

University of Massachusetts Boston



School for the Environment

“Building a Beacon”

UNDERGRADUATE STUDENT HANDBOOK

Version 1

Academic Year 2018-2019

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### I. HANDBOOK INTRODUCTION

The School for the Environment (SFE) has produced this handbook to provide a useful source of information to orient you to SFE and the University of Massachusetts Boston (UMB) and assist in planning your program of study. **This version of the handbook is designed for first-year and transfer students on Academic Year 2017-2018 degree plans.** Students are required to read the handbook. It contains rules and regulations, procedures, options, curriculum requirements, resources at UMB and SFE, and other pertinent information. Read the entire handbook before you begin classes. Continue to reference the handbook frequently during your career at UMB to remain aware of your obligations as well as to investigate the many support services and academic opportunities available to you. Students are responsible for adhering to all UMB and SFE policies, procedures, and academic deadlines, and for consulting with advisors on a regular basis to optimize their undergraduate experience. Please check the SFE website periodically for updates.

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### II. SFE OFFICE, STAFF, AND FACULTY

#### SFE OFFICE AND WEB PAGE INFORMATION

- The SFE administrative office is in the Science Building, 1<sup>st</sup> Floor, Room 012 (S/1/012). The office houses the SFE staff (Dean, Undergraduate Program Coordinator, Assistant Dean, Business Manager, Office Manager, and Administrative Assistant) and a student computer room/ student lounge. The SFE Academic Achievement Services Center, a resource for undergraduate student success, is in the SFE and is led by the SFE Undergraduate Program Coordinator.
- The SFE web pages is located at: <https://www.umb.edu/academics/environment>

#### SFE STAFF

- **Dean:** Dr. Robyn E. Hannigan, Science/1/012, 617-287-7440, [TheGreenDean@umb.edu](mailto:TheGreenDean@umb.edu)
- **Undergraduate Program Director:** Dr. Alan D. Christian, ISC/1/1710, 617-287-6639, [alan.christian@umb.edu](mailto:alan.christian@umb.edu)
- **Undergraduate Program Coordinator:** Dr. Elizabeth Boyle, Science/1/012, 617-287-4756, [elizabeth.boyle@umb.edu](mailto:elizabeth.boyle@umb.edu)
- **Associate Dean:** Dr. William E. Robinson, ISC 2440, 617-287-7456, [William.robinson@umb.edu](mailto:William.robinson@umb.edu)
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- **Office Manager:** Ms. Paula Cameron, Science/1/012, 617-287-7441, [paula.cameron@umb.edu](mailto:paula.cameron@umb.edu)
- **Administrative Assistant:** Ms. Jolanda Omari, Science/1/012, 617-287-7440, [jolanda.omari@umb.edu](mailto:jolanda.omari@umb.edu)

#### SFE FACULTY

- Core Faculty
  - Robert Bowen, Associate Professor of Environmental Policy and Management, [bob.bowen@umb.edu](mailto:bob.bowen@umb.edu), ISC 2100, Environmental Policy and Management Track Advisor
  - Bob Chen, Professor of Organic Geochemistry and Marine Organic Chemistry, [bob.chen@umb.edu](mailto:bob.chen@umb.edu), ISC 2400, Marine Sciences Track Advisor
  - Alan Christian, Undergraduate Program Director, Associate Professor of Freshwater Ecology, [alan.christian@umb.edu](mailto:alan.christian@umb.edu), ISC 1710
  - Ellen Douglas, Graduate Program Director, Associate Professor of Hydrology, [ellen.douglas@umb.edu](mailto:ellen.douglas@umb.edu), ISC 1750, Earth and Hydrologic Sciences and Geospatial Analysis and Modeling of the Environment Tracks Advisor
  - John Duff, Associate Professor of Environmental Law and Policy, [john.duff@umb.edu](mailto:john.duff@umb.edu), ISC 2130, Policy and Management Track Advisor

## SFE Undergraduate Handbook: Academic Year 2017-2018

- Eugene Gallagher, Associate Professor of Benthic Ecology and Statistics, [Eugene.gallagher@umb.edu](mailto:Eugene.gallagher@umb.edu), ISC 2420, Marine Sciences Track Advisor
- Robyn Hannigan, Founding Dean, Professor of Geochemistry, [TheGreenDean@umb.edu](mailto:TheGreenDean@umb.edu), Science/1/012
- Chi-Kan Richard Hung, Associate Professor of Community Development, [Richard.hung@umb.edu](mailto:Richard.hung@umb.edu), Wheatley Hall/4<sup>th</sup> Floor/144-128A, Community Development Advisor
- Paul Kirshen, Professor of Climate Adaptation, [paul.kirschen@umb.edu](mailto:paul.kirschen@umb.edu), ISC 2100, Earth and Hydrologic Sciences and Geospatial Analysis and Modeling of the Environment Tracks Advisor
- Georgia Mavrommati, Assistant Professor of Ecological Economics, [Georgia.mavrommati@umb.edu](mailto:Georgia.mavrommati@umb.edu), ISC 2410, Policy and Management Advisor
- ZhongPing Lee, Professor of Optical Oceanography, [zhongping.lee@umb.edu](mailto:zhongping.lee@umb.edu), ISC 2100, Earth and Hydrologic Sciences Advisor
- Helen C. Poynton, Associate Professor of Molecular Ecotoxicology, [helen.poynton@umb.edu](mailto:helen.poynton@umb.edu), ISC 2450, Marine Sciences Advisor
- Antonio Raciti, Assistant Professor of Environmental Planning and Ecological Design, [Antonio.raciti@umb.edu](mailto:Antonio.raciti@umb.edu), ISC 1720, Urban Planning Community Development Graduate Program advisor
- Kenneth Reardon, Urban Planning and Community Development Graduate Program Director, Professor of Urban Planning, [Kenneth.reardon@umb.edu](mailto:Kenneth.reardon@umb.edu), ISC 2140, Community Development Advisor
- Karen Ricciardi, Associate Professor of Mathematical Geology, [Karen.ricciardi@umb.edu](mailto:Karen.ricciardi@umb.edu), ISC 1720, Earth and Hydrologic Sciences and Geospatial Analysis and Modeling of the Environment Tracks Advisor
- William E. Robinson, Professor of Environmental and Aquatic Toxicology, [William.robinson@umb.edu](mailto:William.robinson@umb.edu), ISC 2440, Marine Sciences Advisor
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- David Terkla, Professor of Economics and Dean, College of Liberal Arts
- David Timmons, Assistant Professor of Economics, College of Liberal Arts, [david.timmons@umb.edu](mailto:david.timmons@umb.edu), Wheatley Hall/05/029
- Michael Tlusty, Associate Professor of Sustainability Sciences, [Michael.tlusty@umb.edu](mailto:Michael.tlusty@umb.edu), ISC 1740, Environmental Studies and Sustainability and Environmental Science Marine Sciences Track advisor
- Juanita Urban-Rich, Associate Professor of Zooplankton Ecology, [Juanita.urban-rich@umb.edu](mailto:Juanita.urban-rich@umb.edu), ISC 2430, Marine Sciences Advisor
- Alan Wiig, Assistant Professor of Community Development, [alan.wiig@umb.edu](mailto:alan.wiig@umb.edu), ISC 1700, Community Development Advisor
- Zong-Guo Xia, Vice Provost for Research & Strategic Initiatives, Professor of Environmental Earth and Ocean Sciences

## **SFE Undergraduate Handbook: Academic Year 2017-2018**

- **Affiliate Faculty**
  - Jarrett Byrnes, Assistant Professor of Biology - Marine Ecology; Biodiversity and Ecosystem Function; Climate Change Ecology
  - Amy Den Ouden, Associate Professor of Women's and Gender Studies, College of Liberal Arts
  - Ron Etter, Professor of Biology - Evolution and Ecology of Marine Invertebrates
  - Maria Ivanova, Associate Professor, Department of Conflict Resolution, Human Security, and Global Governance; McCormack Graduate School
  - David Levy, Professor of Management, Director, Grants
  - Jack Wiggin, Director, Urban Harbors Institute
  - Roberta L. Wollons, Professor of History, College of Liberal Arts
  - Meng Zhou, Professor of Physical Oceanography, School for the Environment

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### III. ACADEMIC CALENDAR AND DEADLINES

#### FALL SEMESTER 2017

September 4 (Monday)	Labor Day (Holiday)
September 4 (Tuesday)	Semester Begins
September 13 (Tuesday)	Add/drop period ends (except for College of Advancing and Professional Studies)
October 9 (Monday)	Columbus Day (Holiday)
October 27 (Friday)	Last day to file for Dec. 2017 Graduation
November 6 (Monday)	Spring/Winter 2018 Registration Begins
November 11 (Saturday)	Veterans Day (Holiday)
November 22 (Wednesday)	Pass/Fail Withdrawal deadline
November 23 to 26 (Thursday to Sunday)	Thanksgiving Recess
November 27 (Monday)	Classes Resume
December 13 (Wednesday)	Semester Ends
December 14 to 15 (Thursday and Friday)	Study Period
December 16 to 22 (Saturday to Friday)	Final Exam Period
December 23 (Saturday)	Emergency Snow Day
December 29 (Friday)	Fall 2017 Grades Due Online
Class meetings: M(13) Tu(15) W(15) Th(13) F(13)	

#### WINTER SEMESTER 2018

January 2 (Tuesday)	Semester Begins
January 5 (Friday)	Emergency Snow Day*
January 12 (Friday)	Emergency Snow Day*
January 15 (Monday)	Martin Luther King Day (Holiday)
January 19 (Friday)	Semester Ends
January 20 (Saturday)	Emergency Snow Day
January 26 (Friday)	Winter 2018 Grades Due Online
(*classes run Monday-Friday except on holidays; Saturdays used as snow days if needed)	

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### SPRING SEMESTER 2018

January 22 (Monday)	Classes Begin
January 29 (Monday)	Add/Drop (except for CAPS)
February 5 (Monday)	Drop for 100% refund CAPS
February 8 (Thursday)	Mid-term rosters generated
February 19 (Monday)	Presidents Day (Holiday)
March 9 (Friday)	Last day to file for May/August 2018 Graduation
March 11 to 18 (Sunday to Sunday)	Spring Vacation
March 19 (Monday)	Classes Resume
April 2 (Monday)	Summer/Fall 18 Registration Begins
April 16 (Monday)	Patriots Day (Holiday)
April 20 (Friday)	Pass/Fail/Withdrawal Deadline
May 9 (Wednesday)	Classes End
May 10 to 11 (Thursday to Friday)	Study Period
May 12 to 18 (Saturday to Friday)	Final Exam Period
May 25 (Friday)	Spring 2018 Grades Due Online
May 25 (Friday)	Commencement
May 28 (Monday)	Memorial Day (Holiday)
Class meetings: M(13) Tu(15) W(15) Th(14) F(14)	

### SUMMER SEMESTER 2018

May 29 to June 28 (Tuesday to Thursday)	Summer Session I (CE1)
May 29 to July 12 (Tuesday to Thursday)	Summer Session I (CE2)
May 29 to July 26 (Tuesday to Thursday)	Summer Session I (CE3)
May 29 to August 23 (Tuesday to Thursday)	Summer Session (Online)
July 1 to August 2 (Sunday to Thursday)	Summer Session II (CE4)
July 4 (Wednesday)	Independence Day (Holiday)
July 16 to August 2 (Monday to Thursday)	Summer Session II (CE5)
July 16 to August 23 (Monday to Thursday)	Summer Session II (CE6)

#### IV. UNIVERSITY POLICIES

##### Academic Conduct Statement:

- It is the expressed policy of the University that every aspect of academic life—not only formal coursework situations, but all relationships and interactions connected to the educational process—shall be conducted in an absolutely and uncompromisingly honest manner. The University presupposes that any submission of work for academic credit indicates that the work is the student's own and follows University policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively, up to and including revocation of the degree. Students are required to adhere to the Code of Student Conduct, including requirements for academic honesty, delineated in the University of Massachusetts Boston Bulletin, found at: [http://www.umb.edu/life\\_on\\_campus/policies/community/code](http://www.umb.edu/life_on_campus/policies/community/code)

##### Accommodations Statement:

- The University of Massachusetts Boston is committed to providing reasonable academic accommodations for all students with disabilities. This syllabus is available in alternate format upon request. If you have a disability and feel you will need accommodations in this course, please contact the Ross Center for Disability Services, Campus Center, Upper Level, Room 211 at 617.287.7430. <http://www.umb.edu/academics/vpass/disability/> After registration with the Ross Center, a student should present and discuss the accommodations with the professor. Although a student can request accommodations at any time, we recommend that students inform the professor of the need for accommodations by the end of the Drop/Add period to ensure that accommodations are available for the entirety of the course.

##### Inclement Weather and Emergency Policy:

- In the event that a snowstorm, other inclement weather or emergency presents a risk to commuting faculty, staff, students, and visitors, an appropriate campus response will be determined by the Chancellor, the Provost, the Vice Chancellor for Administration and Finance and the Vice Chancellor for Student Affairs. Campus closing procedures differ depending on the timing of the decision to close and the expected length and severity of the inclement weather or situation. The essential factor in the decision is the safety of those commuting to and from the campus. However, inclement weather or situations affecting only a limited number of commuters will not usually result in a campus closing. Always use sound personal judgment and knowledge of local weather and traffic conditions when deciding your commute to and from campus. Staff will be allowed to use accrued time accordingly and are reminded to follow their department's normal attendance procedure for calling in late/absent.
- The UMass Boston ALERT System will communicate campus closure via text and email. To sign-up for the UMass Boston Alert System please go to <https://www.getrave.com/login/umb>. The UMass Boston website, <http://www.umb.edu>, will post announcements. The main switchboard, (617) 287-5000, will carry voicemail announcements. The following radio and TV stations and/or their websites will carry announcements starting at 5:30 am: **WUMB FM (91.9); WBZ TV (Channel 4); WCVB (Channel 5); WHDH (Channel 7); FOX (Channel 25); Twitter –**

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<http://twitter.com/#!/umassboston>; and *Facebook* –  
<http://www.facebook.com/pages/Boston-MA/University-of-Massachusetts-Boston/1396200020>

- **University Closed / Classes Canceled** means: All harbor campus classes and events canceled; All offices and the Library closed; and Essential and assigned snow day personnel to report at scheduled time.
- **Delayed Opening / Early Morning Classes Canceled**: Essential and assigned snow day personnel to report at scheduled time; All other staff to report to work at 10:00 a.m.; All harbor campus morning classes and events are canceled; and Campus will open for classes and events at 11:00 a.m.
- **Evening Classes Canceled** means: All harbor campus classes and events beginning at or after 4:00 p.m. are canceled; All offices and Library closed at 4:00 p.m.; Essential and assigned snow day personnel to report at scheduled time; and All other staff will be allowed to leave by 4:00 p.m.

## V. UNIVERSITY ACADEMIC POLICIES

### Course Pass/Fail Option

- You can file for the pass/fail option through WISER at any time after your initial registration until the deadline. If you receive a grade of "F," it will count as a failure and against your cumulative average. If you successfully complete the course, you will earn a grade of "P" and the course will be counted toward your graduation requirements, but it will not affect your cumulative grade point average. Undergraduate students may take one course each semester on a pass/fail basis, up to a maximum of eight. (Mandatory pass/fail courses do not count toward this limit.). You cannot cancel a pass/fail choice after the deadline.
- **Please note:** The requirements for majors in the School for the Environment do not permit you to take courses that count toward your major pass/fail. Be sure to check with your college or program BEFORE you select the pass/fail option.

### Course Repeat Policy

- You may repeat any course regardless of the grade you earned in the course with the exception of courses taught in sequential order (see below). You may not repeat a course if it is the pre-requisite for a more advanced course you have already taken and passed. No exceptions to this rule. You may repeat a course only once. You may choose to exercise the option of repeating courses only four times in your undergraduate career. If you choose to repeat a course, both grades for the course will be posted on your transcript but only the second grade will be counted toward your grade point average and you will only receive graduation credit for the second course. The course repeated must be identical to the first course taken (same department, course number and title)
- Exceptions to repeat policy procedures below: Certain courses (such as Special Topics and Independent Study courses, among others) can be repeated for credit but that a poor grade in such a course cannot be replaced by a grade from a later retake of the course. Instead, each grade will count toward the student's cumulative average, and each time the student passes such a course s/he will earn credits.
  - Certain colleges and/or majors may have additional limitations on which or how many courses may be retaken. Students are advised to check with their major departments before retaking any course.

### Course Withdrawal Option

- You may withdraw from any individual course. If you do so you will be given a grade of "W", which will remain on your record but will not affect your cumulative grade point average. You may register for the same course in another semester. You cannot withdraw from a course after the deadline. There are no refunds for course withdrawals. If you do not attend classes, you will not be withdrawn automatically. Unless your instructor takes attendance and submits a grade of "NA" to the Registrar's Office, you will receive a grade of "F" for the course. To withdraw from a course, use the [WISER](#) system and follow the instructions.

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### University Withdrawal

- For the fall and spring semesters you may withdraw from the university before the last day of classes of the semester, although the effective date of withdrawal is that on which all forms are completed, signed, and returned to the Office of the Registrar. Students withdrawing receive a “W” for each course in which they are enrolled. Failure to complete a withdrawal form will result in the recording of the grade of “F” for all courses at the end of the term.
- Before withdrawing from the university:
  - You must read all instructions on University Withdrawal form
  - You must complete the University Withdrawal form
  - **Undergraduates** must consult with a member of the University Advising Center
  - **Graduate Students** must consult with your Graduate Program Director
  - **International students** must notify the Office of Global Programs at 617.287.5586. Failure to do so may result in termination of student status.

### Course Incomplete Grade Policy

- The grade incomplete (INC) is reported only where a portion of the assigned or required class work, or the final examination, has not been completed because of serious illness, extreme personal circumstances, or scholarly reasons at the request of the instructor. If your record is such that you would fail the course regardless of your missing work, you will fail.
- Permission of the instructor must be obtained and the form for Grade Incomplete must be completed.
- If you are receiving the grade of incomplete (INC), you are allowed up to one year in which to complete the course. The new grade must be submitted to the Registrar by the grading deadline for that semester, i.e., by the end of the **next fall** for the fall semester incompletes. The grade for any course not completed by this deadline will be converted to the grade of 'IF'.
- Students must meet with the faculty and complete the course Incomplete Contract form.
  - The incomplete contract will require the following signatures:
    - Student
    - Instructor
    - Signature of receipt from the department in which the course is taught (NEW)
  - The signed incomplete contract will be distributed to:
    - Student -copy.
    - Instructor -copy.
    - Department in which the course is taught -copy
    - Office of the Registrar (NEW) -original
  - Grade processing will be done by the Office of the Registrar upon receipt of the signed incomplete contract. Like the change of grade process, only faculty and authorized department staff may deliver incomplete contracts to the Office of Registrar.

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### Credit Load

- Undergraduate Students may enroll for no more than seventeen (17) credits per semester including summer. After the first semester, however, students may ask to take additional course credits under the following conditions:
  - the student's overall grade point average is 3.0 (or above)
  - the grade point average for the previous semester is 3.5 or higher and includes at least 15 credits
  - [the permission for Credit Overload form](#) is completed and approved by the Office of Undergraduate Studies

### Non Attendance (NA) Grade

- The "NA" grade may be placed on a student's transcript if the student has registered for a course, and:
  - did not attend the course during the Add/Drop period, and
  - failed to drop the course by the published Add/Drop deadline, and
  - if course attendance is taken and faculty submit "NA" grade roster by designated deadline

The "NA" grade does not affect a student's grade point average. The student is, however, responsible for all tuition and fees for the "NA" course. The only condition in which the "NA" grade may be removed from a student's transcript is if the student specifically withdraws from the course on or before the published deadline.
- Faculty who take attendance may submit an "NA" by the designated deadline usually during the first month of the semester.

### Readmission Policy

- Undergraduate Students
  - Students who leave the University in good standing may resume their studies by completing the [Readmission Form](#) with a readmission fee of \$60.00 in a check or money order made payable to the University of Massachusetts Boston. You will be notified in writing of your readmission status.
  - Students who have been dismissed from the University and wish to resume their education should also write a letter of appeal addressed to the Standards and Credits Committee of their college or program and make an appointment for an interview with a member of the advising staff of their college or program.
  - All previous course work at the University remains part of the permanent record for students who have been readmitted, and the cumulative average includes all prior grades, regardless of how much time elapsed between enrollments.

### Residency Classification

- Residency, in-state versus out-of-state status for calculating tuition and fees, is determined at the time of admission (or re-entry into the university, if you have been out of school), based upon your responses to the residency section of the application. A student's residency status typically does not change for the duration of their studies at

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UMass Boston. If you were determined to be an out-of-state student upon admission, you will always be an out-of-state student, barring significant change in circumstances.

- To view the rules and regulations governing residency please read this document: [Rules and Regulations Governing Residency Status of Students for Tuition Purposes](#)
- If you feel you have such a change in circumstances, please read and respond to our [Residency Classification Worksheet](#). This worksheet will help you determine whether not your situation may warrant a residency appeal/request for reclassification. Just as importantly, it will also clearly explain why you may not be eligible for in-state status.
- Please note that per Board of Higher Education policy, “Residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education.” (Rules and Regulations Governing the Residency Status of Students for Tuition Purposes: section 2.2).
- If, after completing the checklist, you believe you are eligible to request a reclassification, the appropriate forms ([Residency Reclassification Request](#) with all supporting documents) must be filed with the **Registrar’s Office, 4th Floor, Campus Center**, no later than the last day of the add/drop period of the term for which you are requesting reclassification.

### Family Education Rights Privacy Act (FERPA) Rights as a Student

- The Family Educational Rights and Privacy Act (FERPA) of 1974 established regulations governing access to every students Umass Boston records.
- For detailed information on these rights, please visit: [https://www.umb.edu/registrar/academic\\_policies/rights\\_as\\_a\\_student\\_ferpa](https://www.umb.edu/registrar/academic_policies/rights_as_a_student_ferpa)

### Class Attendance

- The university expects students to attend all regularly schedule class meetings. Students are responsible for adhering to course attendance policies, just as they are responsible for completing course assignments. Attendance and participation in class (including online courses) are fundamental parts of the learning process and key factors in academic success.
- Instructors may require attendance in their courses. Attendance policies should be clearly stated in each course syllabus, including whether any portion of a student’s grade is based on attendance and/or class participation. Instructors reserve the right to adjust grades due to unexcused absences, provided they state this clearly in the course syllabus.
- Students who have extended absences from class, whether excused or unexcused, should talk with their instructor to discuss whether successful completion of the course is possible.
- While the university has no institutional attendance policy, it does excuse absences in the cases described below.
  - *Excused Absences:* The university recognizes that there are legitimate and verifiable circumstances that may occasionally result in a student’s absence from

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class. It is the student's responsibility to plan their schedules to minimize these absences. When a student has prior knowledge of an event that will require them to be absent from class, it is the student's responsibility to inform the faculty member in writing. This notice should be given as soon as possible, preferably at the beginning of the semester. While students will not be penalized for missing class due to an excused absence, they are expected to be responsible for materials discussed in class. Students who have missed in-class work, such as tests, quizzes, or laboratory/studio assignments, are expected to make themselves available to make up this work. In all cases, students are expected to complete all course work in a timely manner and instructors are expected to offer reasonable assistance and deadlines for students to make up missed work in a timely manner.

- Excused absences include:
  - Religious observances: In accordance with Chapter 151C, Section 2B of the General Laws of Massachusetts, the university requires that instructors excuse any student absent due to religious observance. This section states:

"Any student in an educational or vocational training institution, other than a religious or denominational education or vocational training institute, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study, or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."
  - University-sanctioned or approved activities (for example, intercollegiate athletic games or competitions, student government obligations, required class field trips, presenting at conferences, etc.)
  - Jury duty, military obligations or other governmental obligations.
  - Health procedures
    - Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care provider's policy. Note that in accordance with Title IX, absences due to pregnancy or related conditions shall be excused for as long as the student's doctor deems the absences medically necessary.
  - Illness or injury to the student; death, injury or serious illness of an immediate family member.
    - Students may be asked to provide appropriate documentation from their health care providers, within the limits of the health care providers' policies, or other appropriate offices. Students should notify instructors as soon as possible in the event of this type of absence.

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- Other emergency or catastrophic events  
In the event of an emergency (automobile accident, for example), students may be asked to provide appropriate documentation and should notify instructors as soon as possible. It is expected that these events will be rare.
- *Additional information*
  - Instructors are under no obligation to allow students to make up work for unexcused absences.
  - In cases where unusual circumstances cause a student to miss a significant amount of class time for reasons beyond the student's control, the student should confer with the instructor to determine the best course of action. In general, students who miss a significant portion of class meetings, whether due to excused absences or unexcused absences, are advised to withdraw from the course in question.
  - Students should note that failure to attend class does not constitute withdrawal. Instructors should assign the letter grade of "F" to students who do not drop or withdraw from a course by the published deadlines.
  - Students who are called to active duty service should consult with the Office of Veterans' Affairs regarding the options of a complete drop of all courses, a full withdrawal or, if appropriate, the application of incomplete grades (note that regular deadlines for making up the incomplete still apply).
  - Student-athletes will notify faculty in advance about possible conflicts between scheduled class requirements and scheduled athletic contests. At times, competition schedules change on short notice. In all cases, students will notify faculty as soon as possible of any resulting conflicts.
  - Students who have questions about attendance policies should consult first with the instructor, and then, if necessary, with the department chair.
  - During the add-drop period, with the approval of their department, instructors may drop a student who does not attend the first class meetings (or, in the case of an online course, does not log in and participate in required work) and who has not communicated his or her intention of attending the class to the instructor or to the department chair.

### Second Degree/Previous Degree

- A student is considered to be seeking a second baccalaureate degree if the student has previously earned a baccalaureate degree at a college or university accredited by one of the United States' regional accrediting bodies. To obtain a second baccalaureate degree at UMass Boston, a student is required to complete the requirements of the declared major, complete at least thirty credits in residence and maintain a cumulative grade point average of at least 2.0. (Note that students whose first baccalaureate degree is from UMass Boston may be subject to additional restrictions. Students whose degree is from another school must have 120/123 credits to graduate.)
- Students whose first degree is from UMass Boston can apply for a second undergraduate degree using the Second Degree application:

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- [https://www.umb.edu/editor\\_uploads/images/registrar/Second\\_UMass\\_Boston\\_Degree\\_Undergraduate\\_SP16.pdf](https://www.umb.edu/editor_uploads/images/registrar/Second_UMass_Boston_Degree_Undergraduate_SP16.pdf)
- Students whose first degree is from another school should file an admissions application. For information on applying and financial aid please check our web page:
- <https://www.umb.edu/admissions>
- Advising information for students with a previous degree: [Click Here](#)

### Latin Honors (overall GPA)

- Summa Cum Laude – GPA of 3.75 and above
- Magna Cum Laude – GPA of 3.5-3.74
- Cum Laude – GPA of 3.3 to 3.49

### Dean's List

- Dean's List achievement is noted on a student's transcript when s/he has achieved a certain overall minimum grade point average (GPA) in a given semester.
- The SFE Dean's List Standards are: minimum of 12 credits with a GPA of 3.5 GPA or higher.

### Academic Standing

Academic Standing	Description	Consequence	Eligibility for fall and spring semesters <sup>4</sup>	Eligibility for summer sessions <sup>6</sup>	Eligibility for Readmission
<b>Good Standing</b>	Cumulative grade point average (GPA) of 2.0 or higher <sup>2</sup>	n/a	Yes	Yes	Automatic with Application for Readmission form <sup>4</sup>
<b>Alert</b>	At the end of a student's first semester at UMass Boston if the GPA is below 2.0.	n/a	Yes	Yes	With approval <sup>5</sup>
<b>Warning</b>	Any semester in which a student's term GPA is below 2.0 and the cumulative GPA is 2.0 or higher.	n/a	Yes	Yes	Automatic with Application for Readmission form <sup>4</sup>
<b>Probation</b>	At the end of second or subsequent	Cannot hold any official student club or center	Yes	Yes	With approval <sup>5</sup>

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	semester, in which a student's cumulative GPA is below 2.0 <sup>3</sup>	leadership position or participate on an athletic team.			
<b>Extended Probation</b>	After one or more semesters in which a student is on probation. Cumulative GPA remains below 2.0, but the term GPA is at or over 2.3 (based on, at least six credits with grades other than 'Inc' 'P' or 'F'). Students may be eligible for multiple semesters on extended probation. <sup>3</sup>	Same as for probation.	Yes	Yes	With approval <sup>5</sup>
<b>Suspension</b>	If after a semester on probation, a student's GPA is below 2.0., and doesn't meet criteria for extended probation.	Ineligible to enroll for a minimum of one semester. Suspension notation made on student's transcript.	No	Yes	With approval and after one semester of inactive status <sup>5</sup>
<b>Dismissal</b>	Dismissal will occur if student does not meet retention standard set by the readmitting authority.	Dismissal notation made on student's transcript. Ineligible to enroll for a minimum of one year. Ineligible to receive approval for additional transfer courses during absence	No	No	With approval and after one year of inactive status. <sup>5</sup>

- Notes:1. These regulations apply to students in the School for the Environment, College of Education and Human Development, College of Liberal Arts, College of Management,

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College of Public and Community Service, and the College of Science and Mathematics, and the College of Advancing and Professional Studies. Students in the College of Nursing and Health Sciences follow an additional set of academic standards, which can be found on their [website](#).

### **Satisfactory Academic Progress (SAP)**

- Students that file FASFA applications will be reviewed for their SAP status each year.
- In order to receive financial aid students are required to
  - maintain a grade point average (GPA) of 1.75 or higher as a Freshman (0-24 credits earned)
  - maintain a grade point average (GPA) of 2.0 or higher as a returning student (25 or more credits earned)
  - complete 67% of all credits/competencies attempted (total earned credits/total attempted credits)
  - attempt no more than 150% of the credits/competencies required of your degree program (max credits)
- Please note withdrawals and failures in courses count toward your percentage attempted. If you fall below SAP standards, you will need to work with Financial Aid, the Undergraduate Program Coordinator and your Academic Advisor to get back on track.

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### VI. SFE CURRICULUM REQUIREMENTS AND ACADEMIC POLICIES

#### Majors

##### Community Development BA

###### ▪ General CD BA Requirements

- The community development curriculum introduces the history, theories, methods, and approaches to community development; critical inquiry knowledge and skills applicable to innovation and community problem solving; communication and interpersonal skills to work with communities and mastery through field-experience and project-based learning.
- The curriculum requires the completion of 16 courses (45 credits) in which the curriculum is organized with 100-Level Core, Statistics/Quantitative Reasoning, 200-Level Core, Methods, 300/400-Level Electives, Practicum, and Seminar requirements. Following a 4-year plan for major (45 credits) and general education (49) requirements results in 85 credits (due to overlap of major and general education requirements) of 120 degree credits accounted for and leaves 35 general elective credits for students to pursue other interests such as courses of interest, a minor, or a second major.
- Below are the general major requirements for the Community Development BA degree, but you should review your audit sheet or the check sheets (online) for specifics
- 120 Credits; Minimum overall and major GPA of 2.5 30 credits at UMB
- BA General Education and Distribution Requirements (22-24 Courses)
  - Verbal Reasoning and Expression (2 Courses; 6 Credits)
  - First Year Seminar (2 Courses; 4 Credits)
  - Intermediate Seminar (1 Course; 3 credits)
  - Quantitative Reasoning (1 Course; 3 credits)
  - Writing Proficiency (by completion of 60 credits)
  - Arts and Humanities (3 Courses; 1 in each, third your choice)
  - Social and Behavioral (3 Courses)
  - Natural Sciences or Mathematics (3 Courses, 1 must be Math)
  - World Language/World Culture (2 Courses, 2 in each area)
  - Language Proficiency (2 courses or test out)
  - US Diversity (1 Course)
  - International Diversity (1 Course)
- Major Requirements (16 courses; 45 credits)

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- **100-Level Core Requirements** consist of two courses (6 credits)
  - ECON 101 and ENVSTY 101
- **Statistics/Quantitative Reasoning Requirement** consist of choosing one course (3 credits)
  - either MATH 125 or ENVSCI 261
- **200-Level Core Requirements** consists of taking four courses (13 credits)
  - CDVCTR 201, CDVCTR 210, ENVSCI 270, and ENVSCI 281
- **Methods Requirement** consists of taking two courses (6 credits) from a list of approved 200-, 300-, or 400-level methods courses
  - Currently the two available methods courses are CDVCTR 301 and CDVCTR 303
- **300/400-Level Electives Requirements** consist of choosing four courses (12 credits) from the options listed below
  - CDVCTR 310, CDVCTR 353, CDVCTR 355, CDVCTR 321, CDVCTR 371, ENVSCI 340, ENVSCI 375, ENVSTY 364, and ENVSTY 371
- **Practicum Requirement** consists of choosing one course (3 credits) from a current list of course four courses
  - CDVCTR 457, CDVCTR 359, CDVCTR 478, and ENVSCI 476
- **Seminar Requirement** consists of choosing two courses (2 credits)
  - ENVSTY 210 and ENVSTY 310

### Environmental Sciences BA

- **General ES BA Requirements**
  - Below are the general major requirements for the Environmental Science BA degree, but you should review your audit sheet or the check sheets (online) for specifics
  - 120 Credits; Minimum overall and major GPA of 2.0; 20 credits at UMB
  - BA General Education and Distribution Requirements (22-24 Courses)
    - Verbal Reasoning and Expression (2 Courses; 6 Credits)
    - First Year Seminar (2 Courses; 4 Credits)
    - Intermediate Seminar (1 Course; 3 credits)
    - Quantitative Reasoning (1 Course; 3 credits)
    - Writing Proficiency (by completion of 60 credits)

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- Arts and Humanities (3 Courses; 1 in each, third your choice)
- Social and Behavioral (3 Courses)
- Natural Sciences or Mathematics (3 Courses, 1 must be Math)
- World Language/World Culture (2 Courses, 2 in each area)
- Language Proficiency (2 courses or test out)
- US Diversity (1 Course)
- International Diversity (1 Course)
- Major Requirements (12 courses)
  - Introductory Courses (3 courses; 7 Credits)
  - Skills Courses (2 courses: 7-8 credits)
  - 200-Level Natural Science Electives (2 Courses; 6-7 credits)
  - 200-Level Social Science Electives (1 Course; 3 credits)
  - 300-Level or Above Electives (3 courses: 9-12 credits)
  - Capstone Requirements (1 course; 3-6 credits)
- 5 Major courses must be completed at UMB
- Some of your major requirements may also fulfil the General Education and Distribution Requirements
- To reach 120 credits to graduate, students will need to take additional courses from SFE courses that complement your existing courses, a minor, or courses of interest across campus.
- **General Track**
  - If you are unsure of your interests in the environmental sciences or seek a program of study that allows for selection of major electives across a broad spectrum of environmental courses from the sciences, social sciences, business, or humanities, the BA general track may be for you. It is designed to provide students with breadth across the environmental science disciplines. If you do not intend to pursue a graduate degree upon completion of our undergraduate program, this track will provide you with the breadth and depth of knowledge in the environmental sciences to secure an entry level position as an environmental scientist in a government agency, non-government organization, or industry.
- **Earth and Hydrologic Sciences Track**
  - If your interests lie in the earth system sciences, this track is for you. Many of the upper level electives require general chemistry and/or calculus. This track is designed to prepare environmental scientists with a depth of knowledge in earth surface processes, particularly coastal systems. Students who complete this track may be prepared for advanced study in the environmental earth sciences

though a BS is often required for graduate programs in this area. Students in this track will have the expertise and knowledge needed to work in an earth science-focused organization, including government agencies and industry.

- **Geospatial Analysis and Modeling for the Environment Track**

- If you are interested in geographic information science, remote sensing, and modeling of data, this track is for you. Many of the courses require strong computer skills as well as, in some cases, mathematics competency at the level of Calculus 1. Students are encouraged to also complete two semesters of physics lecture and lab to be prepared for upper level remote sensing courses. With strong math skills, students in the BA–GAME track will be prepared for advanced graduate studies in remote sensing/GIS. Students in this track will be prepared for employment with geospatial data-dependent organizations from government organizations to nonprofits and industry.

- **Marine Sciences Track**

- If you are interested in the marine sciences, particularly marine ecology, this is the track for you. Many of the courses, above the introductory level, require general biology. Most require strong skills in algebra and statistics, as well as some requiring a working knowledge of pre-calculus. Students who complete this track may be prepared for advanced study in marine science, though a BS is often required for graduate programs in this area. Students will gain knowledge that can be integrated with advanced study in fisheries and fisheries policy and law. Students in this track will have the expertise and knowledge needed to work in a marine science-focused organization, including government agencies and conservation organizations.

- **Policy and Management Track**

- Most students in the BA in environmental science undergraduate program are in this track. This track is specifically designed to provide students with depth and breadth in the policy, law, economic, and management disciplines involved in the conservation and management of natural resources. The track focuses on urban, coastal natural resources and includes courses that center on the application of environmental science knowledge to the development and implementation of policy and management of systems. Students in this track are prepared for advanced study including graduate study and legal study. Students completing this track are prepared for employment in environmental sustainability,

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management, and policy organizations, including government agencies, non-government organizations, and industry

### Environmental Sciences BS

#### ▪ General ES BS Requirements

- Below are the general major requirements for the Environmental Science BS degree, but you should review your audit sheet or the check sheets (online) for specifics
- 120 Credits; Minimum overall and major GPA of 2.0; 20 credits at UMB
- BS General Education and Distribution Requirements (18-21 Courses)
  - Verbal Reasoning and Expression (2 Courses; 6 Credits)
  - First Year Seminar (2 Courses; 4 Credits)
  - Intermediate Seminar (1 Course; 3 credits)
  - Quantitative Reasoning (1 Course; 3 credits)
  - Writing Proficiency (by completion of 60 credits)
  - Arts and Humanities (2 Courses; 1 in each)
  - Social and Behavioral (2 Courses)
  - Natural Sciences or Mathematics (4 Courses including labs, 1 must be Math)
  - World Language or World Culture (1 Course WL has to be 102 or above)
  - US Diversity (1 Course)
  - International Diversity (1 Course)
- Major Requirements (17 courses)
  - Introductory Natural Sciences and Mathematics [5 courses from BIOL 111 and 112; CHEM 115 (117) and 116 (118), and PHYS 107 (181) and 108 (182) or PHYSIC 113 (181) and 114 (182)]
  - Introductory Courses (3 courses; 7 Credits)
  - Skills Courses (2 courses: 7-8 credits)
  - 200-Level Natural Science Electives (2 Courses; 6-7 credits)
  - 200-Level Social Science Electives (1 Course; 3 credits)
  - 300-Level or Above Electives (3 courses: 9-12 credits)
  - Capstone Requirements (1 course; 3-6 credits)
- 5 Majors courses must be completed at UMB
- Some of your major requirements may also fulfil the General Education and Distribution Requirements
- To reach 120 credits to graduate, students will need to take additional courses from 200-300 level SFE courses that

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complement your existing courses, a minor, or courses of interest across campus.

- **General Track**

- If you are unsure of your interests in the environmental sciences or seek a program of study that allows for selection of major electives across a broad spectrum of environmental courses from the sciences, social sciences, business, or humanities, the BS general track may be for you. It is designed to provide students with breadth across the environmental science disciplines. If you do not intend to pursue a graduate degree upon completion of our undergraduate program, this track will provide you with the breadth and depth of knowledge in the environmental sciences to secure an entry level position as an environmental scientist in a government agency, non-government organization, or industry.

- **Earth and Hydrologic Sciences Track**

- If your interests lie in the earth system sciences, this track is for you. This track is designed to prepare environmental scientists with a depth of knowledge in earth surface processes, particularly coastal systems. Students who complete this track may be prepared for advanced study in the environmental earth sciences. Students in this track will have the expertise and knowledge needed to work in an earth science-focused organization, including government agencies and industry.

- **Geospatial Analysis and Modeling for the Environment Track**

- If you are interested in geographic information science, remote sensing, and modeling of data, this track is for you. This is a highly quantitative track and is designed for students who have strong computer skills and seek a program of study that is centered on data visualization. GAME track graduates will be prepared for advanced graduate studies in remote sensing/GIS, as well as urban planning. Students in this track will be prepared for employment with geospatial data-dependent organizations from government organizations to nonprofits and industry.

- **Marine Sciences Track**

- If you are interested in the marine sciences, particularly marine ecology, this is the track for you. Students who complete this track may be prepared for advanced study in marine science and ecology. Students will gain knowledge that can be integrated with advanced study in conservation and management. Students in this track will have the expertise and knowledge needed to work in a

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marine science-focused organization, including government agencies and conservation organizations.

### ▪ Policy and Management Track

- Most students in this track concentrate in the fields of environmental economics and planning, which rely heavily on data modeling and data visualization. This track is specifically designed to provide students with depth and breadth in the policy, law, economic, and management disciplines involved in the conservation and management of natural resources. The track focuses on urban, coastal natural resources and includes courses that center on the application of environmental science knowledge to the development and implementation of policy and management of systems. Students in this track are prepared for advanced study, including graduate study and legal study. Students completing this track are prepared for employment in environmental sustainability, management, and policy organizations, including government agencies, non-government organizations, and industry.

### Environmental Studies and Sustainability BA

- The Environmental Studies and Sustainability BA program trains students to be environmental problem solvers through interdisciplinary coursework and experiences in which the sustainability concept is both implicitly and explicitly incorporated.
- Overall, the ESS BA major will require 18 courses (46 credits) made up of 14 core requirement courses (34 credits) and an additional 4 core courses (12 credits) selected from among 24 elective courses. Due to the interdisciplinary nature of the ESS BA major, the core requirement courses and the upper level elective courses are distributed across the five core academic areas of environmental studies/science [1) Natural Sciences/Mathematics, 2) Natural Resources, 3) Social Sciences, 4) Humanities, and 5) Economics/Economic Development;], a Seminars area (i.e. second-year, third-year, and fourth-year seminars), and a Capstone area.
- Below are the general major requirements for the Environmental Studies and Sustainability BA degree, but you should review your degree audit report for specifics
- 120 Credits; Minimum overall and major GPA of 2.0; 30 credits at UMB
- BA General Education and Distribution Requirements (22-24 Courses)
  - Verbal Reasoning and Expression (2 Courses; 6 Credits)

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- First Year Seminar (2 Courses; 4 Credits)
- Intermediate Seminar (1 Course; 3 credits)
- Quantitative Reasoning (1 Course; 3 credits)
- Writing Proficiency (by completion of 60 credits)
- Arts and Humanities (3 Courses; 1 in each, third your choice)
- Social and Behavioral (3 Courses)
- Natural Sciences or Mathematics (3 Courses, 1 must be Math)
- World Language/World Culture (2 Courses, 2 in each area)
- Language Proficiency (2 courses or test out)
- US Diversity (1 Course)
- International Diversity (1 Course)
- Major Requirements (18 courses; 46 credits)
  - Core Requirements
    - Natural Sciences/Mathematics area, four courses required (10 credits) consisting of
      - ENVSCI 120, 121, and 260 and Math 125 or ENVSCI 261
    - Natural Resources area, one course required (3 credits) consisting of
      - ENVSCI 122
    - Social Sciences area, one course required (3 credits) consisting of
      - POLSCI 203
    - Humanities area, three courses required (9 credits) consisting of
      - HIST 276, ENVSTY 221 and PHIL 220
    - Economics/Economic Development area, one course required (3 credits) consisting of
      - ECON 345L
    - Seminars area, three courses required (3 credits) consisting of
      - ENVSTY 210, 310, and 410
    - Capstone area, one 3-credit course with options to choose from
      - ENVSCI 444, ENVSCI 476, ENVSCI 498, ENVSTY 301, ENVSTY 401, or ENVSTY 481
  - Elective Courses (4 courses; 12 credits)
    - To provide interdisciplinary ESS BA students with both breadth and depth of content and experience, students will take four additional elective courses.

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Students will need to take at least one elective course from each of the four areas of Natural Resources, Social Sciences, Humanities, and Economics/Economic Development in which two of the four elective courses will need to be at the 300 level or above.

- Natural Resources (choose one course from approved list)
- Social Sciences (choose one course from approved list)
- Humanities (choose one course from approved list)
- Economics/Economic Development (choose one course from approved list)

### Minors

#### Environmental Science

- Overview
  - The minor in environmental science includes required courses in environmental science and policy, as well as the opportunity to select four additional courses from among the School for the Environment's offerings. The minor concludes with a capstone project.
  - This minor is available to all UMB students except for Environmental Science BA and BS majors.
- Requirements
  - ENVSCI 120 & 121 - Intro to Environmental Science Lecture and Lab
  - ENVSCI 122 - Intro to Environmental Policy & Management
  - Electives - choose 4 from all ENVSCI 200+ level courses (2 must be at 300+ level)

#### Clean Energy and Sustainability

- Overview
  - The minor in **clean energy and sustainability** (CES) is offered through the Clean Energy and Sustainability program.
  - The minor is open to any degree-seeking undergraduate student at the University of Massachusetts Boston including Environmental Sciences BA and BS students.
- Requirements
  - Environmental Science (ENVSTY 101)
  - Energy (PHYSICI 134)
  - Environmental Economics (ENVSCI 345L or ENVSCI 349L)
  - Environmental Policy (ENVSCI 384)

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- Environmental Management (MGT 481)
- Environmental Capstone (ENVSCI 476 or ENVSTY 301 or ENVTY 478)

### Geospatial Analysis and Modeling for the Environment

- Overview
  - The minor in Geospatial Analysis and Modeling for the Environment consists of 6 courses.
  - The minor is open to any degree-seeking undergraduate student at the University of Massachusetts Boston including Environmental Science BA and BS majors
- Requirements
  - ENVSTY 101 (The Nature of Environmental Problems), 3 credits, online and in person
  - ENVSCI 281 (Intro to GIS), 4 credits, online and in person
  - Electives (choose 3 from):
    - ENVSCI 305 (Hydrology) 3 credits in person
    - ENVSCI 360 (Cartography) 4 credits in person
    - ENVSCI 372 (Remote Sensing) 3 credits in person
    - ENVSCI 381 (Databases) 4 credits in person
    - ENVSCI 406 (GPS and GIT) 4 credits summer only, Nantucket
    - ENVSCI 460 (Image Processing) 4 credits in person
    - ENVSCI 472 (Programming) 4 credits in person
    - ENVSCI 488 (Adv. Marine GIS) 4 credits in person
  - Capstone (choose 1 of):
    - ENVSTY 301 (Internships in Environmental Studies)
    - ENVSCI 476 (Capstone in Environmental Science)
    - ENVSTY 478 (Independent Study)

### SFE Academic Policies

#### GPA Requirements

- To graduate, all SFE majors must have the following GPAs in their major
  - Environmental Science and Environmental Studies and Sustainability majors
    - a 2.0 GPA in each course that fulfills their major requirements. Course that you earn below a straight C (2.0) will not count towards your major but will count towards your 120 credits toward graduation if you pass it.
  - Community Development majors
    - A 2.5 GPA in all required and elective courses for the major

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### Course Pass/Fail Option

- **Pass/Fail** SFE Environmental Sciences and Environmental Studies and Sustainability majors may not take any major requirement courses for Pass/Fail
- SFE student may take general education, distribution, or diversity courses as Pass/Fail, following university policy, as long as the student isn't double counting the course as a major required or elective course.

### Double Counting

- SFE students may double count all 100- and 200-level courses, but only 1 300-level or above course for their major and general education/distribution/diversity courses, a minor's courses, or a second major's courses.

### Dean's List

- Dean's List achievement is noted on a student's transcript when s/he has achieved a certain minimum grade point average (GPA) in a semester.
- The SFE Dean's List Standards are: minimum of 12 credits with a 3.5 GPA or higher.

### Internship, Practicum, and Cooperative Education Courses Policy

- Internship, Practicum, and Cooperative Education courses are all "real world" experience courses that occur external to UMB.
- SFE serves as a clearing house for some Internship/Practicum/Cooperative Education opportunities, but currently relies on students to find their own opportunities either through the UMB Career Services Office or through other clearinghouses and networks.
- Differences between the 3 types of courses is based on if the experience is paid or unpaid
  - Internship can be paid or unpaid experience
  - Practicum is unpaid experience
  - Cooperative Education is a paid experience
- All three of these courses are variable credit courses that can be taken as part of a student's degree in which the general guidelines are for each 1 credit a student is signed up for, they must work at 45 hours at the experience. Thus, 1 credit = 45 hrs., 2-credits = 90 hrs., 3-credits = 135 hrs., and 4-credits = 180 hrs., etc.
- In all three types of courses students **MUST** have the experience approved by the Undergraduate Program Director (UPD) or the Internship Coordinator (IC) for each of the degrees in which the student, UPD/IC, and the off-campus supervisor/organization fill out pre, during, and post experience paperwork.
- In all three types of courses, student must fill out paperwork, complete evaluations, keep a daily journal, conduct some surveys, and write a reflection paper on the experience.
- In many cases, students arrange and conduct the experience one spring or fall semester prior to enrolling for the course credit, but as long as the paperwork is completed by the start of the semester, doing the actual experience and getting course credit in the same semester is permissible.
- Internship/Practicum/Cooperative Education paper is available online or obtained directly through the UPD/IC

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### Independent Study Courses Description, Guidelines, and Requirements (ENVSCI 478/481)

- **Description:** These courses provide an opportunity for a qualified, advanced student to work on a specialized topic or research project under the guidance of a faculty advisor outside the traditional lecture/discussion/laboratory framework. Meetings between the student and faculty member take place during the project to define goals and expectations and to facilitate the work. For ENVSCI 481 to count for the capstone requirement experience, an appropriate integrative project (natural and social sciences) must be developed by the student, in consultation with his/her advisor, and pre-approved by the Undergraduate Program Director prior to registration
- **Guidelines:**
  - Students may:
    - enroll in ENVSCI 478 in 1-credit intervals up to 6 credits. This could mean signing up for 1-credit for 6 semesters, 6-credits in one semester, or some combination in-between.
      - **NOTE: maximum independent study (ENVSCI 478) credits that will be counted toward a student's 120-credit degree is ONLY 6 credits.**
    - enroll in ENVSCI 481 in a single 3-credit interval for a total of 3-credits
  - Generally, for each 1-credit of independent study, capstone independent study, or honors independent study, students are expected to invest 45 hours of time for that semester.
    - For example, if a student signs up for 3 credits of ENVSCI 478, the student is expected put in ~135 hours into the project such as reading/background reading, implementation of research, data processing, data analysis, and communication of results, as applicable to the project.
  - Students are expected to work in close consultation with their faculty research advisors with regular meetings and communications throughout the process
  - All independent studies, regardless of credit load, should produce a written report/paper as part of its grading requirements each semester in addition to any other instructor wishes.
  - Students may petition go count ENVSCI 481 Capstone Independent Study as their capstone experience/requirement by following the requirements below. However,
    - In order for independent study to count as their “capstone requirement” the research should consist of a meaningful integrative interdisciplinary environmental research experience in which students are involved in all aspects of the research experience such as reading background literature, involved in the development of research questions and approach, performing research either independently in direct or indirect supervisor of the faculty member or the faculty member's research group, keeping good records, conducting data processing and analysis, and preparing communication products such as presentations and final reports/papers.
    - Capstone Experience/Requirement Independent Study students are highly encouraged to give an oral or poster presentation of their work capstone

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independent study research (preferably near final form, but preliminary data stage is acceptable) at an organized event such as the annual SFE Environmental Colloquium, the annual UMass Amherst Undergraduate Symposium, or a local, state, national, or international meeting.

- **Requirements if petitioning to have 3 credits of ENVSCI 481 or ENVSCI 498 count towards a student's "Capstone Requirement":**
  - Students must identify a School for the Environment faculty member willing to work with the student and be the student's independent study capstone research advisor.
  - Students, with the capstone research advisor, must draft and submit a 750-word maximum research proposal abstract prior to the start of the semester that includes a title and authors (title and authors do not count against the 750-word abstract), that is signed and dated at the bottom by the student the capstone faculty research advisor, and the Undergraduate Program Director. This abstract must have the following components: 1) an introduction, 2) a goals, objectives, hypothesis, or statement of the problem, 3) an experimental design/research approach, 4) a methods statement, 5) an expected results, and 6) an intellectual merit/broader impacts statement. This is submitted to the Undergraduate Program Director and upon approval will allow students to enroll in the faculty research advisor's section of ENVSCI 478/479.
  - Students must submit a written final report/paper on the honors research to the faculty research advisor on the last day of classes in which ENVSCI 478/479 is taken. The faculty research advisor grades the capstone research report/paper and then submits a copy of the report to the Undergraduate Program Director in PDF form by the time grades are due for that semester.

### [SFE Honors Course Description, Guidelines, and Requirements \(ENVSCI 498\)](#)

- **Description:**
  - This is a research course that will have as its goal, the production of an honors thesis or work product consistent with the disciplines of the environmental sciences. The project must demonstrate a high level of competency consistent with the Honors designation. For this course to count for the capstone experience, an appropriate integrative (natural and social sciences, humanities and arts) or specific (natural or social science, humanities, or arts) project must be developed by the student, in consultation with his/her research advisor, and pre-approved by the Undergraduate Program Director prior to registration.
- **Guidelines:**
  - Honors research should consist of a meaningful integrative interdisciplinary environmental research experience in which students are involved in all aspects of the research experience such as reading background literature, involved in the development of research questions and approach, performing research either independently in direct or indirect supervisor of the faculty member or the faculty member's research group, keeping good records, conducting data processing and analysis, and preparing communication products such as presentations and final reports/papers.

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- Student should expect, for 3 credits of ENVSCI 498, that they put in ~135 hours in the background reading, implementation of research, data processing, data analysis, and communication of results.
- Students should start the honors research process at least a year before graduation (e.g. summer prior to a following spring graduation), but no less than a month prior to starting their final semester.
- Students can get credit for some of their work in prior semesters by enrolling in independence study ENVSCI 478 (up to 6 credits) in semesters prior to taking ENVSCI 498 Honors in Environmental Science for 3 credits. Generally, for each 1 credit independent study or honors, students are expected to invest 45 hours of time for that semester. Also, each independent study course requires a written report as part of its grading requirements
- **Requirements:**
  - Students must have a 3.3 GPA in your Environmental Science major's coursework prior to initiating Honors in Environmental Science and must finish your major with a 3.3 in your Environmental Science major coursework upon graduation.
  - Students must identify a School for the Environment faculty member willing to work with the student and be the student's honors research advisor.
  - Students, with the honors research advisor, must draft and submit a 750-word maximum research proposal abstract that includes a title and authors (title and authors do not count against the 750-word abstract), that is signed and dated at the bottom by the student the honors faculty research advisor, and the Undergraduate Program Director. This abstract must have the following components: 1) an introduction, 2) a goals, objectives, hypothesis, or statement of the problem, 3) an experimental design/research approach, 4) a methods statement, 5) an expected result, and 6) an intellectual merit/broader impacts statement. This is submitted to the Undergraduate Program Director and upon approval will allow students to enroll in the faculty research advisor's section of ENVSCI 498.
  - Students are encouraged to give an oral or poster presentation of their work honors research (preferably near final form, but preliminary data stage is acceptable) at an organized event such as the annual SFE Environmental Colloquium, the annual UMass Amherst Undergraduate Symposium, or a local, state, national, or international meeting. Documentation of this activity is done by submitting a copy of the meeting program (scan of cover and of student abstract) to the Undergraduate Program Director. This presentation requirement must be completed prior to submitting a grade for ENVSCI 498.
  - Students must submit a written final report/paper on the honors research to the faculty research advisor on the last day of classes in which ENVSCI 498 is taken. The faculty research advisor grades the honors research report/paper and then submits a copy of the report to the Undergraduate Program Director in PDF form by the time grades are due for that semester.

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### University Honors Policy

- UMass Boston's Honors College provides a home for a cohort of intellectually ambitious students who are eager to research complex local and global issues from multiple perspectives. This unique experience fosters independent thinking, self-discovery, and leadership among undergraduate students who reflect the vibrant diversity of our urban, local and global communities. Seminars are taught by distinguished faculty from across the University in a collaborative and innovative environment that encourages active inquiry and rigorous analysis.
- The Honors College experience includes the following components:
  - An overall GPA of 3.3
  - Taking courses in the Honors College (two 100-level courses, four 200-level courses, and one 300-level course)
  - Fulfilling additional requirements in Math and Foreign Language
  - Writing and presenting a senior thesis on a long-term project (e.g. research, internship, service learning, student teaching)
  - Obtaining personalized advising from an Honors College advisor, in addition to a major advisor
  - Engaging in co-curricular activities (e.g. orientation activities, special events, student organizations, etc.)
- SFE majors involved in the University Honors Program must enroll in Honors Thesis credits and must have a major GPA of 3.3 or higher
  - This is a research course that will have as its goal the production of an honors thesis or work product consistent with the disciplines of the environmental sciences.
  - The project must demonstrate a high level of competency consistent with the Honors designation. For this course to count for the capstone experience, an appropriate integrative project must be developed by the student, in consultation with his/her research advisor, and pre-approved by the Undergraduate Program Director prior to registration
  - University Honors students must maintain the academic levels outlined by the Honors College.

## VII. ADVISING AND REGISTRATION TOOLS

### Student's Role

Ultimately, it is each student's responsibility to understand and navigate their academic plan, matriculating through their program, and deciding what is next after graduation

- However, the SFE faculty, staff, and programs and the university programs are here to help guide you through all phases of your undergraduate career and help you achieve your goals.
- Here are some tips that will help ensure your success:
  - Get familiar with your general education/distribution/diversity and major requirements by reviewing your WISER degree audit, 4-year plans, and check sheets
  - Designate a track early
  - Ask questions of your faculty advisor, the SFE AASC staff, and your peers.
  - Get to know your faculty advisor by writing a thoughtful email or stopping by their office and introduce yourself by telling them about yourself and what your career goals are
  - Be prepared for advising season by
    - Emailing your advisor for an advising meeting about a month before registration starts
    - Review your degree audit and see what courses you are needing next and set up a tentative schedule in WISER
    - Come to your advising meeting prepared by having your degree audit ready, a tentative plan, and any questions you may have on the upcoming semester of future plans

### Faculty Advisor Role

- Faculty advisors are here to help you matriculate through your degree and help answer questions about the curriculum, help work through challenges, and help you achieve your career goals.

### Undergraduate Program Coordinator (UPC) and Academic Achievement Services Center (AASC) Role

- The UPC and AASC are resources students can use to improve their academic achievement.
- The UPC can provide some advising especially during a student's Freshman year, assist students when their academic advisor is not available, assist students when their academic standing has fallen or they fail to achieve SAP, and facilitate transfer credits.

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- The UPC will provide professional development workshops, inform students about internships and opportunities that will help their growth as students.

### **Undergraduate Program Director's (UPD) Role**

- The UPD performs the following advising related activities
  - Student Academic Standing and Student Academic Progress Issues
  - Special Needs Advising beyond faculty and UPC expertise
  - Independent Study, Honors, and Internship approvals and issues
  - Immersive Field Trip experiences
  - Graduation Audits and Issues
  - Course Exception, Equivalency, and Waivers
  - Issues with instructors or grades after initial discussion with instructor
  - Student Code of Conduct Issues
  - Career advising after initial discussions with faculty advisor and UPC

## VIII. COMMUNICATION

### University Policy on Email Communications for Students

- Purpose
  - This policy is designed to formalize the use of electronic mail for official University of Massachusetts Boston communications.
- Policy Statement
  - UMass Boston has established email as a means of sending official information to students enrolled in credit courses. To support this objective, the university has provided an email account to all UMass Boston students.
    - The university has the right to expect that such communications will be received and read in a timely fashion.
    - A student may have email redirected from his/her official UMass Boston address (first.last001@umb.edu) to another email address at his or her own risk. The university will not be responsible for the handling of email by outside vendors or by departmental servers.
    - Students are expected to check their university email on a frequent and consistent basis to ensure that they are staying current with all official communications.
- Responsibilities
  - The provost has overall responsibility for enforcement of this policy.
  - The Division of Information Technology (IT) is responsible for distributing and maintaining official UMass Boston email addresses.
  - Students are responsible for activating their email account and service and accessing their email on a regular basis.
  - The content of official communications is the responsibility of the originating department.
  - Individuals using electronic mail are expected to adhere to the UMass Boston Acceptable Use Policy.

### SFE Communications

- The School for the Environment faculty, staff, graduate students, and programs primary mode of communicating with students, either as groups or as an individual, will be via email to the students UMB email account.
  - These communications may be regarding events, opportunities, request for meetings, academic issues, etc., therefore, SFE recommends that you check your UMB email at least once a week if not more frequently
- In addition to primary mode of email communications, SFE will also use the following modes of communication
  - SFE web page: <https://www.umb.edu/academics/environment>
  - SFE Facebook page: <https://www.facebook.com/EnvSchool/>
  - SFE Twitter account: <https://twitter.com/EnvSchool> ; @Envschool

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### Etiquette Tips When Emailing Faculty, Staff, Administrators, and Graduate Assistants

- While email has become an informal way of communication, it is important to recognize that faculty, staff, graduate assistants, and administrators get hundreds of emails a day and serve hundreds of students and other members of the UMB community.
- In the age of social media, many students approach emailing similar to texting and other forms of digital communication, where the crucial conventions are brevity and informality. But most college teachers consider emails closer to letters than to text messages. This style of writing calls for more formality, more thoroughness and more faithful adherence (sometimes bordering on religious adherence) to the conventions of Edited Standard Written English that is, spelling, punctuation, capitalization and syntax (Corrigan and McNabb 2016 Inside Higher Ed).
- Therefore, please take some extra time when emailing SFE personnel, and other UMB personnel, and use the following 7 tips for effective communication (Modified from Corrigan and McNabb 2016 Inside Higher Ed)
  1. Use a clear subject line. The subject “Rhetorical Analysis Essay” would work a bit better than “heeeeelp!” (and much better than the unforgivable blank subject line).
  2. Use a salutation and signature.
    - Instead of jumping right into your message or saying “hey,” begin with a greeting like “Hello” or “Good afternoon,” and then address your professor by appropriate title and last name, such as “Prof. Xavier”, “Dr. Octavius”,
      - Though this can be tricky, depending on your teacher’s gender, rank and level of education, “Professor” is usually a safe bet for addressing a college teacher.
    - For staff or graduate students, use Mr., Miss, or Mrs.
      - This can also be tricky if you don’t know the marital status of a female staff member or graduate student in which you could use “Ms.”.
  3. Use standard punctuation, capitalization, spelling and grammar.
    - Instead of writing “idk what 2 rite about in my paper can you help??” try something more like, “I am writing to ask about the topics you suggested in class yesterday.”
  4. Do your part in solving what you need to solve.
    - If you email to ask something you could look up yourself, you risk presenting yourself as less resourceful than you ought to be. But if you mention that you’ve already checked the syllabus, asked classmates and looked through old emails from the professor, then you present yourself as responsible and taking initiative. So, instead of asking, “What’s our homework for tonight?” you might write, “I looked through the syllabus and course website for this weekend’s assigned homework, but unfortunately I am unable to locate it.”

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- If you are contacting them for a meeting, be proactive and provide them with several day and time options that are within the typical Monday-Friday workweek between 9 am and 5 pm, making sure to spread those options across MWF and TTh course schedules.
- 5. Be aware of concerns about entitlement.
  - Rightly or wrongly, many professors feel that students “these days” have too strong a sense of entitlement. If you appear to demand help, shrug off absences or assume late work will be accepted without penalty because you have a good reason, your professors may see you as irresponsible or presumptuous. Even if it is true that “the printer wasn’t printing” and you “really need an A in this class,” your email will be more effective if you to take responsibility: “I didn’t plan ahead well enough, and I accept whatever policies you have for late work.”
- 6. Add a touch of humanity.
  - Some of the most effective emails are not strictly business not strictly about the syllabus, the grade, the absence or the assignment. While avoiding obvious flattery, you might comment on something said in class, share information regarding an event the professor might want to know about or pass on an article from your news feed that is relevant to the course. These sorts of flourishes, woven in gracefully, put a relational touch to the email, recognizing that professors are not just point keepers but people.
- 7. Use a signature
  - Close your email by with a with “Regards”, “Sincerely”, “Thank you”, “Best”, “looking forward to your reply” followed by your full name.
- We can’t guarantee you will get the same consideration in the faculty, staff or graduate student reply, but we do know that you will achieve a more efficient and effective communication and results if you follow the above recommendations.

## IX. SFE COMPUTING POLICY AND REQUIREMENTS

### Policy

- As of Academic-Year 2015-2016, the School for the Environment (SFE) requires all students to have minimal mobile computing capabilities sufficient for use in a variety of courses in the School for the Environment. Mobile computing capabilities include laptops, notebooks, or tablets with minimum requirements set each year in which students mobile computing system age ideally should be 2 years old or less when they begin at UMass Boston and students are expect to purchase a new laptop every 2 – 3 years afterward.
- In extreme hardship circumstances, SFE does have semester long loaner laptops for individual high computing demand courses.

### Minimum Requirements:

- The following are general; minimum requirements for students entering the School for the Environment at UMass Boston in Fall 2017.
  - Whether you choose to purchase a new laptop or you already own a laptop, make sure it satisfies as many of the components listed in the "Hardware Requirements" as possible.
  - Ideally, the system age should be 2 years old or less when you begin at UMass Boston. Then, expect to purchase a new laptop every 2 – 3 years.
  - The software you will need at UMass Boston will evolve during your time as a student, so it is likely to be more cost effective to purchase a more powerful machine now than to upgrade later.
  - We do not recommend that you purchase a low-end system from any manufacturer. The IT department at UMass Boston has prepared several packages that meet or exceed the UMass Boston hard-ware requirements.
  - Please feel free to check with the IT department and their hardware website for suggested laptops configurations.  
([https://www.umb.edu/it/getting\\_services/hardware\\_software\\_equipment/hardware\\_purchase](https://www.umb.edu/it/getting_services/hardware_software_equipment/hardware_purchase) )
- Students need to meet the minimum standards below.
  - The laptop should be fast enough and have enough memory and disk space to provide satisfactory performance over a usable life of at least two to three years.
  - All student laptops should have the following components:
    - Form Factor: Notebook. (A netbook or tablet should not be used as the primary computing device. \*) A minimum of 4 hours of battery life is required.
      - Processor: 64-bit Multi-core processor or better. \*\*
      - Memory: 8 GB or more. For best performance, we recommend that you install as much memory as affordable at the time of purchase.

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- Primary Hard Drive: 128GB solid state drive or 250GB hard disk drive or larger.
- Backup Device or Service:
  - For local backup, an external hard drive with double the size of the internal hard drive or a subscription to a cloud based backup solution like Crashplan is needed.
  - Having a quality backup of your important files is vital to your success as a student. While external drives are acceptable forms of backup, cloud based solutions are also an excellent alternative. A quality backup service will run continuously as you work and will back up your documents to a cloud based storage location. Even if your laptop becomes unavailable due to loss, theft, or physical failure, the files will have been saved and are fully recoverable. The cloud based backup will be accessible from any computer with an internet connection.
- Networking: Dual-Band (2.4 GHz/5 GHz) Wireless 802.11n capable.
- Recovery options:
  - It is highly recommended that all computers include a recovery partition or recovery utility that allows quick restoration of the factory image should a re-installation be necessary. If the system does not have a recovery partition, then students should have their software media with them in the event a re-installation is necessary.
- Accessories (optional):
  - If you purchase a MAC you **MUST** understand that you will need to BootCamp (**recommended option**) or install options such as VMWare Fusion or Parallels to enable Windows10, so that software such as ESRI's ArcGIS will run on your machine for certain required and recommended classes. Windows10 is now available for all UMB students. Licenses for VMware and one-year student licenses for ArcGIS will be provided for GIS classes.
  - Dongles for connecting to an external display or projection device are desirable so that you can project your work on larger displays for group work and/or presentations. All classrooms on campus utilize VGA as the standard connectivity option for projection systems and 3.5 mm or 1/8" jack for audio; and newer classrooms may also have DVI and/or HDMI connections. Video adapters for notebooks, tablets or other mobile devices are not provided by the School or University.
  - USB flash drive
  - Ethernet cable (15' recommended)
  - Laptop anti-theft cable lock

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- A laptop with a webcam and microphone is recommended, or an external webcam, as well as a USB microphone and headphones
- Warranty: Extended warranties (three years, in general) are highly recommended. These warranties normally cover hardware problems as well as system troubleshooting via phone or email. (Additional accidental damage coverage should be considered, if available.)
- \*Note
  - Most netbooks and tablets (e.g. Apple iPad, Galaxy Tab and others that run on an operating system designed specifically for the device) – even if they have a full keyboard - do NOT meet the minimum hardware requirements above. While they may initially provide sufficient performance for basic tasks such as web browsing or simple word processing, use of technical software in courses may not be possible. Surface Pro 4 running Windows (and with extensive storage) may be an option (albeit a rather expensive solution).
- \*\*Note:
  - The use of Virtual Lab (VLABS; a Virtual Lab that provides students a way to access ‘virtual machines’ on campus and use of software such as MATLAB and AutoCAD from any computer with Internet access) does not diminish the need for personal laptops with these requirements. Your system will still need to independently support the required software.
    - Information about VLABS can be found on this webpage:  
[https://www.umb.edu/it/getting\\_services/computer\\_labs/virtual\\_computer\\_labs](https://www.umb.edu/it/getting_services/computer_labs/virtual_computer_labs)
    - Directions on connecting to the VLAB service is available at this PDF:  
[https://www.umb.edu/editor\\_uploads/images/it/Steps\\_to\\_connect\\_to\\_VDI\\_Vlab\\_-\\_updated\\_2-3-17.pdf](https://www.umb.edu/editor_uploads/images/it/Steps_to_connect_to_VDI_Vlab_-_updated_2-3-17.pdf)

### Special Pricing

- UMass Boston students may take advantage of special pricing on Apple, Dell, and Lenovo products by visiting [www.umb.edu/it](http://www.umb.edu/it).

**X. SFE RESOURCES, OPPORTUNITIES, AND ACTIVITIES**

**Academic Achievement Service Center (AASC)**

- The SFE AASC supports student academic achievement by developing an atmosphere conducive for student achievement.
- The Academic Achievement Service Center provides comprehensive services for all students in SFE through
  - Cohort development starting with First Year Seminars
  - Supplements faculty advisor Academic and career advisement
  - Sponsors or provides professional development activities
  - Provides support for internship activates
  - Career options and graduate studies

**Student Clubs and Honors Societies**

- GIS Club
  - The goal of the GIS Club is to create further opportunity in and outside of the school for students interested in **geographic information systems** and the related technology. It allows those with a common interest to network and share ideas.
- Sustainability Club
  - The purpose of this club is to promote sustainable practices within the student/staff body of UMass Boston, but also to teach the local communities how easily sustainability can be incorporated into everyday life, and how making sustainable changes, big or small, can be important and impactful.
- MASSPIRG
  - MASSPIRG is an advocate for the public interest. When consumers are cheated or the voices of ordinary citizens are drowned out by special interest lobbyists, MASSPIRG speaks up and acts. MASSPIRG uncovers threats to public health and well-being and fight to end them, using the time-tested tools of investigative research, media exposés, grassroots organizing, advocacy and litigation. MASSPIRG's mission is to deliver persistent, result-oriented public interest activism that protects consumers, encourages a fair, sustainable economy, and fosters responsive, democratic government.
- Outdoor Enthusiasts Club
- Sigma Gamma Epsilon Honors Society
  - The Society of Sigma Gamma Epsilon was established to recognize scholarship and professionalism in the Earth Sciences. It has for its objectives the scholastic, scientific, and professional advancement of its members and the extension of relations of friendship and assistance among colleges and universities which are devoted to the advancement of the Earth Sciences.

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- Gamma Theta Upsilon Honors Society
  - Gamma Theta Upsilon (GTU) is an international honor society in geography. Gamma Theta Upsilon was founded in 1928 and became a national organization in 1931. Members of GTU have met academic requirements and share a background and interest in geography. GTU chapter activities support geography knowledge and awareness

### Seminars and Events

- SFE offers weekly invited speaker seminars on Wednesday afternoons from 2:00 -3:15 that are open to all SFE students.
- These seminars are often organized as themes

### Internships

- National Park Service Science Internship Program
  - The National Park Service's Science Internship Program is designed to provide meaningful work opportunities in ecosystem protection, management, and restoration for student interns. The internships allow students to develop skills in conservation, natural resource stewardship and science while introducing career the interns to career opportunities within the National Park Service.  
<https://www.umb.edu/bostonharborislands/internships/science>
- Student Conservation Association
  - The Student Conservation Association organizes competitive internships with Americorp, NPS, and many other conservation groups across the country and locally. These internships are expenses paid (travel, housing, small stipend) and have provided some of our students with interesting and high quality internships. They also have special opportunities for Veterans. [thesca.org](http://thesca.org)

### Symposia

- Each spring, SFE sponsors the “Environmental Colloquium” in which undergraduate and graduate students can present their research in front of the university community

### Research Opportunities

- Research experiences are invaluable as students learn the trials and tribulations of research, gain critical reading, writing, and thinking skills, and gain experience to enhance their resume.
  - SFE Faculty Based Research
    - Undergraduates are encouraged to reach out to faculty and inquire about research opportunities with faculty either informally or through formal course credit such as independent study and honors.
  - Ronald E. McNair Post-Baccalaureate Achievement Program

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- provides opportunities for undergraduates from underrepresented groups to excel at the undergraduate level in science- and math-related fields, work toward doctoral degrees, and undertake careers as college teachers
- [https://www.umb.edu/academics/csm/student\\_success\\_center/beyond\\_the\\_classroom/mcnair](https://www.umb.edu/academics/csm/student_success_center/beyond_the_classroom/mcnair)

### Scholarships/Research Funding

- Battle Nantucket Summer Courses Scholarship
  - The Battle family is a neighbor to the UMass Boston Nantucket Field Station.
  - They have provided generous funding for students to take courses at the field station.
  - At least one \$1000 scholarship will be awarded to a student in each of the Nantucket Field Station summer courses.
  - Students need to apply both to the course and the scholarship and be accepted into the course. Funds will be paid directly to the registrar.
- Annual Research Grant Competition for Undergraduate Studies
  - These funds assist UMass Boston undergraduate students with expenses that they may incur while conducting research or working on a creative project. The application deadline is usually in mid-November. Only completed applications will be accepted

### Immersive Experiences

- Nantucket Semester
  - The Nantucket Semester is a once in a lifetime experience open to undergraduate students from across the United States. Similar to a study abroad experience, the semester immerses you in the culture, history, and traditions of Nantucket.
  - The Nantucket Semester provides immersive research experiences to all participants designed to engage undergraduate students in the practice of environmental science and studies. As a learning community, students from all majors participate in courses that leverage the rich cultural, human, and natural resources of Nantucket with each integrating across all disciplines of the environment.
- Field Trips
  - We strongly suggest that each student in SFE gains immersive field trip experience through either 200-level or 300-level field trip courses. These courses range from 1 credit weekend field trips in the region to 3 credit field trips during winter, spring, and summer breaks that are national to international in destination.

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- Nantucket Summer Courses
  - Each summer SFE offers immersive summer courses at the Nantucket Field Station on Nantucket Island.
  - Courses ranges from the Arts, Humanities, and Social and Natural Sciences
  - Programing each year changes slightly, but please check out the web page for offerings or consult with the UPC
    - [https://www.umb.edu/academics/caps/summer\\_programs/nantucket](https://www.umb.edu/academics/caps/summer_programs/nantucket)

## XI. UNIVERSITY RESOURCES

### Student Affairs

- In the Division of Student Affairs, they provide a wide range of co-curricular programs and services to encourage and support student involvement and experiential learning outside the classroom.
- Each department or program within the division has unique responsibilities, yet works collaboratively across the campus to serve students and the community.
- Divisional Departments
  - Dean of Students
  - Student Activities and Leadership
  - Student Leadership and Community Engagement
  - Housing
  - Student Support
  - Health Services
  - Department of Public Safety
  - Campus Ministry
  - Early Learning Center
- Contact Information
  - Campus Center/4<sup>th</sup> Floor/Room 4100
  - 617-287-5800
  - [https://www.umb.edu/life\\_on\\_campus/student\\_affairs](https://www.umb.edu/life_on_campus/student_affairs)

### Dean of Students

- The Office of the Dean of Students (ODOS) provides advocacy, intervention, proactive programming, and referral services to the university community.
- Their job is to help you remove barriers between you and your success at UMass Boston.
- Contact Information
  - Campus Center/4<sup>th</sup> Floor/Room 4015
  - 617-287-5899
  - [https://www.umb.edu/life\\_on\\_campus/dean\\_of\\_students](https://www.umb.edu/life_on_campus/dean_of_students)

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### Public Safety

- Contact Information
  - Emergency: 911
  - Cell Phone Emergency: 717-287-1212
  - Non-Emergency: 617-287-7799
  - Police Dispatch: 617-287-7780 and 7781

### Veteran Affairs

- The mission of Veterans Affairs is to assist veterans, guardsmen, reservists, active duty military and dependents of veterans. They will help maximize educational benefits and apply them to undergraduate, graduate or continuing education studies. There are many policies and procedures surrounding military benefits.
- Contact Info
  - Campus Center/4<sup>th</sup> Floor
  - 617-287-5890
  - [veterans@umb.edu](mailto:veterans@umb.edu)
  - <https://www.umb.edu/admissions/va>

### One Stop

- The One Stop is a convenient location to have all your questions about course registration, billing and financial aid answered. Here, you can inquire in-person about any of the following:
  - Financial aid award letter interpretation
  - Financial aid assistance
  - Student account inquiries
  - Tuition payments
  - Registration information
  - Records information
  - Add/drop processes
- Contact Information
  - Campus Center/Upper Level
  - [https://www.umb.edu/campus\\_center/services/one\\_stop](https://www.umb.edu/campus_center/services/one_stop)

### Bursar's Office

- Paying your bills
- Contact Information
  - Campus Center/4<sup>th</sup> Floor/
  - 617-287-5350
  - [bursar@umb.edu](mailto:bursar@umb.edu)
  - <https://www.umb.edu/bursar>

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### Office of the Registrar

- Whether you take one course at UMass Boston or a full-time course load, the Office of the Registrar keeps track of your progress. Each semester, they record your courses, your grades, and update your transcript.
- Contact Information
  - Campus Center/4<sup>th</sup> Floor
  - 617-287-6200
  - [registrar@umb.edu](mailto:registrar@umb.edu)
  - <https://www.umb.edu/registrar>

### Financial Aid Services

- Contact Information
  - Campus Center/4<sup>th</sup> Floor
  - 617-287-6300
  - [finaid@umb.edu](mailto:finaid@umb.edu)
  - [https://www.umb.edu/admissions/financial\\_aid\\_scholarships](https://www.umb.edu/admissions/financial_aid_scholarships)

### University Academic Support Services and Undergraduate Studies

- Offers you academic support in the following areas:
  - Academic Support Programs
  - Career Services and Internships
  - Lillian Semper Ross Center for Disability Services
  - Pre-Collegiate and Educational Support Programs
  - Undergraduate Studies
  - University Advising Center
  - Success Programs — Asian American Student Success Program, Success Boston Initiative, Student Support Services
- Contact Information
  - <https://www.umb.edu/academics/vpass>

### Disability Services-Ross Center

- If you are a student at UMass Boston and have a disability, you may be eligible for services and resources available through the Ross Center. The Ross Center invites students to call the office or visit and inquire about eligibility and procedures.
- Contact Info
  - Campus Center/Upper Level/Room 211
  - 617-287-7430
  - [ross.center@umb.edu](mailto:ross.center@umb.edu)
  - <https://www.umb.edu/academics/vpass/disability>

### University Tutoring

- Academic Support Programs offers a variety of tutoring and tutorial formats to support students in their undergraduate and graduate coursework.
  - Subject Tutoring Program:

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- individual and/or group course-content-based tutoring for 100- and 200-level College of Liberal Arts' humanities, social science, and language courses and College of Science and Mathematics' science courses.
- Math Resource Center:
  - one-to-one and/or group tutorials for mathematics courses ranging from MATH115-MATH240, for computer science CS105, 110, and 210, and for Quantitative Reasoning 114QR.
- ESL Center course tutoring
  - includes one-to-one tutorials for ESL Center courses 100A-F.
- Reading, Writing, and Study Strategies Center:
  - series of one-to-one tutorials for 100-400 level courses; the Center serves as a place to carefully diagnose and address students' reading, writing, and thinking abilities.
- Graduate Writing Center:
  - series of one-to-one tutorials serving graduate students who are completing coursework, focusing on the paper writing process and general expectations associated with graduate study.
- Workshops:
  - Tutors from both our writing centers facilitate several writing workshops each week, and they lead drop-in group workshops at appropriate times throughout each semester. Recent workshops include: "Time Management and Exam Preparation," "Cite, Write, Right," and "Preparing and Giving Oral Presentations."
- Contact Information
  - [https://www.umb.edu/academics/vpass/academic\\_support/tutoring](https://www.umb.edu/academics/vpass/academic_support/tutoring)

### Health Services

- University Health Services is committed to providing quality physical and mental health services to our students, education, and outreach to promote and enhance the wellbeing of our campus community.
- Contact Info
  - <https://www.umb.edu/healthservices>

### Getting to Campus

- As the School for the Environment we strongly encourage you to take public transportation, bike, walk or car pool to the University. In addition to reducing our carbon footprint parking on campus is limited.
- MBTA passes:
  - Available monthly from the MBTA directly
  - Available at a discount through student life at [www.umb.edu/life\\_on\\_campus/ids\\_lockers/mbta](http://www.umb.edu/life_on_campus/ids_lockers/mbta)

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- Biking to campus: There are several bike racks and Hubway racks available on campus to those who bike. Bike maps to get here can be found here [https://www.umb.edu/editor\\_uploads/images/life\\_on\\_campus/Bike\\_Map.pdf](https://www.umb.edu/editor_uploads/images/life_on_campus/Bike_Map.pdf)
- Carpooling:
  - Students come to campus from all around the area. Chances are there is someone in your town or nearby that also commutes to campus. A great resource for finding carpools can be found here [https://www.umb.edu/the\\_university/getting\\_here/commuting/other\\_options](https://www.umb.edu/the_university/getting_here/commuting/other_options)

### Parking on Campus

- Contact Information
  - Quinn/2<sup>nd</sup> Floor
  - [https://www.umb.edu/the\\_university/getting\\_here/parking](https://www.umb.edu/the_university/getting_here/parking)