interests.

  If a master’s or doctoral student wishes to change advisors, a blue petition must be submitted. Approval of both faculty members involved should be obtained by the student before she/he submits the petition to the Student Affairs Officer, who will submit the request for departmental approval. An approved petition is then recorded with the School’s Student Affairs Office.

Official Materials from the University:
You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc. For the most current deadlines, go to the online schedule and calendar at http://www.registrar.ucla.edu/Calendars/Overview/.
Registration:
Registration consists of paying fees and enrolling in classes.

1. Registration fees and other University charges are due the 20th of each month. BAR (Billing and Receivable) accounts can be viewed through www.my.ucla.edu.

2. Enrollment in classes is completed via MyUCLA at www.my.ucla.edu.

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered & enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee (see below). Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

Paying Fees:
Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by September 20 (Fall quarter), December 20 (Winter quarter) and March 20 (Spring quarter). Credit card payments may be made online using MyUCLA online. If registration fees are not paid in full by the payment deadline, a $50 late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the $50 late registration fee and a $50 late Study List fee are assessed.

Details on fee payments, miscellaneous fee charges, enrollment procedures, and deadlines can be found at: http://www.registrar.ucla.edu/Fees-Residence/Overview.

Enrollment/ MyUCLA:
Students enroll in classes through MyUCLA, which is accessed at http://www.my.ucla.edu. MyUCLA gives students real-time access to their University academic, personal and financial records. Enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the wait list for a class, checking waitlist status, or changing the grading basis for a class can also be done through MyUCLA.

Enrollment Deadlines:
The deadlines are always on Friday of the following weeks of every quarter:

Week 2: Enrollment in all coursework.
Week 3: Fee charged for course changes, such as adding courses, dropping courses, and changing the grading basis for courses.
Week 10: Additional fee charged for adds, drops and grading basis changes.

UCLA Student Accounts:
UCLA Student Accounts oversees billing and collections for all student and various non-student accounts for the campus. They offer a variety of services, including customer service and support.
to billing customers via phone, email and in-person; billing and collections for all student registration fees, campus charges including Housing and Transportation fees; billing and collections for various non-student and sponsorship accounts; disbursement oversight including refunds with approved disbursement amounts by Financial Aid; management of 1098t tax reporting.

Study List:
UCLA refers to your class schedule as a “study list”. All UCLA students are required to have a “study list on file”, which means that you must be enrolled in at least one unit by the end of the 2nd week of classes. Any student who is not enrolled in at least one unit by the end of the 2nd week of classes will be assessed a $50 late study list fee when they attempt to enroll. Please be aware that this fee will be charged even if you paid the $50 late registration fee. After the 2nd week of classes, your student record will be “locked” out of enrollment, and you will have to (1) go to the Student Affairs Office to pick up a form, (2) get written instructors’ permission to enroll in each class at this late date and (3) submit the form, in person, to the Registrar’s Office in Murphy Hall. You will not be able to process any enrollment activities until your student record is unlocked. You can go to MyUCLA online to view your study list. Note: you can print your study list to provide proof of enrollment in class. You should check your study list each quarter to make sure that you are enrolled in classes.

Normal Progress/Full-time Graduate Program:
A normal load is 12 units per quarter; a minimum of 8 and maximum of 17.5 units are permitted. Students can request permission to take additional units by filing a blue petition. Students are directed by the department to enroll full time whenever possible. Academic student employees (ASEs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load. Graduate students holding special fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required per quarter may include, among others, courses in the 500 series (individual study or research).

Filing Fee:
Graduate students who meet the criteria can apply for a Filing Fee and pay a nominal fee of $179 in lieu of standard tuition and registration fees. 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. During the Filing Fee Usage Period, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services. For detailed information on the filing fee requirements and to access the Filing Fee application, visit: https://grad.ucla.edu/academics/graduate-study/filing-fee-application/.

Students may only pay the filing fee one time.
**Leave of Absence:**
Continuing graduate students in good academic standing (3.0 GPA or above) who have completed at least one quarter of academic residence at UCLA, may petition to take a leave of absence. The leave must be approved by the student’s home Department and the Graduate Division. Graduate students are allowed a maximum of three quarters of official leave of absence.

International students who do not have permanent residency must obtain approval from the [Dashew Center for International Students and Scholars](http://www.gdnet.ucla.edu/gasaa/library/loa.htm) prior to submission of the form.

Students on approved leave of absence are not permitted to use faculty time or make use of University facilities for more than 12 hours since their last registration and are not eligible for apprentice personnel employment or other services normally available to registered students. There is no need to apply for readmission, since the approved leave is for readmission to a specific term. The Registrar’s Office notifies students about registration information for the returning term.

To petition for a leave of absence, students must fill out a “Leave of Absence Request” form, obtain the appropriate signatures, and submit it to the FSPH Student Affairs Office. For more details on the University’s leave of absence requirements and to access the request form, visit: [http://www.gdnet.ucla.edu/gasaa/library/loa.htm](http://www.gdnet.ucla.edu/gasaa/library/loa.htm)

**Establishing California Residency (US Citizens & Permanent Residents only):**
Domestic students who are not California residents will need to establish residency to avoid assessment of nonresident tuition. In order to establish residency, certain requirements must be met. Please refer to the Registrar's web page: [http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements](http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements) or call the Residence Deputy at (310) 825-3447 for complete details on establishing California Residency. This is very important. Otherwise, you may have to pay non-resident tuition during your second year.

**Transfer of Credit:**
Through petition, courses completed in graduate status on other UC campuses may apply to master’s programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill up to one-half of the total course requirement, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of ’B’ in graduate status at institutions other than UC may apply to UCLA master’s programs. Two courses would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five graduate- course requirement or the academic residence requirement. The approval of the Graduate Division and the student’s major department is required on a petition for transfer of credit.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the Bachelor’s degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.
Grading:
UCLA grades for graduate students are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an “A”, 3 points for a “B”, 2 points for a “C”, and 0 points for an “F”. Only courses in which a grade of C- or better is received may be applied toward the requirements for a master's degree.

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the “I” grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an “I” grade as opposed to a non-passing grade.

If an “I” grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the “I” grade lapses to an F, NP, or U as appropriate.

Standard of Scholarship/Probationary Status:
UCLA requires at least a ‘B’ (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In courses graded on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of ‘B’ or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a ’B’ (3.0), or if the student’s work in any two consecutive terms falls below a ’B’ (3.0) average. The Dean of the Graduate Division determines a student’s eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

English as a Second Language Placement Exam (ESLPE):
The ESLPE (English as a Second Language Placement Examination) is required of all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the ESL requirement. The “Graduate Admissions Checklist” that comes with the acceptance letter gives a link to information on whether a student needs to take the exam or contains a paragraph instructing the student to take the exam. For more information, visit: http://www.internationalcenter.ucla.edu/home/handbook/181/226/eslpe.

Test of Oral Proficiency (TOP):
Students who plan to work as a teaching assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-citizens are considered international students. This includes permanent residents. However, international
students who have earned a bachelor’s degree from a U.S. university are exempt from taking the TOP. If you believe that you should receive an exemption from taking the TOP for any other reason (e.g., native speaker of English), please contact your home departmental Student Affairs Officer/Academic Advisor directly to request an exception from the Graduate Division. For more information, visit: http://www.oid.ucla.edu/training/top.

Course Waivers:
Any departmental required courses may be waived by course instructor consent if the student either has taken a similar course or can pass a waiver examination. Requests for waiver examinations for any other courses are considered on a case-by-case basis, and in consultation with the course instructor and the student’s advisor. A student who passes a waiver examination waives only the course requirement, not the unit requirement, so they will need to take additional elective courses to make up the units.

- 2017/18 FSPH Waiver Exam Information/Schedule

Student Complaints and Academic Grievances:
A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the school or division.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

Academic Dishonesty:
Some students may incorrectly assume that academic dishonesty is a minor infraction. It is a serious matter that must be dealt with by instructors aggressively. For more information, visit our university’s Academic Dishonesty website: http://www.oid.ucla.edu/programs/facultydev/teachersguide/academicdishonesty

Ordering Transcripts:
Official academic and verification transcripts can be ordered by mail, in person or online through MyUCLA. For more information on ordering transcripts, visit: http://www.registrar.ucla.edu/forms/.

Change of Name or Address:
Students who wish to change their name on official University records should fill out a UCLA Legal Name Change or Correction form and submit it with the required supporting documentation to the Registrar’s Office Student Services. All name changes are recorded on the transcript. If students change their address, they should update their address through MyUCLA.


**Financial Support and Funding:**
The UCLA Graduate Division offers funding opportunities for both incoming and continuing graduate students. Prospective students may apply for Graduate Division funding by completing the fellowship section of the online graduate admissions application before the December 1 deadline. Need-based student loans and work-study awards are available through the UCLA Financial Aid office. Students can search for awards among 625 scholarships, grants, fellowship and postdoctoral awards through the GRAPES database.

The Environmental Health Sciences Department has a limited amount of funds available for incoming and continuing students. The allocation of these awards is based on academic standing (GPA) and/or financial need. Factors considered are GPA, campus employment, outside employment and fellowships.

The UCLA Fielding School of Public Health offers a wide variety of scholarships, fellowships, paid internships and training programs, as well as employment opportunities to students and post-doctoral candidates. For more information about these financial opportunities please visit the [FSPH Financial Opportunities site](https://grad.ucla.edu/funding/working-at-ucla/) or contact the FSPH Student Affairs Office 310.825.5524 or garciana@ph.ucla.edu.

Formal announcements and fellowship applications for the School and Department funding opportunities are sent out to students via email upon availability throughout the academic school year.

**Academic Apprentice Personnel:**
“Academic apprentice personnel” are academic student employees (Readers, Tutors, and Teaching Assistants) and Graduate Student Researchers (GSRs). These apprenticeships are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research and to augment limited resources from within the University for graduate student support. As a matter of University policy, academic apprentice personnel are considered primarily as students being professionally trained, and graduate student status takes precedence over University employment.

Many students obtain part time academic personnel positions as Special Readers, Teaching Assistants or Graduate Student Researchers with faculty either at the Fielding School of Public Health or elsewhere on campus. Students who are appointed to academic personnel positions for at least 25% time and enrolled in a minimum of 12 units may be eligible to receive fee remissions.

Please refer to the [Academic Apprentice Personnel Manual](https://grad.ucla.edu/funding/working-at-ucla/) or the following site for detailed information on employment opportunities, policies and benefits, including fee remissions: https://grad.ucla.edu//funding/working-at-ucla/.
ASE opportunities can also be found through the following sites:

- **Teaching Assistantship Positions (TA Marketplace)**
- **Summer Teaching Assistant Opportunities**
  Available through Summer Sessions
- **Additional Academic Year & Summer Tutor Opportunities**
  Available through the College

**Working over 50% time:**
Graduate Students must have approval from the Department to work over 50% time. Students will need to coordinate with the Department Student Affairs Officer to file the appropriate paperwork. A letter of support from the Faculty Advisor is required to work over 65% time. Approval from the Graduate Division is required to work over 75% time.

**It is the student’s responsibility to inform the Department of any campus positions that they have accepted and any funding that they are receiving. You must provide this information to the Department’s Student Affairs Officer**

**Additional Funding Resources:**
- **Funding for Continuing Students**
- **Academic Student Employees Appointments & Union Contract**
- **Funding Opportunities Resources**
- **Graduate Work-Study Program**
  Federal work-study grants are available to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding.
- **Bruin Direct Deposit**
  Authorization form for direct deposit of stipend payments.
- **Tax Information & Forms for Fellowship Recipients at UCLA**
**Student Life & Resources:**

2017-18 Academic Calendar:

### Fall Quarter 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Monday, September 25</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Thursday, September 28</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, October 13</td>
</tr>
<tr>
<td>Veterans Day holiday</td>
<td>Friday, November 10</td>
</tr>
<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 23-24</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, December 8</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, December 9-10</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 11-15</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, December 15</td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>Monday-Tuesday, December 25-26</td>
</tr>
<tr>
<td>New Year’s holiday</td>
<td>Friday- Monday, December 29- January 1</td>
</tr>
<tr>
<td>Winter campus closure</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Winter Quarter 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, January 3</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, January 8</td>
</tr>
<tr>
<td>Martin Luther King, Jr, holiday</td>
<td>Friday, January 15</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Monday, January 19</td>
</tr>
<tr>
<td>Presidents’ Day holiday</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, March 16</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, March 17-18</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, March 19-23</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, March 23</td>
</tr>
</tbody>
</table>

### Spring Quarter 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, March 28</td>
</tr>
<tr>
<td>Cesar Chavez holiday</td>
<td>Friday, March 30</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday, April 2</td>
</tr>
<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, April 13</td>
</tr>
<tr>
<td>Memorial Day holiday</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Instruction ends</td>
<td>Friday, June 8</td>
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<tr>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, June 9-10</td>
</tr>
<tr>
<td>Final examinations</td>
<td>Monday-Friday, June 11-15</td>
</tr>
<tr>
<td>Quarter ends</td>
<td>Friday, June 15</td>
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</tbody>
</table>

BruinCard (Student ID):
BruinCard is the official campus identification for UCLA, and is required for all students, faculty, and staff. Your BruinCard also serves as your library card, recreation card, door access card, and much, much more! (www.bruincard.ucla.edu)

MyUCLA:
MyUCLA is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources. www.my.ucla.edu

Student Mailboxes:
Each student has their own mailbox in the EHS Student Room (56-081). This is to be used for educational and University purposes only.

Student Lockers:
Lockers are available for EHS students in the EHS Student Room (56-081). They are assigned on a first come, first served basis. Students can reserve a locker through the Department’s Student Affairs Officers. Students are required to provide their own combination lock and must give the Department’s Student Affairs Officer the combination number (for emergency use only). Students are prohibited to store food in their lockers.

Graduate Writing Center:
The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills. http://gsrc.ucla.edu/gwc/

Additional Writing Resources for FSPH Students:
Strong communication skills, including the ability to write clearly and concisely for different audiences, are essential tools for all public health professionals. Click here for a list of writing resources for FSPH Graduate Students and PH/EHS Minors

Dashew Center for International Students & Scholars:
Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus. UCLA students, postdoctoral fellows, and visiting scholars from abroad are encouraged
to visit the **UCLA Dashew Center for International Students and Scholars**. The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA.

The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services, such as orientation, for new students, help in locating affordable housing, English conversation classes, programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

**Arthur Ashe Student Health and Wellness Center:**
The **Arthur Ashe Student Health and Wellness Center** (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women’s Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture & Massage. Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, the Same-Day Access Plan (ASAP Clinic) is available during business hours. After hours, students can access our 24/7 Nurseline for advice and information by phone.

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

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310)825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit: [www.cae.ucla.edu](http://www.cae.ucla.edu).

**Health Insurance Requirement:**
Health Insurance is a mandatory condition of enrollment for all UCLA registered students. As such, the UC Student Health Insurance Plan (UC SHIP) is a comprehensive medical insurance program offered to UCLA students. All registered students are automatically enrolled in UC SHIP, but if you have comparable insurance and you do not want to keep UC SHIP as dual coverage, you **must** submit a request to waive enrollment by the specified deadline. For more information visit: [http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx](http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx).

**UCLA Counseling and Psychological Services:**
CAPS professionals provide a safe, confidential place to discuss concerns or problems interfering with personal growth and academic achievement. They offer a range of counseling and clinical services designed to meet students’ varied mental health needs throughout the year. For more information, visit: [http://www.counseling.ucla.edu/](http://www.counseling.ucla.edu/).
FSPH Career Services Office:
The mission of the Career Services Office is to facilitate the career development process for Fielding School of Public Health students through individual counseling sessions, workshops, employer presentations, career fairs and online job postings. For more information, visit their website at: http://ph.ucla.edu/current-students/career-development or contact:

Kristy J. Sherrer  
Career Services Office  
UCLA Fielding School of Public Health  
Box 951772  
Los Angeles, CA 90095-1772  
Phone: 310-826-1020  
Email: ksherrer@ph.ucla.edu

EHS Career Services:
The EHS Department provides the following career services:

- Dr. Shane Que Hee: Careers related to Industrial Hygiene and Environmental Chemistry
- MPH Internship Coordinator: Internship placement, resume critiques, mock interviews, career guidance.

UCLA Career Center:
The UCLA Career Center provides a wide range of programs and services exclusively for UCLA students. Your academic studies are based upon the career you want to develop, so discussing options when you arrive will give you the edge in the competitive job market. The Career Center provides services such as: individual career counseling, workshops, and online resume critique. For more information, visit: http://career.ucla.edu.

Bruin OnLine (BOL):
Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support. For more information, visit: www.bol.ucla.edu

Walk-in Consulting: Kerckhoff Hall, Suite 124  
Telephone Technical Support: (310) 267-HELP (4357)

BruinTech:
The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events.

Borrowing a CLICC Laptop:
The Campus Library Instructional Computing Commons (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of
instructional software. For more information, visit: http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library.

2017-18 EHS Schedule of Classes:
To view real-time courses offerings, including enrollment counts and official course descriptions, visit the Schedule of Classes.

EHS Faculty:
For a complete list of EHS faculty members, including their bios and contact information, visit: http://people-ehs.ph.ucla.edu/institution/personnel-list/.