

**GRADUATE STUDENT POLICIES  
AND PROCEDURES HANDBOOK**

**SCHOOL OF SOCIAL ECOLOGY**

**UC IRVINE**

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# GRADUATE STUDENT POLICIES AND PROCEDURES HANDBOOK

## SCHOOL OF SOCIAL ECOLOGY

### I. INTRODUCTION

#### Purpose

The purpose of this handbook is to provide students and faculty with a reference and guide to the policies, procedures, and traditions that pertain to graduate training in the School of Social Ecology. **It will be revised as necessary and distributed to all faculty and entering students; however, in instances of conflict between this guide and either official university publications or more current policy, the latter take precedence.**

#### Philosophy of Education

The School of Social Ecology emphasizes theory and research that have implications for policy and intervention. Problems are investigated from the complementary perspectives of a multidisciplinary faculty that includes specialists in social, developmental, clinical, environmental, and health psychology; management; planning and architecture; urban sociology; law; criminology; and environmental health. Graduate education emphasizes this multidisciplinary orientation rather than the focused perspective of a single discipline. The intellectual mission of the School is distinctive from that of traditional, discipline-based academic units in its emphasis on an ecological approach to research and policy, interdisciplinary research and community intervention, and the importance of linking theory and research to community problem solving.

Social Ecology faculty members and graduate students apply diverse methods of scientific inquiry to social and environmental problems. Evaluation research, legal research, questionnaire and survey methods, field research, naturalistic observation, and quasi-experimental techniques and laboratory experimentation receive equal emphasis. Collaborative research with faculty members represents a very important component of graduate education in the School.

The School offers several different Ph.D. programs. Students may elect to pursue an individualized course of study in the principles and methods of social ecology, leading to the Ph.D. in Social Ecology, or they may elect to pursue a specialized course of study that leads to one of the following degrees: Ph.D. in Criminology, Law and Society; Ph.D. in Psychology and Social Behavior; or Ph.D. in Planning, Policy, and Design. Additional options allow students to pursue the Ph.D. in Social Ecology with a concentration in Environmental Analysis and Design or a concentration in Epidemiology and Public Health.

The School also offers several different Masters programs. The M.A.S. in Criminology, Law and Society and the Masters of Urban and Regional Planning are terminal master's degrees. The Social Ecology M.A. with a concentration in Demographic and Social Analysis currently is administered through the School of Social Sciences. The MURP/M.S. in Civil and Environmental Engineering is a Master's program administered jointly by the School of Social Ecology and the Henry Samueli School of Engineering. The fifth degree is a Master's in Social Ecology and designed for currently enrolled Ph.D. students. For information regarding degree requirements for the M.A.S. in Criminology, Law and Society, please go to <http://clsmas.soceco.uci.edu>

Graduate students plan their program of study in close consultation with a faculty advisor. The goal is to achieve a structured and coherent plan of study that reflects areas of faculty expertise and current research interests, and, within those areas, accommodates students' individual interests and career plans. Degree recipients enjoy a wide range of career opportunities in academic settings, research and policy institutes, government agencies, and a variety of public and private sector organizations and agencies.

### **School of Social Ecology: Overview**

The School of Social Ecology, which was founded as an academic program in 1970, is comprised of three departments (Criminology, Law and Society; Psychology and Social Behavior; Planning, Policy, and Design). Each department is directed by a faculty chair. Seventy-six faculty whose expertise spans many disciplines are currently members of the School. Most faculty members are affiliated with one department, although some faculty members whose interests and expertise fall in more than one area have both primary and secondary departmental affiliations within the School. A number of faculty members from other academic units and from the Medical School also participate in our graduate training programs. Approximately 2160 undergraduate and 246 graduate students are currently pursuing their studies in the School of Social Ecology. A Graduate Advisor for each department oversees various administrative aspects of the specific degree programs offered by the department. The Associate Dean of Students oversees administrative issues that span the various graduate programs in the School, and administers the interdepartmental degree programs (leading to the M.A. and Ph.D. degrees in Social Ecology). The Associate Dean of Research oversees research and funding opportunities for the School. The School of Social Ecology has a Student Affairs Office that provides administrative support for all undergraduate and graduate programs.

## **Social Ecology Student Services Office**

The Social Ecology Student Services Office staff performs a variety of important functions in support of undergraduate majors in the School including maintaining student files and records, advising students about degree requirements and course options, counseling students who are on academic probation, conducting degree requirement checks, and assisting faculty with new course approvals and curriculum management. The Student Services Office also publicizes our graduate programs, coordinates all aspects of the admissions process, and assumes responsibility for orienting new students to the School. In addition, the Office assigns students to teaching assistant positions, administers fellowship and research assistant funds, research and travel funds, competitive awards programs, certifies the membership of students' thesis/dissertation committees, and maintains data on various aspects of our graduate programs. These individuals work closely with the Associate Dean of Students and with staff from various offices on campus to coordinate all administrative aspects of our programs. The Director for Graduate Student Services handles graduate student issues. Students may make individual appointments as needed to meet with either the Associate Dean or the Director of Graduate Student Services.

## **Departmental Graduate Coordinators**

Each department in the School of Social Ecology has a Graduate Coordinator whose job it is to assist graduate students with questions, administrative paperwork and information related to the completion of their degree requirements. Graduate student files containing transcripts, petitions and copies of any forms submitted to Graduate Division, are housed in the student's home department.

## **II. ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Registration**

All graduate students at UCI are expected to be full-time students. A typical graduate student course load is 12 units per quarter. Students must enroll in a minimum of 12 units of course work per quarter in order to maintain full-time student status. UCI loses state funding for any graduate students who are not enrolled in 12 units by the end of the third week of the quarter. To avoid jeopardizing this source of state funding, it is critical for Social Ecology graduate students to be enrolled by this deadline. To avoid a last minute rush, students are strongly urged to enroll by the end of the second week of the quarter. Social Ecology graduate funding/support is based upon the number of students fully enrolled during the third week of the fall, winter and spring quarters of the preceding academic year. Students who repeatedly fail to meet this enrollment deadline will jeopardize their eligibility for School-administered funding (i.e., teaching assistantships, summer research assistantships, fellowships, stipends).

### **Right to Intellectual Property**

It is incumbent on graduate students to be clear on what rights they have to data before engaging in research with faculty members. Resources that discuss issues concerning authorship include Fine and Kurdek's (1999) American Psychologist article or Sokoloff's (2002) APAGS newsletter article. Both are available through the Social Ecology graduate advising office. Problems concerning authorship or intellectual property should be discussed first with the departmental graduate advisor and, if necessary, with the Social Ecology Executive Committee.

### **Transferring Between Graduate Programs within the School**

Graduate students within the School of Social Ecology are formally accepted into a specific M.A. or Ph.D. degree program or concentration at the time of admission. Students whose interests change over the course of their graduate studies and who wish to transfer to a different graduate program within the School must make a formal request to do so.

Students who are interested in transferring should prepare a letter of intent to the School Admissions Committee. The letter should articulate the reasons for the requested transfer and summarize relevant course work and research completed to date. Letters of support are required from three Social Ecology faculty members, along with an explicit statement from a faculty member in the program that the student seeks to enter who is willing to sponsor the student's work. Please request that your academic records (containing transcripts, GREs, etc.) be made available to the Graduate Advisor of the department you wish to enter.

Such transfer requests will be considered only once per year in conjunction with the review of other applicants for admission. The request for transfer is due to the Director of Graduate Student Services by December 15.

Submission of a request for transfer is not a guarantee of admission into the alternative degree program; faculty may deny such requests if they do not think that a transfer is feasible or in the best interests of the student and/or the department. Bear in mind also that any student who transfers into a new graduate program will continue to be subject to all University, School, and program-specific deadlines for completion of degree requirements (e.g., advancement to candidacy for the Ph.D. by the end of the fifth year of graduate study, time to degree). In the process of deciding whether to request entry into a

different program, students should carefully consider whether they will be able to meet these standing deadlines.

### **In Absentia Study**

A student who is engaged in research and/or study away from UCI for an entire quarter ordinarily will register in absentia. The student must pay the prevailing In Absentia fees for this period. The request for in absentia status is available at <http://www.grad.uci.edu/forms/> Fill out the form online, print it off and take it to your department's Graduate Coordinator for routing to obtain the appropriate signatures.

### **Leave of Absence**

A leave of absence may be granted to students who, for compelling and legitimate reasons (e.g., health-related, financial), must interrupt their program of graduate study. Ordinarily, the student begins the process of requesting a leave of absence by consulting with his or her faculty advisor and other individuals in advisory or counseling roles. The student completes the Leave of Absence form at <http://www.grad.uci.edu/forms/> indicating the reason(s) for and proposed duration of the requested leave. The student must meet with the departmental graduate advisor and seek his or her approval (by signature) of the proposed leave before submitting to the Departmental Graduate Coordinator for routing to the Director of Graduate Student Services for the Associate Dean's signature. The Associate Dean may consult with relevant faculty before reaching a decision on the requested leave of absence. **It should be noted that requests for leave during the fourth year of graduate study will not be approved for students in the Psychology and Social Behavior degree programs.** Graduate students at UCI are eligible for a maximum leave of three quarters. Students who fail to enroll after an approved leave of absence has expired will lose graduate standing and must apply for readmission to the graduate program.

Immigration law does not permit international students to take a leave of absence and remain in the United States. The Office of International Students is available for further information. See their website at [www.ic.uci.edu](http://www.ic.uci.edu)

*Students should take note that in absentia, filing fee and leave of absence status may affect their ability to remain in on campus housing.*

### **Withdrawal**

A withdrawal officially terminates a student's affiliation with the University of California, Irvine. Formal reapplication is required for readmission. Withdrawal forms are available from your Departmental Graduate Coordinator. If you are contemplating withdrawing from your graduate degree program, please arrange to meet with your department's faculty Graduate Advisor.



## **Teaching Requirement**

The faculty of the School of Social Ecology believe that some supervised experience in teaching at the university level should be part of the graduate training of all Ph.D. students. Ph.D. students accordingly are required to serve as teaching assistants for at least one quarter while graduate students. Please see the Director of Graduate Student Services for details. ***PSB students are required to serve as teaching assistants for at least two quarters.*** As teaching assistants, graduate students typically hold discussion and/or laboratory sections for students, assist with the preparation and evaluation of student assignments and exams, order and operate audio-visual equipment, and participate in other activities designed to foster students' learning and mastery of the course material. Teaching assistants also sometimes give one or more lectures in a class or assist in some other way with the presentation of course material. Graduate teaching assistants will not be asked to assume full responsibility for the teaching of a course while serving as a teaching assistant.

In exceptional instances, when a student enters the graduate program with a significant record of previous teaching experience, the student may petition to have part or the entire teaching requirement waived. The petition should be addressed to the Social Ecology Associate Dean of Students and must have the support of student's departmental graduate advisor and faculty advisor, indicated by the advisors' signature on the petition.

## **Standards for Scholarship**

University policy specifies that only the grades A, A-, B+, B, and S represent satisfactory scholarship for a graduate student. ***Individual grades below a "B" as well as an overall GPA below the B level (3.0 on a 4.0 scale) is not considered satisfactory, and any student whose GPA is below that level for two or more quarters will be subject to disqualification from further graduate study.*** Students should try to avoid Incomplete (I) grades in their courses wherever possible, as having multiple incompletes on their record can adversely affect faculty evaluations of their academic progress and, additionally, can jeopardize their eligibility for employment as a teaching assistant. Students with two or more I's on their record or grades of less than "B" are ineligible to TA. If not made up within one year, the "I" grade is frozen on the student's record. Graduate students are not allowed to enroll in graduate courses (numbered 200 and above) for the P/NP grade option. Students should enroll for a grade and then inform the professor that they wish to take the class with the S/U grade option. The decision to allow the S/U grade remains with the instructor of the course.

## **Credit for Graduate Courses Taken Elsewhere**

Doctoral students who have taken relevant graduate course work elsewhere may petition to have a course count toward their degree requirements at UCI. Students in PSB must submit the petition first to the PSB graduate advisor, who, in conjunction with faculty who teach topics on similar courses, will review the petition and supporting documentation. The PSB graduate advisor will then make a recommendation prior to sending the petition to the Associate Dean. This is usually done by writing a brief memo to the Associate Dean indicating which course(s) the student wishes to have considered for degree credit. The memo should describe the course(s) taken elsewhere and should include appropriate supporting documents (e.g., copies of course syllabi, exams, seminar papers). In addition to this documentation the student must fill out a petition found at <http://www.grad.uci.edu/forms/>. The petition must have the approval of the student's faculty advisor and department graduate advisor. The Departmental Graduate Coordinator will route to the Associate Dean for review and approval. The student's petition will be evaluated by the faculty member(s) in the student's area of study who have the most relevant expertise. The student's petition may be denied if too little information is available to permit an adequate evaluation of the prior course work or if the prior course work does not appear to be comparable to the course work required in the current degree program. Final approval for applying coursework taken elsewhere to one of the doctoral degrees in the School of Social Ecology comes from the Dean of Graduate Division.

## **Advancement to Candidacy and the Doctoral Dissertation**

A student may formally advance to candidacy for the Ph.D. when all requirements except the dissertation have been completed, and when the student's dissertation plans have been approved by his or her Candidacy Committee. The Candidacy Committee must be approved by the Department Chair and the Associate Dean of the School of Social Ecology, acting on behalf of the Dean. The committee must consist of a minimum of five members, at least one of whom, but not more than two, shall be faculty members from academic units other than Social Ecology. Emeritus Professors may serve on students' Candidacy Committees. Any exceptions to membership for either the advancement to candidacy or doctoral dissertation committees must be approved by the Dean of Graduate Division.

Students are required to submit the Advancement to Candidacy for the PhD Committee Member Approval Form to the Director of Graduate Student Services at least three weeks before the scheduled advancement meeting. Failure to get prior approval of committee membership may result in a delay in advancement to candidacy. The Advancement to Candidacy Committee Member Approval Form may be located at <http://students.soceco.uci.edu/pages/information-current-graduate-students>

According to University and School regulations, all Ph.D. students must advance to candidacy no later than the end of their fifth year of study, adjusted for any approved leaves of absence that the student may have taken. In PSB, students must advance to candidacy no later than the end of their fourth year of study, again adjusted for approved leaves of absence, to remain in good standing and be eligible for funding. Time to Advancement, Normal Time to Degree and Maximum Time to Degree vary by department. Please refer to the table below.

<b>Program</b>	<b>Time to Advancement</b>	<b>Normal Time to Degree</b>	<b>Maximum Time to Degree</b>
<b>Criminology, Law &amp; Society</b>	<b>4(3)*</b>	<b>6(5)*</b>	<b>7(6)*</b>
<b>Planning, Policy and Design</b>	<b>4</b>	<b>6</b>	<b>7</b>
<b>Psychology and Social Behavior</b>	<b>4</b>	<b>6</b>	<b>7</b>
<b>Social Ecology</b>	<b>4</b>	<b>6</b>	<b>7</b>

\* Numbers shown in parentheses denote time limits for students in the PhD program in Criminology, Law and Society who waive the second year project requirement (with faculty approval of a master's thesis from another institution) and two required courses.

Students who are pursuing a degree in a particular department within the School sometimes inquire whether faculty members from other departments within the School can serve as the "outside" member of the Committee. The following University-wide policy applies: The "outside" member must be a voting member of the UCI Academic Senate, and not have a primary or secondary affiliation with the student's primary department. An individual who is proposed for membership on the Candidacy Committee who is not a member of a UC Academic Senate may serve on the committee, but not as an outside member. The individual must have academic credentials sufficient to qualify him or her for a UC faculty appointment (as indicated by the nature of the individual's graduate degree, the record of scholarly publications, etc.) Materials in support of such irregular appointments must be submitted well in advance of the oral exam and are subject to review not only by the Associate Dean of the School of Social Ecology but also by the Dean of the UCI Office of Graduate Division.

The Social Ecology faculty member who serves as the chair of the Candidacy Committee will work most closely with the student in formulating the dissertation plans and supervising the student's dissertation research. The chair of the Candidacy Committee must be drawn from those faculty members who have either a primary or secondary affiliation in the student's department. These are minimum standards set by Graduate Council. However, individual departments may have additional and/or stricter requirements. Please consult with your department's Graduate Advisor. For PSB PhD students, their advancement to candidacy and final dissertation committees must be made up of at least two faculty who have a primary affiliation in PSB. Other committee members may have a secondary appointment in PSB.

After the Candidacy Committee has been formally approved by the Associate Dean of the School, the student is authorized to appear before the Committee for an oral examination concerning his or her doctoral dissertation research plans. The purpose of the dissertation is to demonstrate the student's ability to identify interesting and important research problems, to independently investigate such problems deeply and rigorously, and to write scholarly material of excellent quality. This meeting constitutes the Qualifying Examination in which the student's readiness for admission to candidacy for the Ph.D. degree is assessed. Prior to this appearance, the student must provide each member of the Candidacy Committee with a detailed proposal that summarizes the plans for the dissertation research. The proposal should include a thorough examination of the history of the problem being proposed for investigation, its current status, and the way in which the proposed research will extend the existing knowledge base. The dissertation proposal should contain a detailed specification of the proposed method for studying the problem. (Note that some students have arranged with their Candidacy Committees to prepare their proposals in a format that meets the requirements just listed but that also lends itself to review for possible

extramural funding. Some federal agencies, for example, support dissertation research, and students have found it useful to prepare their dissertation proposals in a format that closely resembles that required by the funding agency. A number of Social Ecology graduate students have successfully competed for dissertation funding this way, although the normal review time of 6-9 months before a funding decision is reached requires students to be very thoughtful about a timeline for completion of the degree.)

The university strongly discourages participation of Candidacy Committee members in a student's Qualifying Examination when they are not able to be physically present at the time of the examination. Any exceptions to this policy require special approval well in advance of the date of the examination. Failure to obtain advance approval for such exceptions may result in the student having to repeat the examination with all five members, or approved substitutes, present. In those relatively rare cases in which a student feels that it is crucial to have the input of a faculty member who cannot be present for the oral exam, it may be better to submit a request for a change in the membership of the Doctoral Committee (defined below) than to seek special permission to hold a Qualifying Examination in which all five members of the Candidacy Committee cannot be present.

The formal decision on advancement to candidacy for the Ph.D. will be made by the Graduate Council upon recommendation by a unanimous vote of the student's Candidacy Committee. Alternatively, the Committee may recommend a course of action that will strengthen the student sufficiently for advancement to candidacy at a future time. It is strongly recommended that students advance to candidacy during the third or fourth years of study. **In no case will students be allowed to advance to candidacy after the end of the fifth year of study (adjusted for any approved leaves of absence that the student may have taken). Ph.D. students who fail to advance to candidacy by the end of the fifth year of study will be considered not in good standing and the School will petition the Dean of Graduate Division to terminate the student from graduate study in the School. Students in PSB are required to advance by the end of their fourth year to remain in good standing in the department. Students who have not completed their degree within nine (9) quarters after advancing to candidacy are considered to have Doc 2A status and may not enroll for the 10<sup>th</sup> quarter without an approved exception by the Dean of Graduate Division. Doc 2A status students are not be eligible for university funding.**

Following advancement to candidacy, the preparation and completion of the doctoral dissertation will be supervised by the Doctoral Committee (also referred to informally as the "Dissertation Committee" or the "Thesis Committee"). The Doctoral Committee ordinarily consists of three members from the Candidacy Committee, although more than three of the original members may be retained if the student and his or her Candidacy Committee Chair consider this to be desirable and feasible. The exact membership of the Doctoral Committee should be determined in consultation with the Chair of the Candidacy Committee. In addition, as with the Candidacy Committee, the Associate Dean of the School of Social Ecology must formally approve the membership of the Doctoral Committee.

Ideally, the dissertation should be completed and accepted within one year of the student's advancement to candidacy for the Ph.D. Policies regarding a final oral defense of the doctoral dissertation vary across degree programs within the School. All Ph.D. students in the Criminology, Law and Society, Planning, Policy and Design and Psychology and Social Behavior programs are required to pass a final oral defense. Whether a final oral defense will be required of other Ph.D. students (i.e., those whose degree objective is the Ph.D. in Social Ecology; the Ph.D. in Social Ecology, with a concentration in Environmental Analysis and Design or the Ph.D. in Social Ecology with a concentration in Epidemiology and Public Health) is subject to the discretion of each student's Doctoral Committee. Acceptance of the dissertation requires unanimous approval of the Doctoral Committee.

## **Evaluations of Student Progress**

All graduate students will be formally reviewed at an annual evaluation meeting by the faculty in their area of study. These meetings usually take place during the Spring Quarter. However, the faculty of Department of Criminology, Law and Society review their students during Winter Quarter. For example, Ph.D. students in the Psychology and Social Behavior program will be evaluated by faculty affiliated with the Department of Psychology and Social Behavior. This evaluation will be based upon course grades, research performance, recommendations of the student's advisor, and other available performance data. The faculty may recommend that such students continue toward their degrees, or in the case of Ph.D. students, take a terminal M.A., or formally withdraw from the program. In some cases, a recommendation for a later reevaluation may be made in order to obtain further information or to allow the student to make up specific deficiencies. In such cases students will receive a letter from the departmental Graduate Advisor (Social Ecology PhD students and students in the Social Ecology with the concentration in Environmental Analysis and Design PhD program will be notified by the Social Ecology Graduate Advisor) and/or the Associate Dean summarizing the recommendations and/or requirements that have been specified by the faculty. All students may read their evaluations, discuss them with their advisors, and add written comments if they wish.

## **Academic Probation/Disqualification**

Students may be placed on academic probation for unsatisfactory progress toward the completion of degree requirements. Unsatisfactory progress may include, but not be limited to the following: 1) a B\_ in one or more required courses; 2) an overall grade point average below 3.0; 3) an overall grade point average of below 3.0 for two successive quarters; 4) failure to complete courses or examinations satisfactorily within the period of time specified by the graduate program; 5) Failure to pass a required examination in two attempts.

The faculty of the School of Social Ecology and/or the Associate Dean of Students for the School of Social Ecology may initiate procedures to place the student on academic probation. In such cases the student typically will receive written notice of the deficiencies and a deadline for remedying these deficiencies (i.e., for completing specific degree requirements). Failure to meet this deadline can result in a petition to the Dean of Graduate Division to terminate the student from graduate study in the School.

Unprofessional conduct, such as sexual harassment of undergraduate students, is unacceptable and may represent grounds for placing a student on academic probation. In addition, such conduct may be the basis for suspending or terminating a student's employment at the University (e.g., employment as a teaching assistant/associate).

Academic dishonesty of any form (e.g., plagiarism, cheating, falsification of data) is absolutely unacceptable and at the graduate level leads to petitioning the Dean of Graduate Division for immediate dismissal from the School and the University.

## **Minimum Standards for Graduate Student Mentoring**

On March 2, 2006 the Council approved a set of minimum standards for communicating degree requirements, time-to-degree policy, and monitoring individual student progress toward the degree. The practices outlined below are now official policy. They are largely included in documents such as the

1. Develop a graduate program handbook, made available to graduate students upon or before their arrival on the campus. This should be updated annually;
2. Hold an orientation for all new graduate students, where program requirements, including normal time-to-degree, are clearly outlined and provided in writing. It is expected that these requirements will be included in the student handbooks as well;
3. Assign a graduate advisor to each graduate student at the time of first enrollment;
4. Require a minimum of one meeting – in person whenever feasible - between each graduate student and his/her advisor each quarter in which the student is enrolled; and
5. Require an annual assessment of each graduate student's timely progress by the student's advisor. For students with less than satisfactory progress a follow-up discussion should be held by an appropriate faculty group (e.g., a standing or *ad hoc* committee or a regular faculty meeting.) This faculty discussion should result in a written evaluation and recommendation to the student, to be sent to the student and his/her faculty advisor. A copy should be retained in department records. There should also be an established departmental or program process for guidance and follow-up when concerns are raised in a student evaluation.

There are several avenues – formal and informal - for students to file a grievance vis-à-vis these or other campus policies. It is recommended that an informal avenue for resolving such grievances be sought first, including through a program director, department chair, associate dean, or academic dean. More formal appeals processes include the Graduate Division. These as well as due process guidelines can be found in the documents cited above.

### **III. FINANCIAL SUPPORT**

The tuition and fee structure of the campuses of the University of California is established by the Board of Regents (<http://reg.uci.edu/fees/2009-2010/graduate.html>) and is subject to change at any time. Students should be prepared upon admission to estimate the extent of financial obligation they will incur over the course of their graduate training. Common sources of support for students include teaching assistantships and research assistantships.

If you are awarded a grant from the government it may be reduced if you accept a stipend or payment from UCI after your government award has been established. Therefore, **if you receive a government grant and are offered an additional award (which may include employment), please check your status with the Financial Aid Office before you accept. Accepting a fellowship or stipend without checking on your financial aid status may result in your receiving a bill from Financial Aid.**

**Please note: Graduate students may not receive financial support while on Leave of Absence or Filing Fee.**

#### **Teaching Assistantships**

Teaching assistant appointments represent an important source of funding for many Ph.D. students and the faculty believes it is an important experience for Ph.D. level graduate training. Consequently, Ph.D. students will be given priority for teaching assistant positions over M.A. and MURP students, and a student's academic progress and previous TA performance will influence his or her prospects of obtaining a position.

Ph.D. students may apply for or receive up to 12 quarters of support as a teaching assistant or associate before advancing to candidacy for the PhD, provided that they maintain good academic progress and have established a record of satisfactory service as a teaching assistant. *University policy specifies that students who have received more than two incompletes (I) in the past three quarters may be considered ineligible for a teaching assistant position; incompletes should be avoided or cleared up as quickly as possible to avoid this potential threat to continued employment as a teaching assistant.* Students who have advanced to candidacy for the Ph.D. may apply for additional support. The Office of Graduate Studies' current policy is a maximum of 6 additional quarters of teaching assistant/associate employment, for a total of 18. However, when the demand for teaching assistant positions exceeds the number of available positions, higher priority normally will be given to students who have not yet received 12 quarters of support. In fact, past experience suggests that students should not expect to receive more than 12 quarters of support as a teaching assistant (and most students receive less); alternative sources of support should be pursued.

#### **Research Assistantships**

Many students work as research assistants on extramurally or intramural funded faculty research projects. Students can work in such positions up to 50% time during the academic year (with the formal employment title of "*graduate student researcher*" or *GSR*). These positions are normally arranged between the relevant faculty member(s) and the student. Students who are employed 50% time as a research assistant ("*graduate student researcher*") on a funded research project normally will have their fees and, if applicable, nonresident tuition paid by the extramural funding source (e.g., federal grant)

during the period of employment. (Note: This is prohibited under some extramural arrangements; consult with the relevant faculty member for further information.) Thus, the compensation package for a graduate student research assistant is typically equivalent to the compensation package for a teaching assistant.

### **Dissertation Fellowships**

The School of Social Ecology awards several dissertation fellowships during the academic year. These fellowships provide highly qualified students with financial support in the form of fees and a stipend for one-quarter. This frees the fellowship recipient to devote his or her full attention to completion of the dissertation during the period of the award. Dissertation fellowship awards are very competitive. To be eligible for dissertation fellowships a student must have advanced to candidacy for the PhD. Students must be nominated for such awards by their faculty mentor and the departmental Graduate Advisor.

### **Other Fellowships and Sources of Research Support**

In addition to applying for any University and School administered fellowships, students are encouraged to apply for extramural fellowships and research awards. Social Ecology graduate students have enjoyed a good deal of success in competing for dissertation fellowships and other sources of extramural funding. For example, in recent years, students have obtained fellowship support and/or support for their research from sources such as the American Psychological Association, the American Sociological Association, Ford Foundation, HUD, the National Institute of Mental Health, the National Institute on Aging, the Social Sciences Research Council of Canada, the Society for the Psychological Study of Social Issues, the National Science Foundation, the National Institute for Justice, and the Fulbright Foundation. The UCI Graduate Division maintains a computerized database on funding sources that can be accessed by graduate students. Students are also strongly encouraged to talk to their faculty advisors about possible sources of funding.

### **Sources of Summer Support**

Several sources of summer support are available to graduate students. Students are often able to secure summer employment as research assistants (graduate student researchers or GSR) on funded faculty research projects. As noted earlier, these positions are normally arranged between the relevant faculty member(s) and student. Students who desire summer funding should not forget to inquire about positions in other units on campus (e.g., Graduate School of Management, Institute for Transportation Studies, School of Social Sciences) and at the Medical Center. It is also important to remember to begin the process of inquiring about summer support early; ideally, such inquiries should be initiated before the start of the spring quarter.

Graduate students also have the option of serving as an instructor for summer session courses. (UCI offers instruction during two summer sessions each year.) Each fall the Associate Dean issues an announcement regarding the availability of summer session teaching positions and the procedures for applying for a position. Social Ecology faculty receive first priority for any positions, but well-qualified graduate students are welcome to apply for positions. To be eligible to teach a lower-division course, graduate students must have an M.A. degree at the time of application (from U.C.I. or another appropriate university), must not be on probationary status of any sort, and must have a letter of endorsement from a faculty member familiar with the proposed course as well as a written statement from the faculty advisor



indicating that (s)he approves of the student's plan to teach a summer session course. The letter of endorsement should describe the student's qualifications for instructing a specific course. Prior service as a teaching assistant in the course that the student proposes to teach is considered an important asset. Teaching evaluations are used as a determining factor in allowing students to teach in the summer.

To be eligible to teach an upper-division course, graduate students must have advanced to candidacy for the Ph.D. at the time of application, must not be on probationary status of any sort, and must have a letter of endorsement from a faculty member familiar with the proposed course as well as a written statement from the faculty advisor indicating that (s)he approves of the student's plan to teach a summer session course. Note that the summer session offerings typically include courses that are part of our regular undergraduate curriculum (e.g., introductory courses in Social Ecology - C7, P9, P11, E8, 10 and 13). Courses with insufficient enrollment will be canceled and, of course, the would-be instructor will receive no compensation. Enrollment figures typically are not available until shortly before the start of the summer session.

A limited number of summer teaching assistant positions are also available to Social Ecology graduate students. These positions are funded by the Summer Session Office and are allocated only to those summer courses that reach a specific enrollment threshold. The selection of the teaching assistant for such courses is based on submission of a **Teaching Assistant Employment Interest Form** requested in the spring quarter by the Director of Graduate Student Services. Assignments are based on class enrollments, faculty preference and consultation with departmental Graduate Advisors. Bear in mind that the highly compressed nature of the summer session can make the work of a summer teaching assistant considerably more intense and demanding than is typical of the regular academic quarter.

Serving as a summer session instructor or teaching assistant does not count against the number of quarters for which Ph.D. students are eligible to serve as a teaching assistant during the regular academic year. The University imposes no limit on the number of times that a graduate student may serve as an instructor or teaching assistant for a summer session course, but these activities should not interfere with the student's academic progress. For employment equity reasons, students who serve as course instructors will not be allowed to TA until and unless all eligible students requesting employment have been offered positions.

There are also limited funds available in the form of a stipend for summer support. Availability of summer support is determined by each department's own formula. For more information on summer support in the form of a stipend speak with your Graduate Advisor.

### **Rules on Additional Earnings**

A graduate student cannot be employed by the University at more than 50% time during the regular academic year, although some exceptions apply during quarter breaks. This restriction applies only during the academic year; it does not affect employment during the summer. The 50% time rule does not apply to additional employment held outside of the University.

## **Support for Research and Conference-Related Travel**

Participation in professional meetings and conferences is an important aspect of one's development as a professional, and students are strongly encouraged to consult with their faculty advisors about relevant opportunities for involvement. The School receives a limited amount of funding each year from the Graduate Division to help defray the costs of attending professional meetings and conferences. Because the total allocation is modest, we must impose firm limits on the size of individual awards to students. In recent years these funds have been depleted before the end of the academic year, and we have therefore been unable to fund late requests. Students must submit original receipts and a completed travel reimbursement request form to the departmental Graduate Coordinator in order to be considered for travel-related reimbursements. The travel reimbursement form can be found on the Social Ecology website at <http://socialecology.uci.edu/forms> General Social Ecology graduates should direct inquiries to the Director of Graduate Student Services. Final decisions on travel reimbursements are made by the departmental Graduate Advisors.

## **IV. ACADEMIC POLICIES AND PROCEDURES**

### **The Faculty Advisor**

Each incoming graduate student is assigned a first-year faculty advisor with whom the student's plan of graduate study should be discussed. Each graduate student should meet with his or her advisor when the student begins graduate study and at least once per quarter thereafter to review the student's proposed program of course work and research. At these meetings the advisor should assist the student in selecting classes for the ensuing quarter.

The initial assignment of a faculty advisor is made primarily for purposes of general advising during the first year of the student's graduate career. Many students change advisors as their graduate study plans become more specific. (Note: Planning, Policy and Design students will be required to formally declare a "permanent" faculty advisor at the end of the first year.) A student may change his or her advisor at any time by completing a form available from the Departmental Graduate Coordinator that secures the permission of the new advisor and notifies the former advisor of the change. Please bear in mind that, in order to maintain good collegial relations with the faculty, it is highly advisable to discuss the proposed change with the existing advisor. At a minimum, students should inform the existing advisor of the advisor change as a professional courtesy.

In contemplating a change of advisor, please bear in mind that departments within the School have different policies regarding which faculty members are eligible to serve as the faculty advisor for students admitted to the department. Please consult with your departmental graduate advisor when considering any change of advisor.

### **M.A. Programs: Degree Requirements**

The Master's program offers advanced training that prepares students for a variety of positions. M.A. degree recipients are well qualified for positions in federal, state, county, city, and private agencies in such areas as planning, mental health and welfare, environmental regulation, and probation and parole.

The M.A. in Social Ecology degree option is available to those students who have been admitted to one of the Ph.D. degree programs in Criminology, Law and Society; Psychology and Social Behavior; or Planning, Policy and Design. The School does not currently offer M.A. degrees in Psychology and Social Behavior.

In very rare circumstances a student may be admitted directly to the M.A. degree program in Social Ecology. Please consult with the Graduate Student Services Office before submitting an application or if you have additional questions; telephone (949) 824-5918.

Each M.A. degree student is assigned a faculty advisor with whom the student discusses an individual program of education. The M.A. degree program in Social Ecology requires a thesis and satisfactory completion of seven approved courses (28 units), including the Seminar in Social Ecology (Social Ecology 200), Research Methods (C201, P201 or U297), and at least one additional approved course in statistics or methodology. Other courses should be selected with regard to the student's academic and career objectives, and must be approved by the faculty advisor. The seven required courses must include at least five graduate courses and must be exclusive of any directed study, independent

study, or thesis courses (298, 299, or 295). **A grade of B or better must be achieved in all courses.** Students are advanced to candidacy for the M.A. degree, and a thesis committee is appointed, after a review of their graduate work and thesis plans by a faculty committee. **Students must advance to candidacy at least one quarter prior to the quarter in which they will be receiving the M.A. degree.** Quarterly deadlines are available on the Graduate Division website at [http://www.grad.uci.edu/forms/students/filing\\_deadlines.pdf](http://www.grad.uci.edu/forms/students/filing_deadlines.pdf)

### **M.A. in Social Ecology**

The graduate training program that leads to the Master in Social Ecology allows students to pursue an individualized plan of study emphasizing the methods and principles of social ecology. This degree option is for currently enrolled Ph.D. students. Students are required to complete seven 4-unit courses (a total of 28 units), distributed as follows: **Seminar in Social Ecology** (SE 200), **Research Methods** (SE 201, P201 or U297 or equivalent), **an approved graduate level course in statistics or methodology** (drawn from the following and/or additional courses that may be added to this list by the Social Ecology faculty: Data Analysis, SE 264A; Seminar in Qualitative Criminological Analysis, C 251; Strategies of Theory Development, SE 261; Structural Equation Modeling, SE 266A), and **four 4-unit elective courses** (16 units). The elective courses chosen to apply toward the M.A. should be relevant to the student's interests and career goals and must have the approval of the student's faculty advisor. Elective courses may be taken from any academic unit on campus. The seven required courses must include at least five graduate courses and must be exclusive of any Independent Study (299), Directed Study (298), or Master's Thesis Writing and Research (295). A maximum of 4 units of Field Study (297) may be applied toward the M.A. degree.

In addition each student must complete an **M.A. thesis**. The M.A. thesis is defined in broad terms. Although most M.A. theses will be reports of empirical studies, empirical is broadly defined to include legal research and participant observation as well as interview, questionnaire, and laboratory research methods. In some cases, the thesis might be a theoretical analysis of a specific social or environmental problem. Before a student begins work on an M.A. thesis, the thesis topic and the method proposed for studying that topic should be approved by the members of the thesis committee. The student must form a faculty thesis committee consisting of a chairperson and at least two other members. Full-time faculty members from other units on campus may serve on committees, with the understanding that the committee chair and at least one other member shall be affiliated with the Social Ecology faculty. The three faculty members must agree to serve on the thesis committee, and the committee must be approved by the Associate Dean of the School acting on behalf of the Dean of the School. The M.A. thesis must conform to University specifications. Information about these specifications can be obtained from the manuscript advisor in the Library Archives.

**Students must advance to candidacy for the M.A. degree one quarter before the degree is awarded. Forms needed to apply for candidate status can be obtained online at the Graduate Division website at <http://www.grad.uci.edu/forms/> The M.A. thesis must conform to university specifications. Information about these specifications can be obtained from the online UCI Thesis and Dissertation manual located at [http://www.lib.uci.edu/libraries/collections/special/uci\\_td.html](http://www.lib.uci.edu/libraries/collections/special/uci_td.html) and <http://www.grad.uci.edu/current/thesis.htm>**

### **Ph.D. Students Earning the M.A. Degree in Demographic and Social Analysis**

Doctoral students sometimes opt to take their M.A. in DASA, rather than in their disciplinary department. This is particularly attractive to students who wish to acquire exposure to an active interdisciplinary field, achieve and signal special competency in demography and quantitative methods,

pursue applied research or non-academic employment, etc. Students in Psychology and Social Behavior must have approval from their faculty advisor and the graduate advisor prior to pursuing this M.A. option.

Students complete the nine-course DASA requirements (see [www.demography.uci.edu](http://www.demography.uci.edu)) in the context of their Ph.D. coursework. For example, sociology Ph.D. students satisfy the research design and statistics requirements with the same courses taken by other sociology graduate students, but they also enroll in sociology electives, including the DASA-required demographic analysis and population seminars. Courses may be applied to either the DASA M.A. or the disciplinary M.A., but not both.

Normally, the DASA M.A. requires no more units than required for the disciplinary M.A. although students still must complete any pre-M.A. requirements of their doctoral program (e.g., the second year paper presentation in sociology, a thesis in Social Ecology). Students may petition the DASA Director to have a demography-relevant, second-year sociology research presentation (or another department's M.A. requirement) fulfill the oral exit exam requirement for the DASA degree in Social Sciences. Social Ecology students may submit a relevant thesis.

Students who wish to pursue the DASA option should consult early and often with both the DASA Director and the director of their doctoral program to harmonize their programs of study. Occasionally, a UCI student chooses to discontinue doctoral study before getting an M.A. and to transfer into DASA by filing a "Petition to Change Major" Form. The advisability of this action should also be discussed with the advisors of both the doctoral program and DASA. Upon completion of DASA requirements, students apply for the DASA M.A. by filling out an advancement to candidacy petition. It is not necessary for doctoral students to make formal application for admission to the DASA Program although students should indicate their interest in a DASA degree as early as possible so that they can be included in program activities.

Colloquia, career panels, and other DASA events are generally open to our Ph.D. students along with our DASA M.A. students. Whenever possible, DASA has offered Ph.D. students the same extracurricular professionalizing experiences that our M.A. students receive (e.g., SPSS training, the annual USC Census Workshop). DASA receives no funding to support Ph.D. students. If we are not able to provide financial support or special event access to doctoral students, we encourage them to seek supplemental funding from their doctoral programs and other sources. For further information, please contact Dr. Matt Huffman – [mhuffman@uci.edu](mailto:mhuffman@uci.edu)

### **Master's in Advanced Study in Criminology, Law and Society (M.A.S.)**

The Master of Advanced Study (M.A.S.) in Criminology, Law and Society, the first online degree program of its kind in the University of California system, prepares professionals for leadership positions in the criminal justice and legal communities. The curriculum emphasizes theoretical and practical applications on topics that are central to crime and its control, social policy, and the law. In keeping with one of the main tenets of the School of Social Ecology, faculty and students approach topics from a multidisciplinary perspective.

This program is ideally suited for professionals interested in or working in the criminal justice or legal fields who are seeking a graduate degree for career advancement. The program consists of 52 units of course work completed over a two-year period (six quarters) plus a one-week in-residence requirement during the first summer. In lieu of a thesis, students are required to take a capstone course in the winter quarter of the second year of study. A degree is awarded upon completion of 13 required courses. One traditional face-to-face course taken on the UCI campus, in an accelerated format (five days), is required at the beginning of a student's course of study, with the remaining courses all completed online.

**Students enrolled in the M.A.S. degree program must receive grades of no lower than “B” in all courses required for the degree. Students are also required to maintain an overall GPA of at least 3.0.**

### **Master of Urban and Regional Planning**

The Master of Urban and Regional Planning (MURP) program trains researchers and professionals in contemporary methods of planning. It is fully accredited by the National Planning Accreditation Board, and has 17 full-time faculty members. The common mission of the Department is the transfer of knowledge to action for the betterment of neighborhoods, communities, and regions. In the masters program students gain familiarity with planning problems and practices through a series of courses on the environmental, economic, and social challenges that communities face not only in Southern California, but in the United States and in other national contexts as well. Students are provided with a rigorous intellectual foundation and critical analytical skills that prepare them to work as public, private and non-governmental sector planners. The Department supports a diverse set of opportunities for students to incorporate an international educational experience as part of their degree. Internships are strongly encouraged as part of the degree program.

A total of 72 graduate units is necessary to satisfy the Master’s degree requirements – 40 units of core courses and 32 units of elective courses – in addition to a professional report or comprehensive examination. A normal course load is 12 units per quarter (3 courses), which enables a student to graduate within two years. Students must also maintain a GPA of 3.0 or better to remain in good academic standing. A grade of B or better must be obtained in all core courses. MURP students may not apply more than 4 credits of independent study courses (U298/U299) towards their degree. The following table is a sample curriculum.

#### **Sample MURP Curriculum**

	<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Year One	History of planning	Quantitative analysis	Planning theory
	Microeconomics	Law*	Urban settlements*
	Elective	Methods*	Elective
Year Two	Professional report	Planning studio A	Planning studio B
	Elective	Elective	Elective
	Elective	Elective	Elective

\* Any course from the menu below can be used to satisfy this requirement.

**Core Course:**

- U202           History of Urban Planning
- U203           Theoretical Foundations of Planning
- U206           Microeconomic Analysis for Urban Planning
- U214           Quantitative Analysis for Planners
- U280A          Planning Studio
- U280B          Planning Studio
- U292           Professional Report Seminar

**Law Course Menu (Choose One):**

- U207           Development Control Law and Policy
- U252           Issues in Environmental Law and Policy

Methods Course Menu (Choose One):

U215	Analytical Methods for Planning
U220	Qualitative Methods: Field Work & Data Collection
U223	Regional Analysis
U228	Demographics for Planners

Urban Settlements Course Menu (Choose One):

U208	California's Population
U242	Regional Development
U244	Land Use Policy
U246	Housing Policy

The core curriculum provides all students with a general education in planning. Students are encouraged to identify a specific area of planning that they wish to develop further expertise in through the selection of their elective courses. Some examples include: affordable housing, community-based planning, international development planning, environmental planning, land use planning or transportation planning. Students are encouraged to develop a curriculum that fits their professional aspirations in consultation with the Department's faculty members and select electives both within and outside the Department. A professional report or written comprehensive examination is part of the work for the second year of study. Successful completion of the report or examination is required before the degree can be awarded. A professional report is an analysis of a real-world planning issue or process, completed in a manner that demonstrates professional judgment and competence. It provides the opportunity for students to exercise judgment in diagnosing a planning problem, in selecting appropriate analytical methods, in posing and evaluating alternative approaches, and in recommending an approach.

The range of employment opportunities for planners in the public, private and non-governmental sectors is expanding due to rapid metropolitan growth, mounting concerns over environmental sustainability, rising social inequality and the continuing need for services in poorer communities. Career paths exist in government agencies that deal with urban planning, economic development, regional growth management, air quality and water treatment and public utilities. Employment opportunities also exist with private consulting firms, residential and commercial development firms, and engineering and architectural firms. There is a growing number of exciting opportunities for planners interested in working in the non-governmental sector. Examples include working for non-profits, community-based organizations, cooperatives as well as labor unions.

**Concurrent Masters in Urban and Regional Planning and  
Masters in Science in Civil Engineering**

The Department of Civil and Environmental Engineering (CEE) and the Department of Planning, Policy, and Design (PPD) offer a concurrent degree program that allows students to jointly enroll in graduate programs to earn both a Masters of Science in Civil Engineering (MS in Civil Engineering) and a Masters in Urban and Regional Planning (MURP). This concurrent degree program requires 72 units of study and can be completed in two years, although the normal time-to-degree is two years and two quarters (pursuing each degree separately requires three years and two quarters on average).

The concurrent MS in Civil Engineering/MURP degree program is organized around two tracks: (1) transportation systems, and (2) environmental hydrology and water resources. The program core

comprises 15 graduate courses for the transportation systems track, and 13 graduate and two undergraduate courses for the environmental hydrology and water resources track.

Students enrolled in the concurrent MS in Civil Engineering /MURP degree program choose between a comprehensive exam option and a thesis option. The thesis option requires completing 72 units of study (eight of which may be taken in conjunction with the thesis research), the completion of an original research project and the writing of a thesis to describe it, required core courses, and enough units of approved electives to meet the total requirement of 72 units. The comprehensive exam option also requires completing 72 units of study as well as a professional report, which represents a substantial piece of planning practice as the capstone event. These units of study include core courses and enough units of approved electives to meet the total requirement of 72 units, with no redundancy of core classes in either CEE or PPD. Electives may include as many as eight units of independent study or approved undergraduate courses.

Undergraduates seeking admission to the concurrent MS in Civil Engineering/MURP degree should have a strong record of coursework in disciplines related to civil engineering and urban planning, and they must meet the requirements for admission in both departments. For more information on requirements <http://www.its.uci.edu/~mcnally/dual-master.html>

## **Ph.D. Programs: Degree Requirements – Please also see Advancement to Candidacy and the Doctoral Dissertation**

### **Ph.D. in Social Ecology**

The training program that leads to the Ph.D. in Social Ecology allows students to develop a tailored course of graduate study that draws upon the knowledge of several traditional academic disciplines. The emphases of this training program are in keeping with the academic mission of the School, namely, its emphases on an interdisciplinary approach to theory and research, and the application of research to policy and intervention. Students are encouraged to integrate the diverse theoretical and methodological insights of several disciplines in order to analyze important social and environmental problems from a perspective of breadth as well as depth.

The following five core courses are required: Seminar in Social Ecology (SE 200), Research Methods (C201, P201, U297, or equivalent), two approved quarters of graduate-level statistics from the Data Analysis, SE 264A and SE 264B; one additional approved graduate research methods or statistics course. In addition, students take a minimum of six elective courses, chosen in consultation with their faculty advisor.

Students are strongly encouraged to become involved in research very early in their graduate careers by participating in the research projects of the faculty. Students complete a supervised research project before they begin work on their doctoral dissertation. Research is broadly construed to include experimental methods, questionnaire and interview studies, systematic field observation, secondary analyses, legal analyses, etc. Students should begin work on this pre-dissertation research project during their first year and should complete the project during the second year in residence (preferably by the end of the winter quarter of the second year). The research project must be evaluated and approved by a committee of three Social Ecology faculty members. Normally, one faculty member will serve as the chair of the committee and the major advisor for the research, but students should consult with all three members of the committee about their research plans. [Note: Students who wish to submit the written



report of their research as a thesis in partial fulfillment of the requirements for the M.A. degree must have the membership of their thesis committee approved by the Associate Dean of the School acting on behalf of the Dean of the School and must be advanced to M.A. candidacy the previous quarter. Please see information on M.A. in Social Ecology]. Please contact the Director of Graduate Student Services if you have any questions.

A written report of the research must be prepared for evaluation by the members of the committee. The report typically will be comparable in scope and format to articles that appear in leading journals in the natural and behavioral sciences. Approval of the student's research project must be certified by obtaining the signature of each committee member on a form that is available online at <http://www.grad.uci.edu/forms/>

The student will fill out the form, print it off and submit it to the Departmental Graduate Coordinator who will route the form to obtain the appropriate signatures.

The specific form in which the research report is written -- whether as a formal master's thesis or a more conventional empirical article -- should be determined in consultation with the student's committee and faculty advisor. The potential benefits and costs of preparing a formal thesis to obtain the M.A. degree "en route" to the Ph.D. degree should be weighed carefully. Having the M.A. degree may expand the range of employment options available to students while they are in graduate school (e.g., see eligibility requirements for summer school teaching under Sources of Summer Employment), but preparation of a formal thesis may delay the student's academic progress. In addition, the formal thesis may not lend itself as readily as other research report formats to submission for consideration for publication. These and other costs and benefits should be evaluated in consultation with the student's committee and faculty advisor.

Students complete a breadth requirement during their third year of study, through which they demonstrate mastery of one or more research areas within Social Ecology. Several options are available for completing the breadth requirement, including completion of a written comprehensive examination or preparation of a major paper or series of papers that intensively examine specific research issues in Social Ecology. Preferably, the approach taken should be interdisciplinary, but a unidisciplinary approach is acceptable if it is more congruent with the student's educational goals and is acceptable to the student's committee. Each student's plans for completing the breadth requirement are developed in consultation with a committee of three Social Ecology faculty members. Students are encouraged to assemble and meet with this committee as early as possible during their graduate career, and are required to do so by no later than the third quarter of their second year of study. Please contact the Director of Graduate Student Services for details.

Once the student's plans have been approved and implemented, the committee will review the student's work to evaluate whether the breadth requirement has been fulfilled and to recommend additional work if it is deemed necessary. The breadth requirement must be completed before the student can advance to candidacy for the Ph.D.

The fourth year of study is devoted to developing and defending a dissertation proposal and conducting dissertation research. Students complete the dissertation in their fourth or possibly fifth year. (See additional information under Advancement to Candidacy and the Doctoral Dissertation. Please take special note of the School-wide deadline that requires students to advance to candidacy for the Ph.D. by the end of their fifth year of study.)

Students must complete all requirements for the Ph.D. in Social Ecology by no later than their seventh year of study, adjusted for any approved leaves of absence that the student may have taken. It is expected that most students will complete the degree requirements well in advance of this deadline. Failure to complete all degree requirements by the end of the seventh year will result in initiation of steps to terminate the student's status as a doctoral student in the Social Ecology program.

### **Ph.D. in Social Ecology, with a Concentration in Environmental Analysis and Design**

The doctoral concentration in Environmental Analysis and Design prepares students to conduct research on questions of vital importance to professionals in environmental analysis and evaluation, and on related questions on the formulation of environmental policy. These questions reflect an overarching concern with the effects of the natural and built environments on the health and social well-being of humans. This doctoral concentration particularly focuses on insights from a social ecological perspective.

Students conduct analyses of sociocultural, behavioral, and environmental factors that influence health and well-being, including public and private sector policy. The curriculum and diversity of faculty within the concentration afford unique opportunities for multidisciplinary research and training.

Potential employment sources for graduates include academic and research institutions; federal agencies; policy-making organizations; urban and regional planning agencies; national, community, and workplace health-promotion programs; and environmental design consulting firms.

The program leads to the Ph.D. degree in Social Ecology, with a concentration in Environmental Analysis and Design. The following five core courses are required: Seminar in Social Ecology (SE 200), Research Methods (C201, P201, U297 or equivalent), two approved quarters of graduate-level statistics: Data Analysis, SE 264A and SE 264B; one additional approved graduate research methods or statistics course. In addition, students who are pursuing the concentration in Environmental and Analysis Design take eight elective courses. The elective courses cover topics such as environmental health risks, urban planning, facilities design and management, behavioral epidemiology, demography, the regulatory process, urban and regional analysis, technological hazards and change, and environmental toxicology. The normative time for completion of the Ph.D. requirements is four to five years. Students are expected to become involved in research activities in their first year of graduate study. Students complete a supervised research project before they begin work on their doctoral dissertation. This pre-dissertation research project should be completed during the second year in residence (preferably by the end of the winter quarter of the second year). The research project must be evaluated and approved by a committee of three faculty members.

Normally, one faculty member will serve as the chair of the committee and the major advisor for the research, but students should consult with all three members of the committee about their research plans. [Note: Students who wish to submit the written report of their research as a thesis in partial fulfillment of the requirements for the M.A. degree must have the membership of their thesis committee approved by the Associate Dean of the School acting on behalf of the Dean of the School and must be advanced to M.A. candidacy the previous quarter.] The M.A. thesis must conform to university specifications.

Go to [http://www.lib.uci.edu/libraries/collections/special/uci\\_td.html](http://www.lib.uci.edu/libraries/collections/special/uci_td.html) and <http://www.grad.uci.edu/current/thesis.htm> for additional information on thesis/dissertation submission requirements.

A written report of the research must be prepared for evaluation by the members of the committee. The report typically will be comparable in scope and format to articles that appear in leading journals in environmental analysis and design. Approval of the student's research project must be certified by obtaining the signature of each committee member on a form that is available at <http://www.grad.uci.edu/forms/>. Students should fill out the form, print it off and submit to the Departmental Graduate Coordinator who will route it to obtain the appropriate signatures. (See additional information under Pre-dissertation Research Requirement: The Master's Option.)

Students complete a breadth requirement during their third year of study, through which they demonstrate mastery of one or more research areas within environmental analysis and design. One option for completing the breadth requirement is to write a major paper or series of papers on specific topics in environmental analysis and design. Another option available to students is to take a written comprehensive exam that addresses key theoretical and research issues within environmental analysis and design. Each student's plans for completing the breadth requirement should be developed in consultation with a committee of three Social Ecology faculty members.

Students are encouraged to assemble and meet with this committee as early as possible during their graduate career, and are required to do so by no later than the third quarter of their second year of study. (See procedures described above, for the pre-dissertation research requirement, to request approval for a faculty member outside of the School of Social Ecology to serve on the student's breadth committee.)

Once the student's plans have been approved and implemented, the committee will review the student's work to evaluate whether the breadth requirement has been fulfilled and to recommend additional work if it is deemed necessary. The breadth requirement must be completed before the student can advance to candidacy for the Ph.D.

The fourth year of study is devoted to developing and defending a dissertation proposal and conducting dissertation research. Students complete the dissertation in their fourth or possibly fifth year. (See additional information under Advancement to Candidacy and the Doctoral Dissertation. Please take special note of the School-wide deadline that requires students to advance to candidacy for the Ph.D. by the end of their fifth year of study.)

Students must complete all requirements for the Ph.D. in Social Ecology with a concentration in Environmental Analysis and Design by no later than their seventh year of study, adjusted for any approved leaves of absence that the student may have taken. It is expected that most students will complete the degree requirements well in advance of this deadline. Failure to complete all degree requirements by the end of the seventh year will result in initiation of steps to terminate the student's status as a doctoral student in the Social Ecology program.

## **Ph.D. in Criminology, Law and Society**

Criminology, Law and Society focuses on the study of crime, law and legal institutions. Students examine issues related to the etiology of crime, the impacts of crime on society, and the social and cultural context of law. Students also become acquainted with social regulation and the civil justice system, allowing them to address the nature of illegal activities as well as the response of individual and social systems to those activities.

The program aims to develop theoretical and methodological sophistication that prepares students for faculty positions at major universities, and for research, training, and administrative work in institutions of the legal system (administrative, civil, and criminal). Settings for employment include universities, governmental and private research agencies, and policy institutes.

The following five core courses are required: Seminar in Social Ecology (SE 200), Research Methods (C201), two quarters of graduate-level statistics: Data Analysis, SE 264A and SE 264B; and one additional approved graduate research methods or statistics course. Students in the Criminology, Law and Society program additionally take four required courses: Crime and Public Policy, C230; Theories of Crime, C235; Legal Reasoning and Analysis, C237; Law and Society, C239 and three elective courses in criminology, law and society. These elective courses should be chosen according to a plan that best meets the needs of the individual student, as determined in consultation with the student's faculty advisor. (Note: An initial faculty advisor for each new Criminology, Law and Society student is assigned by the Criminology, Law and Society Graduate Advisor. Students, however, are expected to choose their own faculty advisor during their first year of study based on research interests. Students must notify the Criminology, Law and Society Graduate Advisor and the Departmental Graduate Coordinator of any changes in advisors.

From the earliest stages of their graduate education, students participate in research activities in association with the projects of faculty members and of more advanced graduate students. Beginning in their first year, students are expected to initiate independent research projects under faculty supervision. Approaches to research include experiments, questionnaire and survey analyses, systematic field observation, interviews, analyses of existing data sets, computer simulation, archival searches, and legal analyses. By the end of the spring quarter of the first year, students are expected to select a topic for a research project that they will conduct during the second year of study and to obtain the agreement of a faculty member to guide this project. The second-year research project must be completed by the end of the second year, and must be evaluated and approved by a committee of two faculty members, chaired by a member of the criminology, law and society faculty. Normally, one faculty member will serve as the chair and major advisor for the research, but students should consult with both members of the committee about their research plans. The student must write a report of the research for evaluation by the members of the committee. The report of the second year project should be comparable in scope and format to articles that appear in leading journals within the field of criminology, law and society. Approval of the student's written report must be certified by obtaining the signature of each committee member on a form that is available from the Departmental Graduate Coordinator. When this form has been signed, it must be returned to the department office for retention in the student's file. Students who wish to submit the project as a thesis in partial fulfillment for the M.A. degree in Social Ecology must have three members on their thesis committee, approval by the Associate Dean acting on behalf of the Dean of the School of Social Ecology, and must have advanced to candidacy the previous quarter. [Please see additional information on the M.A. in Social Ecology]. The second year project paper and the M.A. thesis have generally equivalent standards of scholarship. Students are encouraged to consult with their faculty advisors to determine specific expectations.

Students complete a written comprehensive examination during their third year of study, which requires them to demonstrate mastery of major theoretical, substantive, and methodological issues in criminology, law and society. The comprehensive examination consists of four sections – criminological theory, crime and public policy, methods, and law and society. Students must take the exam by the Spring Quarter of their third year (adjusted for any leaves of absence) and must pass all sections of the exam by the Fall Quarter of their fourth year (adjusted for any leaves of absence). Students who do not pass one section will retake that section with new questions within thirty days of notification of the failure; students who fail two or more sections must retake the whole exam the next quarter the exam is given. Students are allowed to take the exam twice, but must pass all sections according to this timeline. Students who fail to meet this requirement will be **will be considered not in good standing and the School will petition the Dean of Graduate Division to terminate the student from graduate study in the PhD program in Criminology, Law and Society.** (Further information about the comprehensive exam will be provided by the department.)

**Doctoral students in the Department of Criminology, Law and Society who receive a failing grade (B- or lower) in a required course must register and pass the course the next time it is offered or be terminated from the program. Failing two required courses (B- or lower) at any time (even if one has been retaken and passed) will be considered not in good standing and the School will petition the Dean of Graduate Division to terminate the student from graduate study in the Ph.D. program in Criminology, Law and Society.**

The fourth year of study is devoted to developing and defending a dissertation proposal and conducting dissertation research. **Students are required to advance to candidacy by the end of fall quarter of their fifth year of study, adjusted for any approved leaves of absence.** Students complete the dissertation in their fourth or fifth year. (See additional information under Advancement to Candidacy and the Doctoral Dissertation. Please take special note of the School-wide deadline that requires students to advance to candidacy for the Ph.D. by the end of their fifth year of study.)

Students must complete all requirements for the Ph.D. in Criminology, Law and Society by no later than their seventh year of study, adjusted for any approved leaves of absence that the student may have taken. It is expected that most students will complete the degree requirements well in advance of this deadline. Failure to complete all degree requirements by the end of the seventh year will result in initiation of steps to terminate the student's status as a doctoral student in the Criminology, Law and Society program. All Ph.D. students in the Criminology, Law and Society program are required to pass a final oral defense of the dissertation.

### **Ph.D. in Psychology and Social Behavior**

The Department of Psychology and Social Behavior offers a program of study leading to a Ph.D. in Psychology and Social Behavior. The goal of this program is to train behavioral scientists to apply theory and methods in psychology and allied disciplines to the analysis of human behavior and health across the life span and in diverse sociocultural contexts. This program values both basic and applied research relevant to understanding and improving individual and societal functioning. All students select a major and a minor field of specialization from Developmental Psychology, Health Psychology, Psychopathology and Social/Personality Psychology. Students are introduced to the contextual, or social

ecological, approach to understanding human behavior in context, to major theories and concepts in each specialization, and to research methods of several social science specialties. Students are expected to become actively involved in research from the earliest stages of their training.

All must students take eight required core courses: Seminar in Social Ecology (Social Ecology 200), Research Methods in Psychology (P201), Quantitative Methods in Psychology (P264A), Advanced Quantitative Methods in Psychology (P264B), an additional research methods/data analysis course from an approved list, Applied Psychological Research (P209A), Professional Issues in Psychology (P231), and Research Directions in Psychology and Social Behavior (P294A-B-C). The three-quarter course Research Directions in Psychology and Social Behavior (P294A-B-C) allows students to increase their breadth of knowledge regarding contemporary issues and controversies in psychology and social behavior by participating in the Department's weekly colloquium series and interacting with visiting scholars and other speakers.

Students must select one of four core specialization areas in which to further focus their graduate training. Additional course requirements vary across each specialization. For the Health Psychology specialization, Health Psychology (P258) is required along with the following two courses: Health, Stress and HPA Axis (P272 - formerly titled "Psychoneuroendocrinology"), Biobehavioral Bases of Health and Illness (P273), and Psychobiology of Stress (P274). For the Social/Personality specialization, Social Psychology (P214), Personality (P233), and two additional courses from an approved list are required. For the Psychopathology specialization, the following three courses are required: Child Psychopathology (P238), Adult Psychopathology (P239) and Psychological Assessment (P245). In addition, one of the following two courses is required: Mental Health Services and Intervention (P241) or Ecological Context of Behavioral Disorder (P243). The Developmental Psychology specialization requires Developmental Psychology (P220), two life-span courses, plus one additional course from approved developmental electives.

In addition to selecting a core specialization area, students are also required to select a minor specialization and complete one required specialization course and one elective course in this area. The minor specialization and elective courses should be chosen according to the plan that best meets the needs of the individual student, as determined in consultation with the student's faculty advisor and the departmental graduate advisor. In addition to courses offered by the Department of Psychology and Social Behavior and the School of Social Ecology, students may take courses offered by other departments in other schools such as the Departments of Cognitive Science, Anthropology, and Sociology in the School of Social Sciences and the Department of Neurobiology and Behavior in the School of Biological Sciences. Approval from instructors is required to enroll in these courses.

Finally, students who are interested can pursue an optional training track in psychology and law. This track is supplemental to the requirements associated with the required specializations and supplemental to the required minor. That is, all students must complete the above-listed requirements for their specialization and minor. Then, if the student decides to complete the training track in psychology and law, this training is in addition to the requirements listed above. For the training track, a total of four courses must be taken, three required and one elective. The required courses include Social Science & Legal Process (C245), Psychology and Law (P266), and Legal Reasoning (C237). The elective must be approved by the student's faculty mentor and departmental advisor and can be a course in PSB, or in the School Social Ecology or Law, with instructor and school approval.

By the end of spring quarter in the first year of study, students are expected to select a topic for a research project that they will conduct during the second year of study and to obtain the agreement of a

faculty member to guide this project. This project is intended to provide pre-dissertation research experience in the design and conduct of an empirical study that focuses on a topic within psychology related to the student's interest and area of emphasis. The final product of the second year research project will be in the format typical of journal articles in the social sciences. The second year project must be evaluated and approved by a committee of at least two faculty members. Two of the faculty members must have a primary or secondary affiliation with in the Department of Psychology and Social Behavior and one must be a core member of the Psychology and Social Behavior faculty. The second year project must be approved by the committee by June 1<sup>st</sup> of the second year (or the following Monday if June 1<sup>st</sup> falls on a Saturday or Sunday). [Note: Students who wish to submit the written report of their research as a thesis in partial fulfillment of the requirements for the M.A. degree must have the membership of their thesis committee approved by the Associate Dean of the School acting on behalf of the Dean of the School; university policy requires M.A. theses to be evaluated by a committee of three faculty members and requires that students be advanced to M.A. candidacy the previous quarter.] Approval of the student's research project must be certified by obtaining the signature of each committee member on the online form at <http://www.grad.uci.edu/forms/>

Students should fill out the form, print it off and submit it to the Department Graduate Coordinator for routing to obtain the appropriate signatures. (See additional information under Social Ecology M.A. degree and the Pre-dissertation Research Requirement: The Master's Option.)

Students take a written comprehensive examination after their second or third year of study (a few exceptions to this time frame are available with approval from the graduate advisor and faculty mentor). To be eligible for the exam, students must have successfully passed all of the required courses in their major area of study. In order to take the exam after the second year, students must also have written approval from their faculty advisor and the graduate advisor. The examination requires the student to demonstrate mastery of the principles of social ecology and of major theoretical, substantive, and methodological issues in their major area of specialization. To help guide their preparation for this examination students receive a list of readings and a set of broad study topics in advance of the examination. A subcommittee of faculty will determine whether the student has passed the examination. Successful completion of the comprehensive examination is required before the student can advance to candidacy for the Ph.D.

The third and fourth years of study is devoted to developing and defending a dissertation proposal and conducting dissertation research. Students complete the dissertation in their third or possibly fourth year. (See additional information under Advancement to Candidacy and the Doctoral Dissertation. Please take special note of the Departmental deadline to advance, which is by June 1 of their fourth year. If students do not advance by this time, they are not eligible for funding. The School-wide deadline that requires students to advance to candidacy for the Ph.D. is the end of their fifth year of study.) If students miss the School-wide deadline, **they will be considered not in good standing and the School will petition the Dean of Graduate Division to terminate the student from graduate study in the Psychology and Social Behavior PhD program.** At least two members of the candidacy and dissertation committees must be faculty with a primary affiliation in the Psychology and Social Behavior Department. Other committee members may have a secondary appointment in PSB.

Students must complete all requirements for the Ph.D. in Psychology and Social Behavior by no later than their seventh year of study, adjusted for any approved leaves of absence that the student may have taken. It is expected that most students will complete the degree requirements well in advance of this deadline. Failure to complete all degree requirements by the end of the seventh year will result in initiation of steps to terminate the student's status as a doctoral student in the Psychology and Social

Behavior program. All Ph.D. students in the Psychology and Social Behavior program are required to pass a final oral defense of the dissertation.

Graduates enjoy a range of career opportunities. Degree recipients are well qualified for positions as university and college professors and as professionals in research organizations, government agencies, policy institutes, human service settings, educational settings, health care settings, and public and private sector health promotion programs.

### **Ph.D. in Planning, Policy, and Design**

The Planning, Policy, and Design (PPD) doctorate program trains scholars to have national and international prominence in the analysis of social problems related to the built and natural environments. The PPD degree offers four specializations – urban and community development, design-behavior research, environmental policy, and health promotion and policy. The curriculum is composed of three parts: (1) PPD core (required of all students); (2) area cores (each student affiliates with one of four areas of specialization, and is required to complete the core courses for that area), and (3) electives. All doctoral students take a total of 16 four-unit graduate courses, distributed across the Planning, Policy, and Design core, area cores, and electives. The PPD core courses are: SE200 Seminar in Social Ecology; U297 Research Design; Research Methods (choice of two – SE264A Data Analysis, SE264B Data Analysis, and U209 Qualitative Research), and two courses that provide disciplinary/theoretical orientation selected in consultation with a faculty advisor. In total, PPD students complete 72 units of study in their first two years. Participation in a faculty-supervised research project is required during the second year of study. The second year includes preparation for, and completion of, a comprehensive examination. The normal time for advancement to candidacy is four years, after which dissertation research begins.

### **Course Plan**

In the first year of study, all PPD students prepare a two-year course plan in consultation with their first-year advisors. In addition to the first-year advisor, students may wish to consult other faculty in their area of specialization. The required course plan should be approximately two pages in length, and should include a list of all courses that the student proposes to take to fulfill the Planning, Policy, and Design core (including the two classes that, jointly, fulfill the disciplinary/theoretical orientation requirement); the area core; and the elective requirements. Course sequencing should be specified in the course plan. The two-year course plan should also include a narrative describing how the proposed course of study and the proposed disciplinary/theoretical orientation are appropriate, given the student's research interests and academic background. The narrative should also specify how the two proposed disciplinary/theoretical orientation courses will fulfill the intent of the requirement that students obtain grounding in the theory related to a discipline that is appropriate to their proposed research goals.

Students must complete all requirements for the Ph.D. in Planning, Policy, and Design by no later than their seventh year of study, adjusted for any approved leaves of absence that the student may have taken. It is expected that most students will complete the degree requirements well in advance of this deadline. Failure to complete all degree requirements by the end of the seventh year will result in **a petition to the Dean of Graduate Division to terminate the student from graduate study in the Planning, Policy, Policy and Design PhD program.** All Ph.D. students in the Planning, Policy, and Design program are required to pass a final oral defense of the dissertation.



## **Pre-dissertation Research Requirement: The Master's Option**

If the student elects to prepare a master's thesis, the thesis must conform to University specifications. Information about these specifications can be obtained from the following website [http://www.lib.uci.edu/libraries/collections/special/uci\\_td.html](http://www.lib.uci.edu/libraries/collections/special/uci_td.html) UCI Thesis and Dissertation Manual.

Please note that students must be advanced to candidacy for the M.A. degree one quarter before the degree is awarded. Forms needed to apply for candidate status can be obtained online at <http://www.grad.uci.edu/forms/>. Students who wish to obtain the Master of Urban and Regional Planning degree while enrolled as a Ph.D. student, should see the departmental graduate advisor.

A thesis is not required for the Master of Urban and Regional Planning. (See summary of course work requirements under M.A. Programs: Degree Requirements). Most, though not all, Ph.D. students who wish to obtain the M.A. degree are likely to pursue the M.A. in Social Ecology. However, Ph.D. students in the Department of Planning, Policy, and Design, may prefer to obtain the Master of Urban and Regional Planning. The School does not currently offer M.A. degrees in Environmental Analysis and Design or Psychology and Social Behavior.

## **V. ADDITIONAL INFORMATION**

### **International Students**

The Office of International Students provides a variety of services to international students, including assistance with visa and immigration forms and interpretation of government regulations. Information is also available about housing, tutoring, registration, financial aid, and student activities. International students are strongly encouraged to stay in contact with the International Center - <http://www.ic.uci.edu>

### **UCI Associated Graduate Students (AGS)**

All graduate students are members of the Associated Graduate Students (AGS). The purpose of this organization is to promote the distinct needs and priorities of graduate students. Its activities include working on such issues as graduate student health insurance, rent control in the Verano housing complex, and lobbying on behalf of graduate students at the system wide level. Each academic unit has one representative for every 100 graduate students. AGS also provides funding for special projects.

### **Bulletin Boards and Other Information Sources**

Bulletin boards posted in the departments provide information that may be of interest to students, including information about job openings (local, regional, and national), conferences, departmental and School colloquia, and sources of funding. Students should check the bulletin boards regularly. Also posted are highlights of faculty and student research and announcements of interest to undergraduate and graduate students. The Chronicle of Higher Education is available in the Dean's office for review by interested students.

## **Additional Resources and Useful Websites**

Office of Equal Opportunity and Diversity: <http://www.eod.uci.edu/>

Office of the University Ombudsman: <http://www.ombuds.uci.edu/>

Counseling and Health Services: <http://www.chs.uci.edu/>

Graduate Studies Website: <http://www.grad.uci.edu/>

Social Ecology Graduate Website: <http://students.soceco.uci.edu/pages/information-current-graduate-students>

## **Contact Information for School Administrators**

Dr. James W. Meeker, Associate Dean – Students [jwmeeker@uci.edu](mailto:jwmeeker@uci.edu) (949) 824-1463

Dr. Karen S. Rook, Associate Dean – Research [ksrook@uci.edu](mailto:ksrook@uci.edu) (949) 824-4196

Dr. Maria V. Dela Cruz, Director for Graduate Student Services [mvdelacr@uci.edu](mailto:mvdelacr@uci.edu) (949) 824-5918

## **Faculty Graduate Advisors**

Dr. John Dombri, CLS (949) 824-6223 [jddombri@uci.edu](mailto:jddombri@uci.edu)

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