



## BREN SCHOOL MESM PROGRAM GUIDE

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# BREN SCHOOL MESM PROGRAM GUIDE

Welcome to the MESM program at the Donald Bren School of Environmental Science & Management. This guide covers all the policies and procedures you need to know while studying at Bren. This guide also includes University policies that MESM students will most likely encounter, but does not include everything. For more detailed information on University graduate student policies, see the UCSB's Graduate Division's Graduate Student Handbook at [www.graddiv.ucsb.edu/academic/handbook](http://www.graddiv.ucsb.edu/academic/handbook).

You should thoroughly familiarize yourself with the Bren School and University academic policies, as you may personally encounter one or more of them while enrolled at UCSB. If you have any questions or concerns about any of the information below, please contact Bren Student Affairs at [gradasst@bren.ucsb.edu](mailto:gradasst@bren.ucsb.edu).

## REGISTRATION

### When and How to Register

You register for classes at UCSB through GOLD - (GauchO On-Line Directory) <https://gnet.ucsb.edu/gold/index.asp>

Three appointments (passes) are assigned to you. (New students only receive Passes 2 and 3.) Each pass through the system allows you to make changes to your registration record. To determine your appointment times, use GOLD and click on "Registration Information."

It is your responsibility to keep track of your registration pass times, to enroll in your courses, and to pay your fees by the deadlines posted on the UCSB Academic Calendar: [www.registrar.ucsb.edu/calinfo.htm](http://www.registrar.ucsb.edu/calinfo.htm). Failure to meet the deadlines will result in lapsed student status and costly late fees. If your status lapses, you relinquish virtually all student privileges (University housing, library, student health, employment as a TA, GSR, or Reader). In this event, you must petition Graduate Division for reinstatement. Reinstatement is not guaranteed.

Detailed instructions on how to register for classes can be found on the Bren web site under Academic Programs/Class Schedule: [http://www.bren.ucsb.edu/academics/reg\\_instructions.html](http://www.bren.ucsb.edu/academics/reg_instructions.html).

### Schedule of Classes

The University publishes a printed schedule of classes available for sale at the UCSB bookstore. However, this schedule is printed many months in advance and is often is not 100% accurate for Bren School classes because we may make additions, deletions or changes in day/time/location as opportunities arise to enhance our program. Thus, you do not want to rely on UCSB's printed schedule. The official and up-to-date Bren schedule of classes is on the web at <http://www.bren.ucsb.edu/academics/sched.asp>. GOLD should also reflect the current schedule.

### Approval Codes

An approval code is required for courses with restricted registration and/or additions to your schedule *after the first full week* of the quarter. When registering, you will be prompted for this 4-digit code after entering the enrollment code. These codes are course-specific and can be used only once. Approval codes for Bren classes can be obtained by contacting the Bren Course Support Assistant at [gradasst@bren.ucsb.edu](mailto:gradasst@bren.ucsb.edu). In many cases, an approval code will be required

to enroll in a non-Bren class. If you need an approval code for a non-Bren class, you should talk to the instructor of the course.

### **Minimum Number of Units**

Graduate Division *requires* each graduate student to be enrolled in a minimum of 12 units\* per quarter. Since the MESM program requires a minimum total of **81 units**, a normal course load for MESM students is **12-17 units (averaging 14 units) per quarter**.

\*If this is going to be a problem for you, please contact Bren Student Affairs at [gradasst@bren.ucsb.edu](mailto:gradasst@bren.ucsb.edu).

### **Verifying Your Schedule**

You should verify your schedule on GOLD before the end of the 3<sup>rd</sup> week to make sure it is correct. It is very easy and common for students to make scheduling errors (i.e. registering for the wrong class, forgetting to add or drop a class, etc.) that can result in failing grades on grade reports.

**BE SURE TO ALWAYS DOUBLE-CHECK YOUR SCHEDULE!**

### **Auditing a Course**

There is no official way to audit a course at UCSB. You may sit in on a class with the instructor's approval (some do not allow it). However, the course will not show up on your transcript.

## **VARIABLE UNIT COURSES**

### **ESM 595 Registration**

ESM 595, *Group Studies in Environmental Science and Management*, is offered as ESM 595A-595Z and 595AA-595ZZ (*double letter 595 courses are restricted to Ph.D. students only*). These are seminar courses of limited size in which students typically read literature on a specific topic and meet once a week with the supervising faculty member to discuss the material. The course will have a different letter designation depending on the general areas of focus. For example, ESM 595F focuses on pollution prevention.

ESM 595 can be taken only for an S/U grading option. Also, ESM 595 is a variable unit course – depending on the workload determined by the faculty member, you enroll in 2-4 units (usually only 2 units). See the course schedule on the web site for the exact unit load for the particular ESM 595 course <http://www.bren.ucsb.edu/academics/sched.asp>.

### **ESM 596 Registration**

ESM 596, *Directed Readings and Research*, is an independent study course under the supervision of a Bren School faculty member (a faculty member from another department cannot supervise an ESM 596 course). Registration in ESM 596 requires an ESM 596 Petition approved and signed by the faculty member you wish to work with; the petition is then submitted to the Bren Assistant Dean for approval **before the start of the quarter**. No petitions will be accepted after the 3<sup>rd</sup> week of the quarter. You **will not** receive credit towards your MESM degree for any ESM 596 course completed without a petition. The ESM 596 Petition can be found on the Bren School website under Services/Student/ Forms: [www.bren.ucsb.edu/services/student/ESM596\\_form.doc](http://www.bren.ucsb.edu/services/student/ESM596_form.doc).

Registration in ESM 596 requires an "instructor code" that can be found on the Bren School website (<http://www.bren.ucsb.edu/academics/sched.asp>) the UCSB Schedule of Classes or on GOLD. ESM 596 may be taken for a letter grade or S/U. ESM 596 is a variable unit course; MESM students may apply only a **maximum of 4 units** in ESM 596 towards their MESM degree.

(Any units beyond the 4-unit maximum require a Bren School Petition submitted to the Bren Assistant Dean for approval.) You must discuss the registration options with your sponsoring faculty member; indicate the options chosen on your ESM 596 petition, and register appropriately.

### **ESM 597 & 599**

ESM 597, *Individual Study for the Ph.D. Examinations*, and ESM 599, *Ph.D. Dissertation Research and Preparation*, are courses for Ph.D. students only. MESM students cannot enroll in these courses.

### **Other Variable Unit Courses**

The Bren School offers a number of other variable unit classes, including but not limited to:

ESM 296 - *Advanced Topics in Environmental Management*

ESM 297 - *Advanced Topics in Environmental Policy*

ESM 299 - *Advanced Topics in Environmental Science*

ESM 430 - *Workshops in Environmental Science and Management*

For any variable unit class, you must enroll in the number of units announced in the Bren School Schedule of Classes for a particular offering.

## **ADD, DROP AND OTHER SCHEDULE ADJUSTMENTS**

### **Schedule Adjustment Form**

After the 15<sup>th</sup> day of classes (approximately the 3<sup>rd</sup> week of the quarter), any additions to your schedule can be made **only** by completing a Schedule Adjustment form. You must obtain the signatures of the instructor and the Bren School Assistant Dean; the Registrar's Office will obtain the signature of the Dean of the Graduate Division. You can obtain this yellow form from Bren Student Services, in the student mailroom, or from the Registrar's Office. Submit the form, complete with instructor and Bren Assistant Dean's signature, to the Office of the Registrar.

It is very important that you finalize your registration and complete any adjustments before the end of the 3<sup>rd</sup> week of the quarter to avoid having to complete a Schedule Adjustment Form. Though the Registrar allows graduate students to make adjustments to their schedule until the last day of the quarter, the Bren School may not approve the request after the 3<sup>rd</sup> week of the quarter.

### **Schedule Adjustment Fees**

Dropping a class **after the first week** of courses will incur a schedule adjustment fee. Adding a class or changing the grading option for a class **after the second week** of courses will incur a schedule adjustment fee. The current fee is \$3 per alteration, and is billed to your BARC account.

## **PETITIONS**

### **Bren School Petition: Opting Out, Deferring a Course, etc.**

A Bren School Petition form must be submitted to the Bren School Assistant Dean any time you request **an exception to a Bren School policy or procedure**. Examples of requests include course substitution or deferral of a core course. The petition form can be found on the Bren School web site under Services/Student/ Forms.

## Petitioning Out of a Core Course

Although it is not too common, some students possess adequate background or knowledge to petition out of one or more core courses. The Waiver Policies for opting out are included in the core course listings on the Bren website.

If the professor approves a waiver, the student must submit a complete Bren School petition signed by the professor to Bren Student Services.

If a waiver is not approved, the student will be required to take the course. The student has the right to appeal the decision to the MESM Program Committee.

Petitions for opting out of a core course must be completed and approved **before the start of the quarter** that the course is offered. Please note that if your petition is approved, the units must be substituted with an elective course to maintain the 81-unit minimum.

## Deferring a Core Course

Students should take as many core courses in their first year as possible. In some instances it may be necessary and appropriate to postpone one or two core courses until the second year of study. For example, a number of courses are offered only once every two years, and it may be necessary to defer a core course so that you are able to take advantage of a course being offered that is valuable for your specialization or for completion of your Group Project. Please note that ESM 208 and 251 **may not** be deferred (*although students on the 3-year plan should take ESM 208 in their second year*). It is recommended that ESM 206 not be deferred unless it is absolutely necessary, since statistics is used in many classes and group projects.

Students who wish to defer a core course must:

- (1) Have a Program Of Study (POS) on file.
- (2) Complete a Bren School Petition and submit it to Bren Student Services **no later than the 7<sup>th</sup> week of the quarter preceding the quarter the core course is offered** (i.e. if petitioning to defer a core course offered in Winter, the petition must be submitted by the 7<sup>th</sup> week of Fall Quarter).

Petitions will be approved by the Assistant Dean if the request is sensible as supported by the POS.

### NOTE:

- A core course that is a necessary prerequisite for elective classes listed on your POS will **not** be approved for deferral.

## Graduate Student Petition: Change of Status, Waivers, etc.

Requests involving **exceptions to University policy** (Graduate Division or Registrar policies) require a Graduate Student Petition:

<http://www.graddiv.ucsb.edu/forms/acad/pdf/GradPetition.pdf>

Graduate Student Petition forms are also available at the reception desk in Graduate Division (3117 Cheadle Hall) and in the Bren Student Services office (2510 Bren Hall). The petition should be submitted to the Student Affairs Manager for the Graduate Advisor's signature. The signed petition will be returned to your mailbox. You must take it to the Billing Office (1212 SAASB), pay the \$20 processing fee, and submit the form to the appropriate office.

## Transferring Credit

Credit for upper-division and graduate courses may be transferred to UCSB under certain circumstances. Students must complete one quarter of enrollment at UCSB before they can petition Graduate Division (using a Graduate Student Petition) to transfer any units. ***Courses applicable to the MESM degree and your particular specialization are the only courses that will be considered for unit transfer.***

For specific requirements and regulations concerning transferring credit, please see the Graduate Division's *Graduate Handbook* at <http://www.graddiv.ucsb.edu/academic/handbook>.

## STUDENT STATUS

### Part-time Students

Working professionals who enter the MESM program may enroll in a reduced course load, taking three years to complete the MESM program. The Bren Assistant Dean must approve enrollment in the 3-Year MESM plan. The University does not provide reduced fees for students enrolled in a reduced course load. Part-time students pay full fees and tuition and must also be enrolled in at least 8 units per quarter. See the Student Affairs Manager before enrolling in your first quarter.

### International Students – ESL (English as a Second Language)

At the beginning of the first quarter of registration at UCSB, nonnative speakers of English are required to take both the written and oral portions of the English Language Placement Examination (ELPE). Based upon the results of this exam, students will be (1) exempted from ESL courses, or (2) referred to specific ESL courses.

**At a minimum**, your ELPE test results should exempt you from ESL 2G: *English Skills Practicum* and ESL 5: *Intermediate Oral Practicum*. Exemption from or completion of ESL 3G: *Graduate Writing* is desirable. If any ESL courses are recommended based on your ELPE placement level, the Bren School highly recommends that you take those courses.

If you need to take ESL courses, you may have to defer some MESM core courses until your 2<sup>nd</sup> year. If you decide to defer a core course, please submit a Bren School petition.

### Academic Standing/Standards of Scholarship

To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by the University and campus Academic Senate regulations and Graduate Council rulings:

- Maintain a cumulative GPA of at least 3.0. If your cumulative GPA drops below a 3.0 for one quarter, you will be placed on Academic Probation. If your GPA remains below a 3.0 for three consecutive quarters, it is very likely that you will be dismissed from the University.
- Keep your transcript free of excessive unfinished coursework, defined as 12 or more units of Incomplete (I), No Grade (NG), and/or No Record (NR) grades.
- Complete the Master's degree within the four-year time limit.

### Lapsed Student Status

Students who are neither enrolled nor on approved leave are considered to be on "lapsed status" with UCSB. Students who have allowed their status to lapse relinquish all student privileges (financial aid, library, student health, etc.) If you have enrolled, paid student fees, and wish to leave the program, you must officially withdraw from the program and cancel your registration to

obtain a full or partial refund. Withdrawal forms can be obtained from Bren Student Services (Room 2510) or the Registrar's Office. More information on withdrawing from the University can be found on the Registrar's web site: [www.registrar.ucsb.edu/withdraw.htm](http://www.registrar.ucsb.edu/withdraw.htm).

If you have lapsed status and wish to return to the program, you must petition the Graduate Division for reinstatement or reapply for admission. Reinstatement is not guaranteed.

### **Leave of Absence**

UCSB requires continued registration of all graduate students until completion of all requirements for the degree. In extraordinary circumstances, a student who has registered for and completed at least one quarter and is in good academic standing may petition and be approved for a leave of absence. The circumstances for which students may apply for a Leave of Absence include:

- Documented medical/health difficulties that would reasonably inhibit graduate studies
- Pregnancy/parenting needs for a child up to the age of 12 months or up to the first 12 months of adoption placement in the home
- Family emergencies of an unusual and unanticipated nature
- Military service required by a student's country
- Research leave to conduct research away from UCSB

More detailed information on leave of Absence Requirements and Petition are in the *Graduate Handbook* at <http://www.graddiv.ucsb.edu/academic/handbook>. The leave of absence petition can be found on the Graduate Division website at [http://www.graddiv.ucsb.edu/forms/acad/pdf/Request\\_for\\_a\\_Leave\\_of\\_Absence.pdf](http://www.graddiv.ucsb.edu/forms/acad/pdf/Request_for_a_Leave_of_Absence.pdf) and may also be obtained from the Graduate Division front desk (3117 Cheadle Hall). It is strongly recommended that you meet with an Advising Assistant at the Graduate Division to discuss your particular situation. To make an appointment, call the Graduate Division at 805-893-2277.

### **Establishing California Residency**

Since out-of-state residents must pay tuition \$15,000+ in excess of what California residents pay each year, California residency is very valuable. Living in California for more than one calendar year (366 consecutive days) is usually (but not always) sufficient to establish California residency. You should take the necessary steps to establish intent of residency immediately upon arrival in Santa Barbara. Please see the Registrar's web site for the basic components of the residency determination process: [www.registrar.ucsb.edu/residenc.htm](http://www.registrar.ucsb.edu/residenc.htm).

Your actions during the entire academic year as well as your actions during the summer will affect the decision that is made regarding your residence status for tuition purposes. Students who leave the state or are on a leave of absence or lapsed status must file a residency statement when they return or reapply. The final authority on residency matters rests with the Residence Deputy in the Office of the Registrar. Students may contact the Residence Deputy (1105 SAASB) at 805-893-3033 for counseling on residency questions.

## **REQUIREMENTS FOR THE MESM DEGREE**

### **Number of Units**

Each student in the MESM program is required to complete a minimum of 81 units as a partial requirement for the MESM degree. The units include core courses, group project courses, and an approved set of elective courses. Every student is expected to graduate after completing the Spring Quarter of their second year in the program, except under *approved* circumstances (see "Part-Time Students" above)

## Required Courses

All MESM students are required to take the following courses:

ESM 200 – Case Studies in Environmental Science & Management (½ unit)

ESM 201 – Ecological Principles (4 units)

ESM 202 – Environmental Biogeochemistry (4 units)

ESM 203 – Earth System Science (4 units)

ESM 204 – Economics of Environmental Management (4 units)

ESM 206 A,B,C – Data Analysis – Statistics (1,1,2, units respectively)

ESM 207 – Environmental Law & Policy (4 units)

ESM 208 – Organizational Theory & Behavior (4 units)

ESM 209 – Financial Management (2 units)

One of the following 4-unit classes:

ESM 210 – Strategic Management and the Public/Private Interface

ESM 243 – Environmental Policy Analysis

ESM 248 – Env. Institutions: Rights, Rules, & Decision-Making Systems

ESM 251 – Microeconomic Principles (2 units)

ESM 401A, B, C, D – Group Project (12 units total)

All core courses must be taken for a letter grade, and a grade of B or better is required.

## Students must choose one of six areas of specialization:

*Coastal Marine Resources Management*

*Conservation Planning*

*Corporate Environmental Management*

*Political Economy of the Environment*

*Pollution Prevention & Remediation*

*Water Resources Management*

Each area of specialization has a faculty advisor. Though you may consult any of the Bren faculty regarding your elective courses, the specialization advisor must sign off on your specialization courses (Program of Study -- described below). Please refer to the Bren School web site under Academic Programs/MESM for a current list of faculty advisors for each specialization: [www.bren.ucsb.edu/academics/mesm.html](http://www.bren.ucsb.edu/academics/mesm.html).

Sometimes students have trouble choosing between two specializations and want to postpone making a decision. It is imperative that students be focused as soon as possible, so you must make a decision by the middle of winter quarter. Bear in mind, however, that there are no rigid boundaries between these specializations. Many courses are appropriate for a number of specializations, and it is generally possible to switch specializations as long as you are not too far along in your 2<sup>nd</sup> year of study.

For each specialization, there is a specialization description that describes the required and recommended curriculum, the training objectives and the career opportunities.

## Group Project

The Group Project is the Bren School's equivalent of a master's thesis. All MESM students are required to complete a Group Project and the associated courses ESM 401A, B, C, and D. There are no exceptions to this, and no individual projects are allowed.

For more detailed information on the Group Project and its requirements, please refer to the

Group Project Guidelines found on the Bren School web site located in the Services/Academic & Student Affairs/Group Projects.

Please note that the timeline for the Group Projects is strictly enforced, and students are expected to meet all deadlines.

### **Colloquia & Seminars**

These are lectures on diverse research topics pertinent to the mission of the Bren School presented by visiting speakers or UCSB faculty. They are an important part of the Bren School education because the colloquia and seminars offer not only a learning experience, but also an opportunity to network with environmental professionals. Generally, there are 3 colloquia and seminars per quarter.

The Colloquia Schedule can be found on the Bren School web site under News & Events/Events Calendar/Colloquia: [www.bren.ucsb.edu/news/events/index.asp](http://www.bren.ucsb.edu/news/events/index.asp).

### **Program of Study**

In addition to the broad training provided by the core courses, each MESM student selects a specialization in which to focus and develops a **Program of Study (POS)** based upon that specialization.

All first-year MESM students must complete this process by the end of the **4th week of the winter quarter** in their first year. (Students on the 3-year track must do this in their second year.)

Each student designs an individualized Program of Study (POS) that is appropriate for their chosen specialization **and** the student's particular background, interests and goals.

### **Developing Your Individual Program of Study**

#### **1. Review the Sample POS for your Chosen Specialization**

A *sample* POS for each specialization is on the Bren web site at [www.bren.ucsb.edu/academics/mesm.html](http://www.bren.ucsb.edu/academics/mesm.html). Remember that these are just *examples*; your POS does **not** have to include the same courses, the same number of categories, or even the same categories as the *sample* POS. Some examples of categories are: Ecology, Policy, Economics, Technical Tools (GIS), Natural Science, etc.

**2. Download the *MESM Program of Study Form*** on the Bren web site under Services/Student/MESM. You **must** use the Program of Study form for your class — Class of 2007 or Class of 2008. DO NOT use the sample POS forms.

#### **3. Identify your specialization's *Key Courses***

Developing your POS should be guided by the specialization description. Each specialization has some "key" classes. A "key" class is a class that all students in that specialization must include in their POS. In some cases, a "key" class is a member of a group of classes, and the student has to take a specific number of classes in the group.

However, the specialization description does not dictate the POS precisely. There may be a few requirements, but there is generally a lot of flexibility. For example, a student may be interested in the economics aspects of their specialization and will include a section in their POS that incorporates courses such as *Natural Resources Economics and Policy*, *Cost Benefit Analysis*, *Valuing Environmental Quality*, and *Policy Analysis*. Another student in the same specialization may be interested in pollution issues and would want a section that includes courses such as *Fate and Transport*, *Watershed Analysis*, and *Microbial Processes*.

**4. Choose all the courses you may be interested in taking over the next two years.**

See the Bren Listing of Courses at <http://www.bren.ucsb.edu/academics/courses.asp> as well as course listings in other UCSB departments.

Keep in mind that the POS is not a *precise* list of what you are going to take. Because you cannot foresee if all courses you have listed will be offered (or will fit into your schedule) during your two years as a MESM student, you need to build **flexibility** into your POS. **The POS is a list of possibilities.**

**5. List the Categories and Courses on the POS form.**

Your POS will include a number of categories of courses that will be important for you to take for your specialization (i.e. ecology, policy, business, pollution, GIS, statistics, marine environments, economics).

For each of the categories in your POS:

- (1) State how many courses in that category you plan to take.
- (2) List the possible courses.
- (3) Indicate the total number of units from the category you will be taking.

For example, if you will be taking take some advanced economics courses, one of your categories may look something like this:

<b>NUMBER OF COURSES:</b>	1-2	of	6
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**SECTION 4: ENVIRONMENTAL ECONOMICS, LAW, AND POLICY**

<b>COURSE #:</b>	<b>COURSE TITLE:</b>	<b>UNITS</b>	<b>GRADE</b>
ESM 245	Cost Benefit Analysis	4	
ESM 244	Valuing Environmental Quality	4	
ESM 297	Advanced Topics in Environmental Policy	4	
ESM 243	Environmental Policy Analysis	4	
ESM 241	Environmental Politics and Policymaking	4	
ESM 248	Environmental Institutions	4	

<b>TOTAL UNITS:</b>	4-8
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For each of the categories, indicate how many courses in that category you will take and list the possible courses. For example, the "Number of Courses, 2 of 4" above indicates that you are planning on taking two of the four courses listed, but you are not positive which two you will take.

Your POS should include only coursework that will bring your total units, including core classes, electives and group project, to 81– 85 units. In other words, your POS defines the **minimum** acceptable program of study.

You can, of course, take additional coursework above and beyond what you commit to in your POS. In some cases this may be beneficial if you need remedial training in some areas. Additional coursework beyond the minimum also ensures depth in a particular area in addition to the breadth of knowledge provided by the core curriculum; this will make you very competitive in the marketplace upon graduation.

Also, as a graduate student it is not good enough just to earn the minimum number of units—you have to earn the minimum number of units of **approved** course work. Your POS enables you to be sure that you are accumulating units of **approved** coursework and that there will not be any unwelcome surprises

A POS also allows you to catch discrepancies in your schedule or unit total *early*. If you wait until your final quarter, it may be too late to make changes! Also, it ensures that there will be no surprises about your graduation date. (We have had instances where students did not graduate at the end of spring quarter as expected because they had not maintained an up-to-date POS and did not realize that they did not have enough *approved* units to graduate.)

## **6. Meet with the Specialization Advisor**

Once you have drafted a POS, you must make an appointment with the faculty advisor for your specialization to review and discuss it. (You may seek the advice of any Bren faculty when designing a POS. However, only your specialization advisor can approve and sign it.)

## **7. Submit your Approved POS.**

Once the specialization advisor has approved your POS and signed the form, you must submit it (**both printed and electronic**) to Bren Student Services. The original POS must be signed by the advisor. An electronic signature or other approval are not acceptable for the original POS.

In summary, the steps for POS preparation are:

1. Draft your POS using the POS form for your class found on the Bren web site (not the sample POS for your specialization);
2. Meet with a faculty member or members to discuss your draft POS and make any recommended changes;
3. Submit your POS form to the specialization faculty advisor for signature;
4. Submit both your **signed** POS form and an **electronic version** to Bren Student Services;

If you do not have an approved POS on file by the deadline, your registration may be blocked for the upcoming quarter. As a result, you will be assessed a **\$50 late registration fee**; and if you have not made an effort to have the block lifted, the Office of the Registrar will consider you as having "lapsed status" (contact the Graduate Division for more information) and may drop you from the University

## **A Few POS Rules**

- Your POS **must** include the "key" classes for the specialization (unless the specialization leader approves alternatives).

- Your POS need not be limited to ESM courses alone; you may - and are encouraged to - include courses from other departments.
- You may include upper-division undergraduate courses if your specialization leader feels the courses provide rigorous and relevant training and no graduate level courses in the subject area are available at UCSB. **NOTE:** No more than 8 units of undergraduate work can be applied to the 81 units needed for your degree. Approval of 8 units is not automatic.
- No more than 4 units of ESM 596 may be included on a POS.
- No more than 4 units of 400-level coursework (beyond ESM 401A, B, C and D) may be included on a POS. However, you may want to take more than this since many of these courses provide special professional development opportunities.

### **Changing/Updating Your Program of Study**

If you wish to **change** specializations, you must complete a new POS and meet with your new specialization advisor for approval and signature. Again, you will need to submit the signed copy (and include an electronic version) to the Bren Student Services.

It is very likely that you will need or want to make changes to your POS. Keep in mind that your POS is considered a contract with the School; any changes to it require the approval of the specialization leader. If you wish to update the current POS you have on file (add/remove courses), send an electronic version of your updated POS (clearly indicating the changes) to the specialization advisor for approval. Forward the email of approval, along with the updated POS, to Bren Student Services for your records.

### **FINAL POS**

No later than **the second week of Spring Quarter** of your last year, you must submit your **final POS** to Bren Student Services. The final POS must list **all** the coursework you have completed, as well as the **grades** you have received for all classes. The final POS must be submitted in both hard copy and electronic copy. The hard copy must be signed by your specialization leader.

The final POS ensures that there will be no surprises about your graduation date. (We have had instances where students did not graduate at the end of spring quarter as expected because they had not maintained an up-to-date POS and did not realize that they did not have enough *approved* units to graduate.)

### **GRADES**

Letter grades assigned at UCSB are A, B, C, D, and F, all with plus/minus (i.e. A+, A, A-). Non-letter grades are S (satisfactory), U (unsatisfactory), P (passed), NP (not passed), I (incomplete), and IP (in progress).

Graduate-level courses at UCSB are numbered 200-599. Upper-division undergraduate courses are numbered 100-199. Only graduate-level and upper-division courses taken for a **letter grade** can count towards satisfying graduate degree and unit requirements (except when a course is only offered as S/U). Lower-division courses (< 100) do not count towards satisfying graduate degree requirements.

## Core Course Grades

University policy requires that MESM students earn a grade of B or better in all core courses. If you receive a B- or below in a core course, you will have to repeat the course the following year.

## Elective Course Grades

**All** courses that will be applied to your 81-unit degree requirement **must be taken for a letter grade**. The lowest letter grade the University will allow a graduate student in an elective course is a C. Any grade below a C is considered failing and will not count towards your degree requirements.

## S/U and P/NP Grades

Courses taken for a non-letter grade will *not* count towards your MESM degree unit requirements unless S/U or P/NP is the **only** grading option for a course. Bear in mind that if you take a graduate level class for S/U or P/NP, any grade less than a "B" will be recorded as U/NP (yes, even a "B-").

## Incomplete Grades

An Incomplete (I) grade may be placed on a student's record **only if**:

- There is a *compelling* reason for the incomplete coursework (i.e. family or medical emergency, professional or research opportunity, etc.). Having other finals or "not feeling like it" are not compelling reasons; **and**
- A petition for an Incomplete grade (available from Bren Student Services or the Registrar's Office) is completed and signed by the course instructor; **and**
- The petition for an Incomplete grade is on file in the Registrar's Office by the last day of the quarter in which you will receive the incomplete grade. In the absence of a petition, a grade of F, NP, or U will be recorded.

If you do not complete the coursework by the end of the following quarter, the "I" will turn into an F, NP, or U. With instructor approval, you may request an extension of the "I" grade for one more quarter by submitting an **Incomplete Extension Petition** (available from Bren Student Services or at the Registrar's Office) to the Registrar before the end of quarter.

## In Progress Grades

In Progress (IP) grading is used for a *series course* where a letter grade is assigned only at the end of the last course in the series, as if the whole series were one long course. An example of a Bren School course that uses this grading option is the Group Project course: ESM 401A, B, C, D. The IP grade is assigned to ESM 401A, ESM 401B, and ESM 401C. When the student completes ESM 401D, a letter grade will be assigned which replaces the IP grades for the other three quarters, giving the same letter grade to all four courses in the series.

Since the series is considered one long course, any student who leaves the program without completing all four quarters has not fulfilled the requirements for the course, and the IP grade will turn into an F at the end of the series. If you know that you will not be continuing in the MESM program, it would benefit you to drop this course to avoid having an F on your transcript.

## University Grading Policy: No Grade (NG) & No Record (NR)

**No Grade (NG)** is a grade given when an instructor has not submitted a grade for a student and there is no Incomplete Petition on file. Usually this is because the student did not complete the requirements for the course. Certainly under these circumstances, an instructor can (and, perhaps, should) submit a failing grade. However, under some circumstances (e.g. a family emergency on the day of the final), an instructor will not report a grade and will submit a Grade Change Report once the course requirements are completed.

If you have an NG on your record and you think it is a clerical error, please contact Bren Student Services immediately. An NG will turn into an F at the end of the subsequent quarter unless a Grade Change is submitted to the Registrar. If you have an NG on your record because you failed to complete the requirements of the course for some reason, you should make sure that you complete them by the end of the subsequent quarter or you will have failing grade on your transcript forever.

Please note that, if possible, it is much better to address emergency situations by filing an Incomplete Form.

**No Record (NR)** is a grade given when the instructor has not submitted the course grades to the Registrar by the first grading deadline. This usually occurs when the instructor needs more time to grade final exams or assignments. The instructor will then submit the grade sheet by the second deadline, and grades will be posted shortly after they are submitted. If there is some question about why you received an NR grade, contact the instructor or Bren Student Services at [gradasst@bren.ucsb.edu](mailto:gradasst@bren.ucsb.edu).

Students are allowed to carry **NG and NR only for one quarter beyond when the course was originally undertaken before the NG or NR automatically reverts to a failing grade (F)**. This brings the grade notations of NG and NR in line with the policy governing Incomplete grades, except students are not able to petition for extensions of NG and NR as can be done with Incompletes.

If you have 12 or more units of unfinished coursework, you will receive an advisory letter from the Graduate Division and be placed on Academic Probation. Excessive units of unfinished coursework will block appointment to an academic apprenticeship (TA or GSR).

## **FINAL QUARTER FEE STATUS – FILING FEE**

All graduating students must be in a fee relationship with the University (i.e. either registered or using the filing fee). The filing fee is a reduced fee paid (instead of full registration fees) for the **quarter a student is completing the last requirements** for the degree. The fee is usually equal to 50% of the registration fee.

Paying the filing fee terminates graduate status; therefore it may be used only by terminal Master's degree students (those NOT planning to continue onto the Ph.D. program).

If you are registered during the quarter in which you plan to graduate, you do not have to pay a filing fee since you are already in fee relationship with the University. If you are **not** registered (on leave of absence or lapsed status) during the quarter you plan on graduating, you must pay the filing fee. If you finish during the summer, and you were enrolled during the previous spring quarter, you do not have to pay the filing fee because spring quarter technically lasts until the day before the fall quarter begins. NOTE: *A student cannot be on a filing fee quarter unless they were registered in the prior quarter.*

## **Transfer to/Continuation on to the Ph.D. Program**

Periodically, MESM students decide that they would like to transfer into the Bren Ph.D. program or continue on to the Ph.D. program upon completion of the MESM degree. This requires that you have a Bren faculty sponsor who supports your application to the program and has agreed to be your advisor if you are admitted to the program.

To apply to the Bren Ph.D. program, you must submit (1) a Statement of Purpose that clearly articulates your research interests and objectives, (2) a letter of recommendation from your intended faculty sponsor, and (3) your UCSB transcripts (unofficial are fine). You are welcome to submit up to two additional letters of recommendation from other Bren School faculty, but this is not required. These documents are submitted to Bren Student Services **before the February 1 Ph.D. application deadline** for review by the Admissions Committee. Keep in mind that although you may have the support of a Bren School faculty member, the final decision lies with the Admissions Committee, and acceptance is not guaranteed. If you are admitted into the Ph.D. program, you will need to submit a signed **Graduate Student Petition** to Graduate Division.

If you are interested in attending a Ph.D. program in another department at UCSB, please contact that department's Graduate Program Assistant for the guidelines on their admissions/transfer process.

## **STUDENT ADVISING**

Bren Student Services is the *primary contact* for all Bren School MESM students, applicants, and potential applicants and also assists students on financial matters.

If you need advice, information, assistance on any school-related matters, or just need to vent, contact Bren Student Services. They will assist you or refer you to other appropriate individuals or resources as necessary and/or appropriate.

## **BREN SCHOOL MESM PROGRAM COMMITTEE**

The Bren School's MESM Program Committee is an oversight committee charged with maintaining a top notch MESM program. The Bren School's MESM Program Committee includes three Bren School faculty members and the Assistant Dean.

The MESM Program Committee proposes changes to the MESM program to facilitate program enhancement, and to support and protect students. If there are issues about the interpretation of rules or situations where you do not feel that your interests are being acknowledged, the MESM Program Committee will mediate.