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

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

REGISTRATION

When and How to Register
You register for classes at UCSB through GOLD - (Gaucho On-Line Directory) http://gnet.ucsb.edu/gold/index.asp

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

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

Detailed instructions on how to register for classes can be found on the Bren web site under Academic Programs/Class Schedule: http://www.bren.ucsb.edu/academics/reg_instructions.asp.

Schedule of Classes

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

Approval Codes
An approval code is required for courses with restricted registration and/or additions to your schedule after the first full week of the quarter. When registering, you will be prompted for this 4-digit code after entering the enrollment code. These codes are course-specific and can be used only once. Approval codes for Bren classes can be obtained by contacting Bren Course Support.
staff at connie@bren.ucsb.edu. In many cases, an approval code will be required to enroll in a non-Bren class. If you need an approval code for a non-Bren class, you should talk to the instructor of the course.

**Minimum Number of Units**

Graduate Division expects each graduate student to be enrolled in a minimum of 12 units per quarter; each graduate student **must** be enrolled in **at least 8** units to be eligible for all student privileges (financial aid, student housing, library, student health, GSR/TA/Reader positions). Since the MESM program requires a minimum total of **81 units**, a normal course load for MESM students is **12-17 units (averaging 14 units) per quarter.**

**Verifying Your Schedule**

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

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

**VARIABLE UNIT COURSES**

**ESM 595 Registration**

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

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

**ESM 596 Registration**

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

Registration in ESM 596 requires an “instructor code” that can be found on the Bren School website ([http://www.bren.ucsb.edu/academics/sched.asp](http://www.bren.ucsb.edu/academics/sched.asp)) the UCSB Schedule of Classes or on
GOLD. ESM 596 may be taken for a letter grade or S/U. ESM 596 is a variable unit course; MESM students may apply only a maximum of 4 units in ESM 596 towards their MESM degree. (Any units beyond the 4-unit maximum require a Bren School Petition submitted to the Bren Assistant Dean for Academic Programs for approval.) You must discuss the registration options with your sponsoring faculty member, indicate the options chosen on your ESM 596 petition, and register appropriately.

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

Other Variable Unit Courses
The Bren School offers a number of other variable units classes, including but not limited to:
- ESM 296 - Advanced Topics in Environmental Management
- ESM 297 - Advanced Topics in Environmental Policy
- ESM 299 - Advanced Topics in Environmental Science
- ESM 430 – Workshops in Environmental Science and Management

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

ADD, DROP AND OTHER SCHEDULE ADJUSTMENTS

Schedule Adjustment Form
After the 15th day of classes (approximately the 3rd week of the quarter), any changes to your schedule can be made only by completing a Schedule Adjustment form. You must obtain the signatures of the instructor and the Bren School Assistant Dean for Academic Programs; the Registrar’s Office will obtain the signature of the Dean of the Graduate Division. You can obtain this yellow form from the Bren Academic Programs Assistant, in the student mailroom, or from the Registrar’s Office.

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

Schedule Adjustment Fees
Any changes made to your schedule (add/drop a class, grading option change, etc.) after the first week of courses will incur a schedule adjustment fee. The current fee is $3 per alteration, and is billed to your BARC account.
PETITIONS

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

A Bren School Petition form must be submitted to the Bren School Assistant Dean for Academic Programs any time you request an exception to a Bren School policy or procedure. Examples of requests include course substitution or deferral of a core course. The petition form can be found on the Bren School web site under Services/Student Forms: www.bren.ucsb.edu/services/student/petition_form02.doc.

Petitioning Out of a Core Course

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

If the professor approves a waiver, the student must submit a complete Bren School petition signed by the professor to the Academic Programs Assistant.

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

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

Deferring a Core Course

Students should take as many core courses in their first year as possible. In some instances it may be necessary and appropriate to postpone one or two core course until the second year of study. For example, a number of courses are offered only once every two years, and it may be necessary to defer a core course so that you are able to take advantage of a course being offered that is valuable for your specialization or for completion of your Group Project. Please note that ESM 208, 250, and 251 may not be deferred (although students on the 3-year plan should take ESM 208 in their second year). It is recommended that ESM 206 not be deferred unless it is absolutely necessary, since statistics is used in many classes and group projects.

Students who wish to defer a core course must:

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

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

NOTE:
• A core course that is a necessary prerequisite for elective classes listed on your POS will not be approved for deferral.
Graduate Student Petition: Change of Status, Waivers, etc.

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

Graduate Student Petition forms are also available at the reception desk in Graduate Division (3117 Cheadle Hall), in the Bren Academic Programs Assistant's office (2518 Bren Hall) and in the student form files in the student mailroom. The petition should be submitted to the Academic Programs Assistant for the Graduate Advisor’s signature (in the case of the Bren School this is the Assistant Dean, Academic Programs). The signed petition will be returned to your mailbox. You must take it to the Billing Office (12112 SAASB), pay the $15 processing fee, and submit the form to the appropriate office.

Transferring Credit

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

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

STUDENT STATUS

Part-time Students

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

International Students - ESL (English as a Second Language)

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

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

If you need to take ESL courses, you may have to defer some MESM core courses until your 2nd year. If you decide to defer a core course, please submit a Bren School petition.
**Academic Standing/ Standards of Scholarship**

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

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

**Lapsed Student Status**

Students who are neither enrolled nor on approved leave are considered to be on “lapsed status” with UCSB. Students who have allowed their status to lapse relinquish all student privileges (financial aid, library, student health, etc.) If you have enrolled, paid student fees, and wish to leave the program, you must officially withdraw from the program and cancel your registration to obtain a full or partial refund. Withdrawal forms can be obtained from the Bren Academic Programs Assistant or the Registrar’s Office. More information on withdrawing from the University can be found on the Registrar’s web site: [www.registrar.ucsb.edu/withdraw.htm](http://www.registrar.ucsb.edu/withdraw.htm).

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

**Leave of Absence**

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

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

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

**Establishing California Residency**

Since out-of-state residents must pay tuition $12,000+ in excess of what California residents pay each year, California residency is very valuable. Living in California for more than one calendar
year (366 consecutive days) is usually (but not always) sufficient to establish California residency. You should take the necessary steps to establish intent of residency immediately upon arrival in Santa Barbara. Please see the Registrar's web site for the basic components of the residency determination process: www.registrar.ucsb.edu/residenc.htm.

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

**FINAL QUARTER FEE STATUS – FILING FEE**

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

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

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

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

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

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

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

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

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

Core Course Grades

University policy requires that MESM students must earn a grade of B or better in all core courses. If you receive a B- or below in a core course, you will have to repeat the course. In rare circumstances, the Bren School can request that the Dean of the Graduate Division make an exception to the Graduate Division's policy to have a B- grade in a core course count towards the student's degree requirements. No more than one exception to policy will be requested for any student. Core courses for which a C+ or below is received must be repeated.

Elective Course Grades

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

S/U and P/NP Grades

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

Incomplete Grades

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

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

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

**In Progress Grades**

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

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

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

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

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

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

**No Record (NR)** is a grade given when the instructor has not submitted the course grade sheet to the Registrar by the first grading deadline. This usually occurs when the instructor needs more time to grade final exams or assignments. The instructor will then submit the grade sheet by the second deadline, and grades will be posted approximately 3 weeks into the quarter. If there is some question about why you received an NR grade, contact the instructor or the Bren Course Support Staff at connie@bren.ucsb.edu.

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

If you have 12 or more units of unfinished coursework, you will receive an advisory letter and placed on Academic Probation. Excessive units of unfinished coursework may block appointment to an academic apprenticeship (TA or GSR).
REQUIREMENTS FOR THE MESM DEGREE

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

Required Courses
All MESM students are required to take the following courses:

- ESM 200 – Case Studies in Environmental Science & Management (½ unit)
- ESM 201 – Ecological Principles (4 units)
- ESM 202 – Environmental Biogeochemistry (4 units)
- ESM 203 – Earth System Science (4 units)
- ESM 204 – Economics of Environmental Management (4 units)
- ESM 206 – Data Analysis – Statistics (4 units)
- ESM 207 – Environmental Law & Policy (4 units)
- ESM 208 – Organizational Theory & Behavior (4 units)
- ESM 209 – Financial Management (2-4 units) [2 units if taken after Winter 03]

One of the following 4-unit classes:
- ESM 210 – Strategic Management
- ESM 243 – Policy Analysis
- ESM 248 – Env. Institutions: Rights, Rules, & Decision-Making Systems
- ESM 250 – Analytical Methods (4 units)
- ESM 251 – Microeconomics Principles (2 units)
- ESM 401A, B, C, D – Group Project (12 units total)
- ESM 420 – Colloquia (total of 1 unit: ½ unit each academic year)

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

Students must choose one of six areas of specialization:

- Coastal Marine Resources Management
- Conservation Planning
- Corporate Environmental Management
- Public Environmental Management
- Pollution Prevention & Remediation
- Water Resources Management

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

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

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

**Colloquia**

Colloquia are lectures on diverse research topics pertinent to the mission of the Bren School presented by visiting speakers or UCSB faculty. They are an important part of the Bren School education because the colloquia offer not only a learning experience, but also an opportunity to network with environmental professionals. Generally, there are 3 colloquia per quarter. MESM students are expected to attend at least 2/3 of the colloquia each year (e.g. 6). Attendance is confirmed by the student’s signature on a sign-up sheet at the event.

Attendance at the colloquia one of the requirements for the MESM degree. During each Spring Quarter, you must enroll in ESM 420 and receive one-half (.5) unit and a satisfactory grade for successful completion of the colloquia requirement. Students will not be recommended for degree conferral if they have not participated appropriately and have earned the 1.0 total unit for attendance.

Students who are on the 3-year track will earn the 1.0 total unit by:
- attending at least three colloquia each year,
- attending a total of 12 colloquia over the course of the three years and
- enrolling in ESM 420 in the Spring Quarter of both the second and third years as described above.

We anticipate that the total number of colloquia in 2003-2004 will be reduced to 7 since we will be engaged in faculty recruitment and will have many visitors and seminars in support of this effort. Thus, the colloquium requirement for 2004 will be attendance at 5 colloquia instead of the usual 6. Students who began the three-year program in Fall 2003 must attend at least 2 colloquia in 2004, and they will be able to reduce their total requirement from 12 to 11.

In 2003-2004, students may substitute two Bren seminars in place of one Colloquium, i.e., attending four Colloquia and two Bren seminars. If this option is chosen, he Academic Programs Assistant must be notified in advance of the student’s participation in the two seminars.


**Group Project**

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

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

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

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

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

For the Class of 2005, the deadline for submitting your POS is Friday, January 30, 2004.

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

Developing Your Individual Program of Study

1. Review the Sample POS for your Chosen Specialization

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

2. Download the MESM Program of Study Form on the Bren web site under Services/Student Forms.

   - Students who began the program in Fall 2002 must use the 2004 form: http://www.bren.ucsb.edu/services/student/POS/POS_CO2004.doc.
   - Students who began the program in Fall 2003 must use the 2005 form: http://www.bren.ucsb.edu/services/student/POS/POS_CO2005.doc

Do not use the sample POS forms.

3. Identify your specialization’s Key Courses

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

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

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

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

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

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

For each of the categories in your POS:
1. state how many courses in that category you plan to take
2. list the possible courses.
3. Indicate the total number of unit from the category you will be taking

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

<table>
<thead>
<tr>
<th>Course #:</th>
<th>Course Title:</th>
<th>Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESM 245</td>
<td>Cost Benefit Analysis</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ESM 242</td>
<td>Natural Resources Economic and Policy</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ESM 244</td>
<td>Valuing Environmental Quality</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ESM 246</td>
<td>International Environmental Economics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Number of Courses:** 2 of 4

**Total Units:** 8

For each of the categories, indicate how many courses in that category you will take and list the possible courses. For example, the “Number of Courses, 2 of 4” above indicates that you are planning on taking two of the four courses listed, but you are not positive which two you will take.

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

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

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

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

6. Meet with the Specialization Advisor

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

7. Submit your Approved POS.

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

In summary, the steps for POS preparation are:

1. Draft your POS using the POS form for your class found on the Bren web site;
2. Meet with a faculty member or members to discuss your draft POS and make any recommended changes;
3. Submit your POS form to the specialization faculty advisor for signature;
4. Submit both your signed POS form and an electronic version to the Academic Programs Assistant;

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

A Few POS Rules

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

- Your POS need not be limited to ESM courses alone; you may - and are encouraged to - include courses from other departments.

- You may include upper-division undergraduate courses if your specialization leader feels the courses provide rigorous and relevant training and no graduate level courses in the subject area are available at UCSB. NOTE: No more than 8 units of undergraduate work can be applied to the 81 units needed for your degree.
• No more than 4 units of 596 may be included on a POS.

• No more than 4 units of 400-level coursework (beyond ESM 401A, B, C and D) may be included on a POS. However, you may want to take more than this since many of these courses provide special professional development opportunities.

Changing/Updating Your Program of Study

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

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

FINAL POS

No later than the second week of Spring Quarter of your last year, you must submit your final POS to the Academic Programs Assistant. The final POS must list all the coursework you have completed, as well as the grades you have received for all classes. The GPA will use this final POS to do the official grade check for graduation.

STUDENT ADVISING

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

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

BREN SCHOOL MESM PROGRAM COMMITTEE

The Bren School’s MESM Program Committee is an oversight committee charged with maintaining a top notch MESM program. The Bren School’s MESM Program Committee includes Bren School faculty members and the Assistant Dean for Academic Programs. Members for 2003-2004 include Chris Costello (Chair), Cathie Ramus, Hunter Lenhan, Royand Geyer, Oran Young, Laura Haston and Dave Parker.

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