2017 - 2018
GRADUATE HANDBOOK

University of California, Santa Barbara
Social Sciences & Media Studies (SSMS) Bldg., Room 2008
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# TABLE OF CONTENTS

1) INTRODUCTION ........................................................................................................... 1-7

- Quick Links to Helpful Sites .......................................................................................... 1
- Faculty .......................................................................................................................... 4
- Affiliated Faculty .......................................................................................................... 5
- Staff .............................................................................................................................. 6
- Campus & Community .................................................................................................. 6
- Excellence & Diversity .................................................................................................. 6

2) GRADUATE DEGREE PROGRAMS ............................................................................. 7-8

- MA Program.................................................................................................................. 7
- PhD Program.................................................................................................................. 7

3) GRADUATE PROGRAM OFFICE .................................................................................. 8-10

- Address & Contact Information .................................................................................... 8
- U-Mail Address ............................................................................................................. 8
- Global Studies Listservs................................................................................................. 9
- Copier Codes ............................................................................................................... 9
- Copy Right & Fair Use .................................................................................................. 9
- Computer & Printer Use .............................................................................................. 9
- Student Mailboxes ........................................................................................................ 9
- Fax Machine ................................................................................................................ 9
  - Incoming Faxes ........................................................................................................ 9
  - Outgoing Faxes ......................................................................................................... 9
- Key Policy .................................................................................................................... 10
  - TA Office Assignments ............................................................................................ 10
- Grad Cave .................................................................................................................... 10
- Global Studies Conference Room Reservations ......................................................... 10

4) COMPUTER, MEDIA, & RESEARCH RESOURCES ....................................................... 10-11

- Collaborate Student Support Center .......................................................................... 10
- Letters & Science Info. Technology Labs (LSIT) ......................................................... 11
- Instagram .................................................................................................................... 11
- Instructional Computing .............................................................................................. 11
- Libraries ....................................................................................................................... 11
- Media Equipment ........................................................................................................ 11
  - Overhead Projector Pens & Whiteboard Supplies .................................................. 11
- Software ....................................................................................................................... 11

5) ADVISORS & THE ADVISING PROCESS .................................................................. 11-13

- Faculty Advisor .......................................................................................................... 12
- Graduate Program Director ....................................................................................... 12
6) GRADUATE PROGRAM REQUIREMENTS....................................................... 13-33

Master of Arts (MA) Degree..............................................................................14
Core Course Requirements.............................................................................14
Required Seminar Electives............................................................................14
Internship / Study Abroad .............................................................................14
MA Thesis Advising .......................................................................................15
Language Requirement .................................................................................15
Area of Specialization ....................................................................................15
Thesis Requirement .......................................................................................16
  Master’s Thesis .........................................................................................16
  Master’s Thesis Committee ......................................................................16
  Global Studies – Thesis Committee requirements .....................................16
Master’s Degree Checksheet ..........................................................................17

Doctor of Philosophy (PhD) Degree...............................................................21
Core Course Requirements............................................................................21
Area of Specialization Requirements .............................................................21 &23
Seminar Electives and/or Dissertation Advising .............................................21
Foreign Language Requirement ...................................................................22
Advancement to Candidacy / Dissertation Research .....................................22
Areas of Specialization ..................................................................................23
Doctoral Committee ......................................................................................24
Plan for Advanced Study .............................................................................24
Dissertation Prospectus .................................................................................24
Qualifying Examination ................................................................................24
Secondary Area of Specialization Paper .........................................................26
Advancing to Doctoral Candidacy ..................................................................27
Preparing for the Dissertation Defense .........................................................27
Dissertation Defense ......................................................................................27
Filing Your Dissertation ................................................................................29
Doctoral Degree Checksheet .........................................................................30
PhD “Timeline” - Summary ..........................................................................33

7) GRADUATE PROGRAM POLICIES ..............................................................35-37

Academic Standards of Scholarships ............................................................35
Degree Time Limits & Normative Time ..........................................................35
Progress Checks............................................................................................35
Waiving of Units (Doctoral Students)...............................................................36
Transferring of Units (Masters Students) ........................................................36
Program Exceptions ....................................................................................36
Financial Support .........................................................................................37
10) Teaching Assistantships (TA) .................................................................37
10) Teaching Associates ..........................................................37
10) Human Subjects .................................................................37

8) FINISHING YOUR DEGREE ..........................................................38-39
8) Prior to Graduating .................................................................38
8) Fee Status for Graduate Degree Awards ........................................38
8) Filing & Degree Conferral Deadlines ...........................................38
    Deadlines for Degrees Filed Within Academic Year or Summer Session ........38
    Deadlines for Degrees Filed Between Academic Quarters ...................38
8) Commencement .......................................................................39

9) APPEALS, GRIEVANCES, COUNSELING ........................................39-41
9) Overall Program Concerns .......................................................39
9) Instructional Grievances ..........................................................39
9) Discrimination, Harassment, Personal or Health Concerns ..............39
9) Points of Contact .................................................................40
9) The Office of Equal Opportunity ...............................................40
9) Appeals: The Office of Ombuds ...............................................40
9) Counseling & Psychological Center ..........................................40
9) Women, Gender, & Sexual Equity Center ....................................41

10) FUNDING INFORMATION .............................................................41-44
10) FAFSA ..................................................................................41
10) Fellowship Programs ............................................................41
10) UC Fellowships and Funding ..................................................41
10) Global MA Graduate Program Fellowships ................................ 41
10) Orfalea Family Foundation Fellowships ......................................41
10) Global Studies Conference Travel Grants ...................................42
10) Global Studies Fee Fellowship ..................................................42
10) Global Studies Orfalea Fellowship for Non-Residents ..................42
10) Financial FAQs and Tax Information ..........................................42
10) Funding Peers .....................................................................42
10) Extramural Funding ..............................................................42
10) Financial Aid for International Students .....................................43
10) Block Grants .......................................................................43
10) Central Awards by Departmental Nomination ...............................43
10) Central Awards by Student Application .....................................43
10) Work Study Awards ..............................................................43
10) Billing Office (BARC) ..............................................................43
10) Graduate Funding Links & Resources ........................................44

11) REGISTRATION & SCHEDULE ADJUSTMENTS .........................44-45
11) Graduate Student Health Insurance Policy ....................................45
Registration: Gaucho On-Line Data (GOLD) ................................................................. 45
Schedule of Courses ........................................................................................................ 45
General Catalog .................................................................................................................. 45
Schedule Adjustment ......................................................................................................... 45

12) TAKING CARE OF YOUR TRANSCRIPT ............................................................... 45-46
Satisfactory/Unsatisfactory and Pass/No Pass Grading .................................................. 45
Ordering Transcripts ......................................................................................................... 46
Incomplete Grades, No Grades, and No Records ............................................................. 46
Repetition of Courses ....................................................................................................... 46
Retroactive Changes to Student Records ......................................................................... 46
Seminar and/or Independent Research Study Courses .................................................... 46

13) CHANGING DEGREE OBJECTIVE ........................................................................ 47-48
Steps for Degree Changes ............................................................................................... 47
Adding or Changing a Doctoral Objective ....................................................................... 48

14) STUDENT STATUS – LAPSING, LEAVE OF ABSENCE, IN ABSENTIA .......... 48-48
Lapsing ............................................................................................................................. 48
Leave of Absence ............................................................................................................... 48
In Absentia ......................................................................................................................... 48

15) STUDENT ORGANIZATIONS & SOURCES OF ASSISTANCE ..................... 49-50
Departments Houses in the Student Resources Building ................................................. 49
Resources Centers in SRB ............................................................................................... 49
GSA Announce .................................................................................................................. 50
Graduate Students’ Association ....................................................................................... 50
Graduate Peers .................................................................................................................. 50
Office of International Students & Scholars ................................................................. 50

16) ASE EMPLOYMENT – TEACHING & RESEARCH .............................................. 51-52
English for Multilingual Students (EMS) Proficiency Requirements .............................. 51
English Language Placement Exam (ELPE) ..................................................................... 51
Departmental Cooperation and ESL Compliance .......................................................... 52
Additional Links for ASE Employment ............................................................................ 52
FAQs for New TAs ............................................................................................................ 52
TA Teaching Tips .............................................................................................................. 52
Instructional Development TA Handbook ....................................................................... 52
International TA Handbook ............................................................................................ 52

17) TRANSPORTATION & PARKING SERVICES ...................................................... 53
Parking Permits – Grad Student Employees ................................................................. 53
Transportation Alternatives Program .......................................................... 53
Bicycle Program ............................................................................................. 53
Bus Program ..................................................................................................... 53
Carpool .............................................................................................................. 53
Vanpool ............................................................................................................ 53
Electric Vehicle Services ............................................................................... 53
Rental Car ........................................................................................................ 53
Rail Travel ....................................................................................................... 53

18) A PARTIAL DICTIONARY OF GRAD TERMINOLOGY & ACRONYMS ........ 53-55
Dear Student,

The 2017-18 Global Studies Graduate Handbook is designed to be used in conjunction with Graduate Division’s Graduate Handbook*, for detailed information regarding policies, requirements, and procedures specific to the University and the Global Studies Graduate Program.

Every attempt has been made to ensure that the information in this handbook is current and correct as of printing date September 2017. It is each student’s responsibility to confirm the deadlines, requirements, and paperwork that apply to his/her degree program at each step in the graduate program process.

It is important to meet, on a regular basis, with your own faculty advisor. Other key persons to consult as necessary are the Graduate Program Advisor, the Graduate Program Director, and the Graduate Division.

*Graduate Division’s Graduate Handbook, is available online: http://www.graddiv.ucsb.edu/handbook/

If you need these materials in an alternative format, or if you have other special needs, please contact the Graduate Program Office:

Social Sciences and Media Studies, Room 2008
Email: erika@global.ucsb.edu | Phone: (805) 893-4668 | Fax: (805) 893-8003
Welcome all new graduate students! These student guidelines, along with the Graduate Division’s Graduate Handbook are intended to make your life as a graduate student easier by providing information on academic policy and requirements, financial support, and other opportunities in the Department of Global Studies and at UCSB.

**Quick Links to Helpful Sites**


**Alphabetical order:**

- **BARC**: Direct deposit, paying your bill (tuition & fees), refunds, tax info, etc.
  - [Student Access](#)

- **Campus Learning Assistance Services** (CLAS): Help with writing, grammar, the learning process, etc. (including [ESL & foreign language](#)).
  - [MyCLAS](#): On-line enrollment for web-based tutorial groups, labs, & workshops

- **Career Services**: Help students and recent grads with career info and resources

- **Children’s Centers**: Childcare services, classrooms, etc.

- **Disabled Students Program**: Services offered ([http://dsp.sa.ucsb.edu/](http://dsp.sa.ucsb.edu/))

- **Employment**: Grad student academic employment, other campus opportunities, etc.

- **Establishing CA Residency**: Via the Statement of Legal Residence (SLR)

- **GauchoSpace**: Course management system for UCSB that allows you to create an online site for your course materials

- **General Catalog**: ALL aspects of UCSB and the various colleges; a vital resource!
  - [Global Studies Department](#): Degree checksheets and dept. overview

- **GOLD [Gaucho On-Line Data]**: Registrar, add, drop courses, check your schedule and enrollment days/times, update personal data, print/order transcripts, etc.; a vital resource!

- **Graduate Division**: ALL aspects of the graduate educational process (policies, restrictions, requirements, templates, etc.) -- a vital resource!
  - [Graduate Division’s Graduate Student Handbook](#)
- **GradPost**: News about grad student life at UCSB
- **Graduate Students’ Association** (GSA): Articulate grad student concerns to campus admin and committees

- **Graduate Student Peer Advisors**: Assistance for graduate students from experienced graduates

- **HEALTH SERVICES**: **Student Health**, **Gaucho Health Insurance** (GHI), or alternative (required)

- **Housing & Residential Services**: Campus housing, residence, and dining info
  - **Community Housing**

- **Instructional Computing** (LSIT): Technology support for College of Letters & Science

- **Instructional / TA Development Program**: Instruction-related policies, matters, concerns, etc.

- **Kiosk Student Handbook**: Campus resources, involvement opportunities, etc.

- **MA Resources (Global Studies)**: Compilation of helpful links

- **MAPS**: **UCSB Campus** and **Surrounding Area Map**

- **Office of Financial Aid & Scholarships**: Info about financial aid, grants, scholarships, loans, etc.

- **Office of Judicial Affairs**: Maintain academic integrity and policies, campus safety & security, etc.

- **Office of the Ombuds**: Open communication about many issues (workplace, academic concerns, interpersonal conflict, bureaucratic runarounds, etc.)

- **Office of Research**: Help secure support for research and creative activities

- **Office of Student Life**: Administer campus organizations, fraternities & sororities, special activities, etc.

- **Registrar**: Enrollment and transcript issues, residency, fee information, etc.; a **vital resource!**
  - **Calendars & Deadlines**
  - **Registration & Enrollment**
- **Fee Information**
- **Graduation**
- **Residency**

- **Santa Barbara info-links**: Info about Santa Barbara, downtown, etc.

- **Schedule of Courses**: -- Please note -- GOLD shows the most recent updates to courses

- **Student Resource Building**: Student organizations, labs, and resources

- **Student Services Overview Guide**: Conclusive list of campus resource links

- **Transportation & Parking Services**: Parking permits, transportation and guest services, parking tickets, etc.

- **U-MAIL**: -- Required of all MA grads -- you may set preferences to transfer u-mail into a personal email account if you prefer to only check one account; **a vital resource!**

- **UCSB (Davidson) Library**: Search for articles, publications, etc.
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Campus and Community

The University of California, Santa Barbara campus is situated on a 1,055-acre promontory on the Pacific coast. The main campus is bordered on two sides by the ocean and on the third by the community of Isla Vista. On the fourth side, the campus faces the Santa Ynez mountain range across Goleta Valley. The main campus contains the majority of the 300 buildings that house the university. The outlying Storke campus includes playing fields and a family student housing complex. The west campus, which is largely undeveloped, contains an ecologically significant expanse of dunes that has been set aside as a natural preserve.

While UCSB's physical environment is stunning, it is the conjunction of the natural environment and the learning environment that makes the campus unique. With about 24,346 students, 21,574 undergraduates and 2,772 graduates, and 1,061 faculty members, UCSB is large enough to offer the educational resources and research facilities of a world-class institution, but small enough to foster close relationships among faculty and students. The campus is home to eleven national research centers and two professional schools, and has received a prestigious Research I ranking as one of American's top institutions by the Carnegie Foundation for the Advancement of Teaching. Nearly half of UCSB's academic departments and programs are ranked among the top 20 in the U.S. Because of these rankings and other indicators of academic excellence, UCSB is an elected member of the Association of American Universities (AAU), placing it among 61 leading institutions of higher learning in the U.S. and Canada.

Excellence and Diversity

Student body diversity contributes greatly to a broader education for all concerned. The Graduate Division continues to pursue the goals of increasing excellence and diversity of the graduate training programs at the University of California, Santa Barbara. The quality of the intellectual and social experience of graduate training is enhanced by the participation of
students with the widest variety of perspectives and experiences. Specific fellowships are offered to qualified individuals meeting the eligibility criteria who are from cultural, linguistic, geographic, and socioeconomic backgrounds not adequately represented in the graduate population.

GRADUATE DEGREE PROGRAMS

MA Program
Global Studies is an emergent field concerned with understanding the historical and contemporary phenomenon of globalization that seeks to promote critical reflection on how the world works as an interlinked, interactive set of processes and relationships. The University of California at Santa Barbara offers a Master of Arts in Global Studies. The two-year degree program, launched in the fall of 2006, currently admits approximately 8-10 students each year. It is especially well suited for students who wish to engage in or study the dimensions of global civil society that affect our contemporary world in significant ways.

This degree is intended to prepare students for international careers in non-governmental organizations (NGOs), businesses, and government, or for a Ph.D. in a related social science or humanities field. This MA degree is designed to provide an understanding of the economic, political, social, and cultural forces that are shaping global organizations. Internships and/or study abroad opportunities help to further prepare graduates to meet the intellectual and practical challenges facing non-governmental civil society organizations. Please remember that our MA and Ph.D. are separate programs, and that admission to the MA is not routinely transferrable to the Ph.D.

MA students are fully supported for their first year, but are generally required to TA at least two quarters. In their second year, MAs are offered tuition remission and additional, partial support for internships and some TAships, but usually need to pursue some additional funding across the university.

PhD Program
The Doctor of Philosophy (PhD), or PhD program in Global Studies, provides a unique interdisciplinary degree for students who desire to study global issues such as conflict, immigration, human rights, environment, sustainable development and the challenges these issues present for lasting peace, equality and prosperity. This cutting-edge program is designed to meet the challenges of the 21st century. The PhD program is the first of its kind at a Tier-1 Research University in the United States, and the first within the University of California system; it is a stand-alone degree (approximately 5 years) and is separate from our highly successful terminal MA in Global Studies, which has been operating for over a decade.

The program is taught by leading scholars, many of whom helped establish this emerging interdisciplinary field and who are internationally recognized for their innovative theoretical, empirical and pedagogical contributions. Candidates will work closely with Global Studies
faculty in conjunction with 23 Affiliated Faculty members from across the campus, providing access to a wide variety of disciplinary scholarship/expertise.

Combining approaches from the social sciences and humanities, the PhD is built around three related concentrations:

- global political economy, development, and environment
- global culture, ideology, and religion
- global governance, human rights, and civil society

Students complete gateway courses in all three areas before focusing on a research specialization. The degree typically involves a field studies component, mastery of a second language, and the completion of a PhD dissertation.

## GRADUATE PROGRAM OFFICE

The Graduate Program Office (SSMS Building, Room 2008) maintains student files and assists students with university policies and procedures such as quarterly deadlines, registration, schedule adjustments, fellowship applications, petitions, and degree checks. The Graduate Program Advisor (GPA) is a staff member who serves as a crucial liaison to the Graduate Division, and manages requisite administrative records on behalf of the department and its graduate students.

Documentation is associated with many steps leading to a graduate degree. In order to ensure that a student’s progress is recorded by the university in a timely and accurate manner, students must consult with the GPA for the appropriate forms or petitions needed when approaching “degree milestones” such as the nomination of committee members, MA thesis, qualifying examinations to advance to doctoral candidacy, and/or dissertation defense. Students should inform the Graduate Program Office of any changes to mailing address, phone number, student status (e.g., petitioning to add degree objective, and/or emphasis).

**Address & Contact Information:** It is extremely important to notify the GPA and the University of any changes to your mailing address, phone number, or student status (e.g., petitioning to add degree objective, and/or emphasis). You will also need to update your information within GOLD when applicable.

**U-Mail Address**
The department will use your UCSB U-Mail account as our primary way of contacting you and sending out important announcements and information. It is vital that students check their U-Mail account regularly! *Information will no longer be sent to personal email addresses once students begin their studies at UCSB.* It is highly recommended that students setup the mail forwarding feature within their U-Mail account (to forward U-Mail emails to a personal email address as well). To ensure you receive emails, please clean out your U-Mail account periodically to prevent bounced or undeliverable emails as the result of exceeding the 25 gigabytes mail storage limit.
Global Studies Listservs
As a graduate student of Global Studies, your U-Mail address will be added to departmental listservs to disseminate important information and official announcements. The only voluntary listserv is grad411@global.ucsb.edu:

The “grad411” listserv emails go out to all graduate students only for inter-student announcements or invitations for social activities aside from the university. Individuals who do not wish to receive these types of emails can contact the GPA to opt-out. Several current students act as moderators.

Copier Codes
Copier codes are available from any global staff person; please indicate what the copy job is for (TA section, etc.). If you are a Teaching Assistant (TA) for a course, you will be given an instructor copy code for that quarter. No personal copying is allowed unless you receive prior approval from the GPA. The copy machine is in SSMS 2007.

Copy Right and Fair Use
The policies and legalities of Copyright Infringement & Fair Use issues.

Computer / Printer Use
Students cannot print from the TA office computer (SSMS 2009) and networked printer in the mailroom (SSMS 2007). TA course materials from emails, etc., should be printed by the professor and given to TAs to copy. Ethernet access for personal computers can be setup for TAs only.

Student Mailboxes
Student mailboxes are located in SSMS 2007. The GPA will put mail, checks, and flyers for you there. PLEASE do not use these mailboxes for TA students’ papers, books, or storage. Make sure to check your box frequently as space is limited. You CANNOT mail letters from the department mailroom — use the Post Office at the UCEN.

Fax Machine
The Global Studies Department fax number is (805) 893-8003.

Incoming Faxes — When faxes arrive, we will place them in your student mailbox. If you are expecting a fax but don't find it in your mail folder, check the fax machine. Contact the sender directly if your fax has not been received. Please notify persons who are sending you a fax to write your full name on the first page (preferably all pages).

Outgoing Faxes — You may send faxes from the Global Studies fax machine: local faxes are free, although you will be billed for long distance numbers. Dial ‘9’ first for the outside line, then the area code and number. Please document any outgoing faxes on the FAX record sheet provided, if the fax is long distance. Brief instructions on how to use the fax machine are posted above the machine. The fax machine is in SSMS 2007.
**Key Policy**

Keys are issued to graduate students by our main office staff personnel. A key to an office will be issued to you and if you are employed as a Teaching Assistant (TA), you may also receive a key to another office for required office hours. A deposit isn’t required for the issuance of keys, but you will be charged $20 per key if they are lost or not returned before you leave our program. Any fees assessed for keys will post directly to your BARC account. A keycard to the SSMS building will allow you to enter after normal business hours and on weekends – with authorization from the staff Business Officer.

**TA Office Assignments**

If you are hired as a TA, you will be assigned an office based on space availability. If you have any questions regarding your office, please contact the GPA. In any quarter that you are not employed as a TA, you must return your keys to the GPA and remove any items you have stored in the office.

**Grad Cave:** All global graduate students can access/use the Grad Cave facilities, which serves as a lounge where students can meet to discuss topics, work on academic assignments, etc. During the weekdays, the GPA will unlock the room in the morning and will lock the room before leaving for the day. If you’d like to remain in the room after hours, please turn off the lights and make sure the door is closed and locked before you leave. There is also a library shelf and mini-fridge available for grad student use. Please respect others and clean up after yourself! The Grad Cave is located in SSMS 2005.

**Global Studies Room Reservations**

Any global staff can assist you in reserving the Global Studies conference and seminar rooms (SSMS 2001 and 2011) for academic and/ or faculty-sponsored events only. Contact the GPA Office to reserve a room for your thesis or dissertation defense exams.

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**COMPUTER, MEDIA, AND RESEARCH RESOURCES**

**Collaborate Student Support Center**

The Collaborate Student Support Center provides walk-up and online support for student use. Services include:

- Scheduled and Open Access computer labs throughout campus
- Printing services - including 200 pgs. free printing per quarter to L&S students in COLLABORATE PrintSpot labs
- U-Mail Help Desk (Phelps 1521)
- UCSB Net ID support
- UCSB Wireless Web support
- Gauchospace

For lab hours, please visit: [http://www.collaborate.ucsb.edu/spaces/labs](http://www.collaborate.ucsb.edu/spaces/labs). **General Info:** (805) 893-5542 or help@collaborate.ucsb.edu
Letters & Science Information Technology Labs (LSIT)
Manages several multi-purpose computer labs located in HSSB 1203. These are open access computers for assignments, word processing, email, and web browsing; available to all registered students, as well as L&S faculty and staff. There are also specialized tools and other shared multimedia resources, including analytical software, multimedia stations, Global Studies stations, music stations, slide scanners, and specialty printers.

Instagram
MA and PhD graduate student photo/video page - https://instagram.com/ucsbglobalgrad. When uploading photos please use #MAGIS (cohort number)

Instructional Computing
Numerous computer-related resources for students including computer labs, multi-mode surveys for research, U-mail services, links to publicly-available software at UCSB, and more.

Libraries: Library catalogs, research classes, and library instruction

Media Equipment
If you need audio visual equipment for a course, you should order it at least 2 full working days (48 weekday hours) in advance from Media Equipment at (805) 893-3549. For more information, please visit: http://media.classroom.id.ucsb.edu/.

All classrooms are supposed to be equipped with an overhead projector (some classrooms have other equipment built in as well). For information on what types of equipment are available (slide projectors, VCRs, etc.) contact Media Equipment directly.

The Department of Global Studies has a DVD player and VCR available for use in the SSMS 2001 conference room. To reserve it, please contact the global main office staff.

Overhead Projector Pens / Whiteboard Supplies
You may pick-up a pen for use with overhead projectors and white boards from any global staff member.

Software

ADVISORS AND THE ADVISING PROCESS

During your time as a graduate student in the Department of Global Studies, you will establish a faculty advisory committee. You should also freely contact the Graduate Program Director (GPD) in the Global department, whom is a mentor to all Global Studies graduate students.
**Faculty Advisor**
Upon arrival at UCSB, all incoming graduate students will be assigned a provisional faculty advisor. You can find your provisional advisor’s name and contact details within your orientation folder or contact the GPA.

MA students who enter the graduate program need to nominate a committee by the end of their first year and are required to submit official nomination paperwork (Form-1) by the end of their fifth quarter at UCSB. The chair of the committee will then become your Principal Advisor. Once your Principal Advisor and committee have been determined, they should be your first point of assessment for second-year courses beyond the required core courses, your area of specialization, thesis planning, and outside courses. MA students can also seek guidance from the MA Program Coordinator, Prof. Mark Juergensmeyer, anytime during their graduate studies. Overall timetables of academic progress are assessed by your Principle Advisor and then reviewed regularly by the Graduate Program Director.

PhD students have more time to formulate their committee. Students should select their Qualifying Exam Committee by the end of their second year of study at latest. The chair of the committee will then become your Principal Advisor. Once your Principal Advisor and committee have been determined, they should be your first point of assessment for courses beyond the required core courses, your areas of specialization, qualifying exam and dissertation planning, and outside courses. Once a student has advanced to candidacy, the Principal Advisor normally becomes the chair of your Dissertation Committee. The Dissertation Committee is usually - but not necessarily - composed of members of the Qualifying Exam Committee, although PhD students have the option of changing any of those members. Overall timetables of academic progress are assessed by your advisor and then reviewed regularly by the Graduate Program Director.

Although most advisors are readily available to students, there are some restrictions upon faculty time and availability. Faculty need ample time to read student work, especially at the end of the quarter when there are many other demands upon their time. Most faculty members have nine-month appointments, which coincide with the academic year. Therefore, faculty have limited availability for routine advising during the summer months. Students hoping to work with their advisor during the summer, or those intending to complete key program milestones (e.g. thesis completion/filing) during summer need to arrange this with their advisor.

**Graduate Program Director**
The Graduate Program Director (GPD), currently Prof. Paul Amar, also referred to as the faculty “Graduate Advisor”, is the faculty member responsible for guidance on overall department policy and programs, while the staff GPA insures compliance with University policies – any exceptions to these departmental policies and guidelines must be certified by the Department Chair. The GPD represents the department to the Graduate Division and signs all forms and petitions on behalf of the department that require approval; such documents usually ask for the “Graduate Advisor’s” signature. If you are unsure whether a form requires your Principal Advisor’s signature or the GPD signature, ask the GPA for clarification. The GPD is also available to consult with you on general issues related to your academic progress and University or department policies.

**Graduate Program Advisor (GPA)**
The Graduate Program Advisor (GPA), currently Erika Klukovich, is a staff member that acts as a crucial liaison to the Graduate Division (GD). The GPA is responsible for implementing
programmatic elements of the graduate programs in Global Studies, including recruitment, admissions, record-keeping, thesis and dissertation filing, funding, academic forms and petitions sent to the GD, arranging language proficiency assessment examinations, and all matters concerning Global Studies graduate students. The GPA is also responsible for the hiring of graduate students for the following titles: Teaching Assistant (TA), Graduate Student Researcher (GSR), Student Assistants, and Readers. If a Graduate Division form requires a signature—the GPA does not sign it; the GPD, Department Chair, or Principal Advisor usually does.

Department Chair
The Chair of the Global Studies Department, currently Prof. Alison Brysk, oversees all aspects of the department, faculty, staff, and graduate programs. The Chair should be consulted for overall program concerns and/or if any serious issues should arise.

Graduate Program Committee
The Graduate Program Committee (GPC) periodically reviews the graduate curriculum and proposes reforms on an as-needed basis. The GPC also reviews recommendations and initiatives brought forward by students or faculty that have to do with the graduate curriculum. The GPC monitors students' progress through the program, considers petitions to continue in the graduate program for students who have not completed the graduate course requirements by the time-to-degree standards, recommends academic dismissal in cases where students are making unacceptable progress toward degree completion, and reviews program exceptions and course unit transfers.

Annual Reviews
Graduate students are reviewed annually by the Graduate Program Director and Graduate Program Committee, in addition to all global faculty at the end of spring quarter. Each year graduate students and their Principal Advisor complete an evaluation form that reports progress to-date and future plans in all facets of the professional development of the student, including but not exclusively progress on coursework, the MA thesis, the PhD qualifying exams, and the PhD dissertation. A copy of this report is filed with the Graduate Program office.

GRADUATE PROGRAM REQUIREMENTS

The Global Studies Graduate Program offers a terminal Master of Arts (MA) degree program and a separate Doctor of Philosophy (PhD) degree. For admitted MA students, there is no presumption that the MA degree automatically leads to the PhD.

This handbook provides requirements specific to your program. Please refer to Graduate Division's Graduate Handbook for the minimum University requirements: http://www.graddiv.ucsb.edu/academic/masters-degree. Students should contact the Graduate Program Office for obtaining and/or processing of required forms.
Master of Arts (MA) Degree

The master's degree in Global Studies requires a minimum of 57 quarter units with grade ‘B’ or better for completion (except GLOBL 232A and GLOBL 598, which must be passed satisfactorily), 25 units (7 courses) in required global graduate-level core curriculum courses, and at least six elective courses. In addition, mastery of a second language is required and field research in either an internship and/or study abroad program is highly recommended. The degree is completed by submission of a master's thesis.

CORE COURSE REQUIREMENTS:

- GLOBL 220 (4 units)
- GLOBL 221 (4 units)
- GLOBL 222 (4 units)
- GLOBL 223 (4 units)
- GLOBL 224 (4 units)
- GLOBL 225 (4 units)
- GLOBL 232A -- Professional Development Seminar -- (1 unit)

REQUIRED SEMINAR ELECTIVES (6 courses required):

Master’s students are required to take 24 units – 6 courses required – to satisfy the seminar electives requirement. Of these required units, 8 units are ‘in classroom’ courses in the declared area of specialization* and another 12 units must be graduate level (courses numbered 200+) electives.

*Up to 8 units of either upper division undergrad coursework (level 100+ courses) or study abroad courses (with prior approval) can also count toward the degree requirements instead of graduate level courses.

INTERNSHIP / STUDY ABROAD:

Master’s students are required to take 12 units of internship/study abroad (GLOBL 598), typically taken during the summer (of the first-year) and/or fall quarter (of the second-year). Although students can opt out of an internship/study abroad – after consulting with their thesis committee – thereby allowing them to remain on-campus during fall quarter, such students are still required to register for 12 units of GLOBL 598, taken Satisfactory/Unsatisfactory (does not require a letter grade), and register for additional fall courses to complete remaining MA degree units.

Additional requirements for those doing an internship/study abroad include:

1. All MA students must complete a Graduate Student Travel Report to the GPA before departure and provide copies of your passport, visas, and student ID card to GPA.

2. All MA students are required to have health insurance while doing field research.
Study Abroad options: Education Abroad Program Full credit for all approved graduate-level courses; up to a year abroad. EAP UCOP system-wide UCEAP has 200 programs in 35 countries; Erasmus Mundus – Study Abroad exchange program (England, Germany, etc.)

MA THESIS / PROJECT ADVISING:

Master’s students are required to take 8 units of graded mentored research (GLOBL 596A/596B sequence) during the second year or later.

LANGUAGE REQUIREMENT:

The MA program in Global Studies requires a mastery of a second language, which may be satisfied in any one of the following ways:

- English as the second language or oral fluency in a second language [International students, etc.]
- Prior university level coursework—Level 6 or equivalent with ‘B’ average (2 years or more of coursework)
- Score of 6 or equivalent on undergraduate placement exam by UCSB foreign language depts.
- Faculty-evaluated timed translation exam using a paper dictionary--foreign language to English.
- Current language coursework (Intensive study program)--2 years or equivalent with ‘B’ average or summer intensive program
- Native Language Assessment in Lieu of Coursework

NOTE: Language courses count towards the 2 year language requirement, but not as electives as they are lower division undergraduate courses.

AREA OF SPECIALIZATION:

Master’s students are required to choose one of the following concentrations that comprise the Global Studies graduate program:

- Global Culture, Ideology, and Religion
- Global Political Economy, Development, and Environment
- Global Governance, Civil Society, and Human Rights
**THESIS REQUIREMENT:**

The student's MA Committee Chair supervises the thesis during the final two quarters through the graded GLOBL 596A/B sequence, oversees the student's thesis completion, and along with all other committee members, provides an email confirmation to the GPA confirming final approval of the thesis.

Below are the minimum University requirements for the MA thesis:

**Master's Thesis**

In addition to the submission of an acceptable thesis, this plan requires **completion of a minimum of 30 units of upper-division and graduate coursework**, of which at least 20 units must be at the graduate level (excluding courses numbered 597 or 598, units for teaching assistant duties or training, or service as a graduate student researcher). A maximum of 10 units of the required 20 graduate units may be in 596 coursework.

*A thesis is required*, which must be approved by each member of the **master's committee***. The thesis must meet the formatting and filing requirements of the Graduate Council and electronically filed through **ProQuest**. A photocopy of thesis should be submitted to the Graduate Program Office.

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**Master's Thesis Committee**

The master’s thesis committee* consists of at least three UC Academic Senate members, with a **tenure-track** faculty member from the student's home department serving as chair or co-chair. At least two members of every master’s thesis committee must be **tenure-track faculty**. The majority of the three members shall be from the student's UCSB major (home) department. Recommendation of the appointment of additional members to the thesis committee is at the discretion of the department.

To formally nominate a thesis committee, departments must submit to the Graduate Division a **Committee Form I and Conflict of Interest Form** that includes the current title and departmental affiliation of every faculty member being nominated. If a student would like to change, add, or drop a committee member(s) after submission of the Committee Form I, then they must seek approval by completing a **Committee Form 1-A**.

The thesis committee is approved by and responsible to the Graduate Dean under policies established by the Graduate Council. *(Senate reg. 300B, 305B)*

**Global Studies – Thesis Committee Requirements**

Students propose their thesis committee chair and members via the “MA 1st-Year Committee Formation Request Form**”, submitted early to mid-spring quarter. Students must make all attempts to discuss committee service directly with all faculty members prior to submitting the form. Proposed MA committees will be discussed by all global faculty during the annual graduate student review at the end of spring quarter. There may be some instances when
desired faculty are unable to serve on a thesis committee due to workload constraints and in such cases, the proposed chair may be able to suggest an alternative faculty member

**Note: Please confirm that your committee chair is willing to serve on your committee and will not be on leave before submitting forms.

In approaching Affiliated Faculty, please look over their academic areas of interest, attend their office hours to discuss your research, look over their CVs and websites, and if possible take or audit one of their graduate classes for your electives, before deciding to ask their involvement on your committee. Once your committee is set, email the GPA with the information and copy all your committee members as well.

**Addional Requirements:** Once you have established your master’s committee members, send an email to the GPA with your committee information and copy all of your members as well. Make sure to notify the GPA when completing and filing the required nomination forms (thesis only). All committee forms are filed in the GPA’s office and with the Graduate Division for documentation purposes.

**Master’s Degree Checksheet**
Students can access the 2017-2018 master’s degree checksheet within the General Catalog at the following link:


**NOTE:** All students must follow the degree checksheet requirements specified for the academic year in which they entered the MA program!* Additionally, all Global Studies and University degree requirements must be satisfied before the MA degree will be awarded.

* Exceptions may be granted for students returning from a lapsed registration status

In addition to departmental requirements, candidates for graduate degrees must fulfill University requirements described in the “Graduate Education” section of the UCSB General Catalog. A total of 57 units are required for the Global M.A. program. All courses should be at the 200-level or above, although exceptions may be granted on a case-by-case basis, to allow up to two courses of upper division undergraduate courses to count as seminar electives. All courses must be passed with a grade of B or better, with the exception of the Contemporary Issues seminar and GLOBL 596, which may be passed satisfactorily.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>QTR/YEAR</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE SEMINARS (24 Units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLOBL 220</td>
<td>F'17</td>
<td>HISTORY &amp; THEORY OF GLOBALIZATION</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 221</td>
<td>W’18</td>
<td>GLOBAL POLITICAL ECONOMY, DEVELOPMENT, &amp; ENVIRONMENT</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 222</td>
<td>W’18</td>
<td>GLOBAL CULTURE, IDEOLOGY, &amp; RELIGION</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 223</td>
<td>F’17</td>
<td>GLOBAL GOVERNANCE, HUMAN RIGHTS, &amp; CIVIL SOCIETY</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 224</td>
<td>F’17</td>
<td>RESEARCH METHODS</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 225</td>
<td>W’18</td>
<td>RESEARCH DESIGN</td>
<td>4.0</td>
</tr>
</tbody>
</table>

PROFESSIONALISM SEQUENCE (1 unit)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>QTR/YEAR</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBL 232A</td>
<td>F’17</td>
<td>CONTEMPORARY ISSUES</td>
<td>1.0</td>
</tr>
</tbody>
</table>

SEMINAR ELECTIVES – 24 units (8 units are ‘in classroom’ courses in declared area of specialization*)

INTERNAL STUDY ABROAD (12 units, S/U—does not count toward number of M.A. degree units required)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>QTR/YEAR</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBL 596</td>
<td>F’18</td>
<td>MASTER'S THESIS RESEARCH &amp; PREPARATION</td>
<td>12.0</td>
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MA THESIS / PROJECT ADVISING (8 units)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>QTR/YEAR</th>
<th>COURSE NAME</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLOBL 596A</td>
<td>W’19</td>
<td>DIRECTED THESIS ADVISING</td>
<td>4.0</td>
</tr>
<tr>
<td>GLOBL 596B</td>
<td>S’19</td>
<td>DIRECTED THESIS ADVISING</td>
<td>4.0</td>
</tr>
</tbody>
</table>

*Area of Specialization electives (8 units) to be chosen from one of the following subject areas: Global Culture, Ideology and Religion; Global Governance and Human Rights; or Political Economy, Sustainable Development & the Environment, and in consultation with the student’s advisor. Directed Readings (i.e. GLOBL 596) cannot be used to satisfy these two electives.
**LANGUAGE REQUIREMENT**

English as the second language, or oral fluency in a second language is required. Proficiency can be demonstrated in the following ways:

1. Prior university level coursework—Level 6 or equivalent with ‘B’ average (2 years or more of coursework)
2. Score of 6 or equivalent on undergraduate placement exam by UCSB foreign language depts.
3. Faculty-evaluated timed translation exam using a paper dictionary--foreign language to English.
4. Current language coursework (intensive study program)—2 years or equivalent with ‘B’ average or summer intensive program
5. Prior university level coursework—Level 3 or equivalent with ‘B’ average in two different languages (2 years or more of coursework)

2nd LANGUAGE: ______________________ Exam Date mm/dd/yy (if applicable): _______

**AREA of SPECIALIZATION (Choose One)**

- Global Culture, Ideology, and Religion
- Global Governance and Human Rights, and Civil Society
- Political Economy, Sustainable Development and the Environment

**THESIS / PROJECT REQUIREMENT**

The student’s M.A. Committee Chair supervises the thesis/project research during the final two quarters through graded GLOBL 596A/B sequence, evaluates the thesis/project presentation, and certifies the completion of required coursework.

M.A. Committee Chair:
Member or Co-Chair:
Member:
+ Member:
Thesis Approved: _______________ or Project Approved: _______________
(month/day/year) (month/day/year)

**M.A. DEGREE REQUIREMENTS SATISFIED:**

Quarter / Year

Department Chair or Graduate Advisor SIGNATURE: __________________________
Print Name

**FOR GRADUATE DIVISION USE ONLY**

<table>
<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Residence requirement—minimum 3 quarters (verify departmental requirement)</td>
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</tr>
<tr>
<td>Required units completed = 57.0</td>
<td></td>
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<tr>
<td>Language requirement Satisfied (if required)</td>
<td></td>
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<tr>
<td>No grades of I, NR, or NG</td>
<td></td>
</tr>
<tr>
<td>3.0 or better GPA overall</td>
<td></td>
</tr>
<tr>
<td>B or better in all core courses (200-level – verify if departmental requirement)</td>
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<tr>
<td>Registered quarter of degree or Filing Fee LOA:</td>
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<tr>
<td>Master’s Form 1/COI and committee entered</td>
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</tr>
<tr>
<td>Master’s Thesis date received <em>(signature page is filed and entered in SReg)</em>:</td>
<td></td>
</tr>
<tr>
<td>Master’s Thesis Submission Fee:</td>
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<tr>
<td>ProQuest ID</td>
<td>Permission Lists uploaded?</td>
</tr>
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</table>

Master’s Degree Awarded *(mm/dd/yyyy)*
The PhD degree in Global Studies requires a minimum of 60 quarter units — completed over five years — in graduate level courses (numbered 200+) with a grade ‘B’ or better for completion, 24 units (6 courses) in required global graduate-level core curriculum courses, and at least six elective courses; exceptions will, upon petition, be granted on a case-by-case basis to allow an upper-division undergraduate course to count as part of the doctoral program. In addition, mastery of a second language and a dissertation are required.

CORE COURSE REQUIREMENTS:

Core Seminars

- GLOBL 221 (4 units)
- GLOBL 222 (4 units)
- GLOBL 223 (4 units)

Theories and Methods

- GLOBL 220 (4 units)
- GLOBL 224 (4 units)
- GLOBL 229 (4 units)

AREA OF SPECIALIZATION REQUIREMENTS:

Primary Area of Specialization (12 units total)

PhD students are required to take 12 units (offered by the Global Studies Department) in their chosen field of concentration:

- Global Culture, Ideology, and Religion
- Global Political Economy, Development, and Environment
- Global Governance, Civil Society, and Human Rights

Secondary Area of Specialization (12 units total)

PhD students are required to take an additional 12 units offered in a disciplinary or interdisciplinary field that complements their work in Global Studies. These units do not need to be taken from a single department and are drawn from seminars offered inside or outside the Global Studies Department and/or directed readings and independent study with faculty outside Global Studies.

SEMINAR ELECTIVES and/or DISSERTATION ADVISING:

PhD students must take a minimum of 12 additional units of graduate seminars offered inside or outside the Global Studies Department, or a combination of both). These units can also be
fulfilled through directed reading and independent study, and are intended to complement a student’s primary and secondary areas of specialization.

FOREIGN LANGUAGE REQUIREMENT:

Ph.D. students must demonstrate reading proficiency in at least one language other than English, which may be satisfied in one of the following ways:

- English translation of a 500-word page on a topic in the student’s areas of specialization, chosen by the student’s Committee Chair, and assessed by either the Chair or a specialized examiner.

- A 4-6 page double-spaced English summary (1,000 – 1,500 words), written over a single weekend, on a topic in the student’s areas of specialization chosen by the student’s Committee Chair, and assessed by either the Chair or a specialized examiner.

ADVANCEMENT TO CANDIDACY/DISSERTATION RESEARCH:

By the end of the second year students must submit a Plan for Advanced Study to their qualifying examination committee for approval, which outlines the steps the student will take, in addition to the completion of course requirements, to satisfy the three requirements for advancement to candidacy. Advancement to Candidacy will normally occur by the end of the fourth year of residence upon successful completion of the following:

1) A written qualifying examination based on a reading list of significant items in the student’s primary area of concentration drawn up by the student and approved by his or her committee

2) A paper of 30-40 pages focusing on some issue, topic, or problem pertinent to the student’s secondary area of specialization and utilizing methods appropriate to that area

3) A dissertation prospectus on which the student will be orally examined by his or her committee.

The student’s dissertation committee will be composed of at least three UC Academic Senate members, with a tenure-track faculty member from the student’s major (home) department serving as chair or co-chair. At least two members of every doctoral or committee must be tenure-track faculty. The chair of the committee and one other shall be core faculty in Global Studies, but to emphasize the interdisciplinary nature of this degree the third faculty member should normally be from an outside department. The dissertation committee will typically be the same as the qualifying examination committee, but that is not required.

The final requirement for the doctoral program is for the candidate to complete a dissertation, which must be an original work based on independent research and an oral defense.
Areas of Specialization
Doctoral students need to select one of the three concentrations as their ‘Primary Area of Specialization’:

- **Global Culture, Ideology, and Religion**
  Focuses on how, as ordering forces in human affairs, these frames of meaning within which people live and form their convictions, selves, and solidarities have shaped, and been shaped by, global processes both in the past and the present. Faculty members specializing in this area include Clitandre, Darian-Smith, Gunn, Juergensmeyer, Lezra, Mann, and Nederveen Pieterse.

- **Global Political Economy, Development, and Environment**
  Centers on the political, economic, and environmental aspects of globalization, focusing on the prospects and challenges of development that are both socially equitable and environmentally sustainable. Faculty members specializing in this area include Amar, Appelbaum, Clémençon, Elver, Mehta, and Nederveen Pieterse.

- **Global Governance, Human Rights, and Civil Society**
  Examines the various dimensions of political, economic, and social order that arise from transnational conflict and cooperation, addressing such issues as the relations among sovereign states, market forces, civil society, and struggles for global justice. Faculty members specializing in this area include Amar, Appelbaum, Brysk, Clémençon, Darian-Smith, Elver, Juergensmeyer, and Nederveen Pieterse.

All three areas of concentration attend to the intersectionality of a number of factors, including politics, social movements, economic processes, legal structures, international institutions, nationality, technology, race, ethnicity, gender, class, sexualities, aesthetics, environmental sustainability, global security, governance structures, and human rights.

Foreign Language Requirement
Students can choose their preferred method (detailed above) by which to satisfy the language exam.

Steps to complete the foreign language requirement:

1. Students must have already designed a Secondary Area of Specialization in consultation with their advising committee and have forwarded the confirmation of approval to the staff GPA prior to taking the exam.

2. Student then notifies the GPA of their preferred exam date, no later than two weeks prior to exam, to allow adequate time to obtain topic and/or article and for room scheduling (for students who choose option 1).

3. If the GPA is unable to locate an in-department individual to assess the exam, the student is responsible for locating an appropriate individual and should then inform the GPA who will then consult with the Graduate Director for final approval.
4. GPA will oversee administration of the exam. Student must return their language exam to the GPA by the designed deadline, which will then be forwarded to the exam assessor for review.

5. GPA will notify the student, their committee, and the Graduate Director of the exam results. The exam can be taken as many times as necessary until the exam has been passed.

**Doctoral Committee**
Nomination of a doctoral committee is required prior to advancement to doctoral candidacy. In most departments, the same doctoral committee is nominated to administer and assess the student's qualifying examinations and supervise dissertation work. In some departments, separate qualifying examination and dissertation committees are nominated. ([Senate reg. 350D](#))

The Doctoral committee is approved by and responsible to the Graduate Dean under policies established by the Graduate Council. The Doctoral committee consists of at least three UC Academic Senate members, with a tenure-track faculty member from the student’s major (home) department serving as chair or co-chair. At least two members of every doctoral committee must be tenure-track faculty. The majority of the three members shall be from the student’s UCSB major (home) department. Recommendation of the appointment of additional members to the doctoral committee is at the discretion of the department.

To formally nominate a doctoral committee, departments must submit to the Graduate Division a Committee Form I and Conflict of Interest Form that includes the current title and departmental affiliation of every faculty member being nominated. If a student would like to change, add, or drop a committee member(s) after submission of the Committee Form I, then they must seek approval by completing a Committee Form 1-A.

**Additional Requirements:** Once you have established your doctoral committee members, send an email to the GPA with your committee information and copy all of your members as well. Make sure to notify the GPA when completing and filing the required nomination forms. All committee forms are filed in the GPA's office and with the Graduate Division for documentation purposes.

**Plan for Advanced Study**
By the end of the second year, doctoral students must submit a Plan for Advanced Study to their qualifying exam committee for review, which outlines the steps a student will take to satisfy the three milestones requirements in order to advance to candidacy.

**Qualifying Examination**
To take the qualifying exam(s), students must meet the following requirements:

- Satisfactory completion of all preliminary requirements established by the University and their department ([Senate reg. 350D](#)). Students should understand their department-specific requirements as many departments have additional standards above those established by the University.
• Registration in three consecutive quarters prior to the quarter of the qualifying exam(s)
• Registration (excluding In Absentia) in the quarter taking the qualifying exam(s)
• An approved doctoral committee on file with the Graduate Division

The qualifying exam consists of the following components:

• **Exam Preparation**: In consultation with their committee members, a student compiles a list of relevant readings (perhaps around 50 sources, but this number is not firm)
• **Literature Review**: Each student prepares a narrative, integrated literature review circulated to the committee based on analysis of the reading list
• **Take-Home Exam**: Once the literature review is accepted by the committee, a take-home exam will be prepared, consisting of one essay question generated by each of the three committee members. The student will then have 48 hours to complete answering these three essay questions, writing from home. Student will then submit the completed essays/exam by email to the three committee members and the GPA. A maximum length of 10,000 words is suggested for the completed exam. For convenience of administration, the department aims to schedule these exams in clusters on approximately two occasions per year, but flexibility can be offered as needed.

Steps to take the qualifying exam:

1. Students nominate a doctoral committee and submit a Form-1 Committee / Conflict of Interest form that meets departmental and University requirements:
   
   [https://www.graddiv.ucsb.edu/academic/forms-petitions](https://www.graddiv.ucsb.edu/academic/forms-petitions)

   The GPA will make a copy of the form for the student’s file prior to submission for final approval by the Graduate Division.

2. In consultation with the committee, Grad Director, and the GPA, students select an available date to take the exam. Notification must take place no later than *two weeks* prior to exam to allow adequate time for generation of exam questions.

3. Student provides the GPA with a completed Form-2 Report on Doctoral Degree Qualifying Examinations:
   
   [http://www.graddiv.ucsb.edu/docs/default-source/academic-services-documents/form-ii-10-14C09337A6B4B0.pdf?sfvrsn=0](http://www.graddiv.ucsb.edu/docs/default-source/academic-services-documents/form-ii-10-14C09337A6B4B0.pdf?sfvrsn=0)

4. The GPA will administer the Qualifying Exam to student then forward completed exam to committee members for review. Doctoral committee reports the results on the Form-2 Report on Doctoral Degree Qualifying Examinations.

5. Upon passing, student picks-up Form-2 from GPA, pays $50 advancement to candidacy fee, and submits form to Graduate Division. If student doesn’t pass, GPA will submit Form-2 on behalf of student.

If a student does not pass their qualifying exam, the exam can be taken a second time (students should begin the process by starting at Step 2). In the case when a student does not
pass all or part of the qualifying exam(s), the Committee Chair should submit to the Graduate Division the Doctoral Form II including a brief summary explaining committees' decision and re-examination requirements. If the student does not pass the second exam, they can consider petitioning to change his/her degree program to the terminal MA program after consultation with the doctoral committee and GPD.

Secondary Area of Specialization Paper
There is no specified date for the secondary area of specialization paper. It can be completed before or after the qualifying exam, but must be completed before a student can advance to candidacy and before the dissertation is defended.

The paper of 30-40 pages focuses on some issue, topic, or problem pertinent to the student’s secondary area of specialization and utilizes methods appropriate to that area. The paper is mean to build upon the themes of the secondary area of specialization to develop a publication for submission to a journal, or at lease serve as a polished “research-based “writing sample” for future grant applications and the academic job market.

Steps to complete the Secondary Area of Specialization Paper:

1) Students draft the specialization paper in consultation with their committee members, as well as benefiting from input from faculty in other relevant seminars.

2) Students then identify possible publishing venues. The student should become familiar with articles published by that journal, its editorial style guidelines, the published work of the editorial board of that journal, and the conversations, methods, and citations that journal favors. Student may submit to their advisor a bibliography from possible journals and identifying the intervention represented by the student's paper.

3) After revision of the paper and once the principal advisor approves the finalized draft of the specialization paper, it must be submitted to a journal for possible publication. Student must email a verification of paper submission to their dissertation chair and the staff GPA.

NOTE: The paper does not have to be accepted or published, but must be submitted.

Dissertation Prospectus
The qualifying exam and secondary area of specialization paper must be approved/passed before the oral examination of the dissertation prospectus by the student’s committee. However, students are welcome to start working on the prospectus at any point.

The aim of the dissertation prospectus is to provide a clear presentation of the arguments and contributions of the student’s research endeavor, the methods to be utilized, and the debates engaged. The prospectus also serves as a planning mechanism, channeling committee participation in the development of a writing calendar, research strategies, and scholarly networks. Also the prospectus could, if approved by the principle advisor, be developed in ways that enable it to be repurposed as a grant proposal, with particular funding agencies in mind.
The dissertation prospectus should be between 20 to 25 pages in length and shall include four elements:

1) A statement of the problem that defines the research questions being asked, the subject's significance, and the contribution the dissertation will make to existing scholarship;

2) A bibliographical survey that contains a list of relevant published works and an analysis in terms of how the project will seek to expand, challenge, or revise them;

3) A discussion of the research strategy, specifying data sources, methodologies, and theories;

4) A plan of work, time line, and chapter outline showing when and how

Steps to complete the Dissertation prospectus:

1. Student works in consultation with the dissertation committee to complete the Dissertation Prospectus.

2. Student works with their committee to set-up a time to undertake the oral examination (approximately one-hour long) of the Dissertation Prospectus.

3. Student obtains a Dissertation Prospectus Reporting Form from the GPA and brings it to the scheduled oral exam. Committee members indicate the results of the exam and sign-off on the form, which is then returned to the staff GPA.

Advancing to Doctoral Candidacy

To advance to doctoral candidacy, students must pass the department-specific written and oral exams conducted by a doctoral committee. (Senate reg. 350D)

To advance to doctoral candidacy, students must:

- Pass the qualifying exams
- Pay the $50.00 advancement to candidacy fee at the Cashier's Office
- Submit to Graduate Division the completed Doctoral Form II and Cashier's receipt

After advancing to doctoral candidacy, a student's class level changes to P2 the next registered quarter, non-resident supplemental tuition is waived for three years (if applicable), and additional borrowing privileges are granted at the Davidson Library.

Advancement fees help support graduate student Career and Professional Development resources and events.
Preparing for the Dissertation Defense
When preparing for a dissertation defense, students should:

- Verify with their department that all University and departmental degree requirements have been met
- Verify the defense format required by your department (Senate reg. 355)
- Review and use the Thesis and Dissertation Formatting and Filing Requirements resources
- Verify with your department that dissertation committee membership is current. If there has been a change in the committee from the time of advancement, a Committee Form 1-A must be submitted to the Graduate Division
- Have signature page(s) and Doctoral Form III ready for committee to sign

If you would like to have a Graduate Division Academic Advisor conduct a “pre-check” of your document, feel free to stop by the Graduate Division during business hours, prior to the week of a filing deadline due to the high volume of traffic and limited staff availability. Please print and bring your preliminary pages and several pages from the body of your document when stopping by for a pre-check.

Dissertation Defense
Students must complete a dissertation, which must be an original work based on independent research and a public defense. The defense is a “live” in-department oral exam/conversation with the committee in which all students, faculty, and the Global Studies community are invited to attend. Normally the defense will last one hour, although up to two hours may be scheduled by request. This begins with a 10-minute introduction by the candidate. Subsequently, each committee member presents 1-3 questions, with the chair presenting the last questions. Questions are not permitted from guests in attendance. At the conclusion of this period, guests are excused from the room and a closed deliberation takes place among only the committee members.

Steps to complete the Dissertation Defense/Filing:

1. The student verifies with the staff GPA that all University and departmental degree requirements have been met.

2. Student reviews and uses the Thesis and Dissertation Formatting and Filing Requirements resources (link above).

3. In consultation with the dissertation committee, Graduate Director, and GPA, students select an available date to defend their dissertation. Notification must take place no later than three weeks prior to exam to allow adequate time for room scheduling and defense advertising.

4. Student verifies with GPA that dissertation committee membership is current. If there has been a change in the committee from the time of advancement, a Committee Form 1-A must be submitted to the Graduate Division. GPA will make a copy for the student’s file prior to submission for approval by Graduate Division.

5. Student brings dissertation signature pages (reference dissertation formatting resources) and completed Form-3 Report on Doctoral Degree Final Defense to the scheduled defense:
6. Doctoral Committee reports the results on the Form-3 and student returns to GPA.

7. Doctoral Committee sends a confirmation email to Grad Director and GPA to confirm final approval of the dissertation for documentation purposes.

8. Student files their dissertation and emails a final copy to the GPA.

**Filing Your Dissertation**
The dissertation must be successfully defended before the dissertation can be filed. The Graduate Division Academic Advisor can conduct a “pre-check” of the student’s dissertation by stopping the Graduate Division during business hours prior to the week of a filing deadline (due to the high volume of traffic and limited staff availability). Please print and bring your preliminary pages and several pages from the body of your document when stopping by for a pre-check.


**Doctoral Degree Checksheet**
Students can access the 2017-2018 Doctoral degree checksheet within the General Catalog at the following link:


**NOTE:** All students must follow the degree checksheet requirements specified for the academic year in which they entered the PhD program!* All Global Studies and University degree requirements must be satisfied before the PhD degree will be awarded.

* Exceptions may be granted for students returning from a lapsed registration status
DOCTOR OF PHILOSOPHY – GLOBAL STUDIES: 2017 - 2018

Students admitted with an M.A. in Global Studies or a related discipline earned at a comparable Research I institution may be awarded subject credit for previously completed coursework. Students’ prior work will be evaluated during the fall quarter upon admission to the program.

In addition to departmental requirements, candidates for graduate degrees must fulfill University requirements described in the "Graduate Education section of the UCSB General Catalog. A total of 60 units are required for the Global Ph.D. program. All courses should be at the 200-level or above, although exceptions may be granted on a case-by-case basis, to allow upper division undergraduate courses to count as part of the doctoral program. All courses must be completed with a grade of B or better. Time-to-degree: 4 years to advance to candidacy, 6 years to complete the degree.

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<tr>
<th>CORE SEMINARS (12 UNITS TOTAL)</th>
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<td>GLOBL 221</td>
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<td>GLOBL 223</td>
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<th>THEORIES AND METHODS (12 UNITS TOTAL)</th>
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<td>GLOBL 224</td>
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<td>GLOBL 229</td>
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SECONDARY AREA OF SPECIALIZATION (12 UNITS TOTAL)
Students take a minimum of 12 additional units (offered inside or outside the Department of Global Studies) in a disciplinary or interdisciplinary field that complements their work in Global Studies. These units are drawn from seminars and/or directed reading and independent study.
In consultation with the advising committee, the student’s designated Secondary Area of Specialization:

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SEMINAR ELECTIVES and/or DISSERTATION ADVISING (12 UNITS TOTAL)
Students take a minimum of 12 additional units of graduate seminars (offered inside or outside the Dept. of Global Studies or a combination of both). These units can also be fulfilled through directed reading and independent study and are intended to complement a student’s primary and secondary areas of specialization.

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FOREIGN LANGUAGE REQUIREMENT
Ph.D. students must demonstrate reading proficiency in at least one language other than English, which may be satisfied in one of the following ways:

1) English translation of a 500-word page on a topic in the student’s areas of specialization, chosen by the student’s Committee Chair, and assessed by either the Chair of a specialized examiner.
2) a 4-6 page double-spaced English summary (1,000-1,500 words), written over a single weekend, on a topic in the student’s areas of specialization chosen by the student’s Committee Chair, and assessed by either the Chair or a specialized examiner.

Language: ___________________ Language requirement satisfied on (date): ________________

ADVANCEMENT TO CANDIDACY/DISSERTATION RESEARCH
By the end of the second year students must submit a Plan for Advanced Study to their qualifying examination committee for approval, which outlines the steps the student will take, in addition to the completion of course requirements, to satisfy the three requirements for advancement to candidacy. Advancement to candidacy will normally occur by the end of the fourth year of residence upon successful completion of the following:

- a written qualifying examination based on a reading list of significant items in the student’s area of concentration drawn up by the student and approved by his or her committee
- a paper of 30-40 pages focusing on some issue, topic, or problem pertinent to the student’s secondary area of specialization and utilizing methods appropriate to that area
- a dissertation prospectus on which the student will be orally examined by his or her committee
The student’s dissertation committee will be composed of at least three UC Academic Senate members, with a tenure-track faculty member from the student’s major (home) department serving as chair or co-chair. At least two members of every doctoral or committee must be tenure-track faculty. The chair of the committee and one other shall be core faculty in Global Studies, but to emphasize the interdisciplinary nature of this degree the third faculty member should normally be from an outside department.

The final requirement for the doctoral program is for the candidate to complete a dissertation, which must be an original work based on independent research and an oral defense.

Ph.D. Committee Chair:
Member or Co-Chair:
Member:
+ Member:                       Exam passed on (date): ____________________

Ph.D. DEGREE REQUIREMENTS SATISFIED: ____________________ (Quarter/Year)

Department Chair or Graduate Advisor SIGNATURE: ____________________

Print Name: ____________________
PhD “Timeline” - Summary

4 years to advance to candidacy, 6 years to complete doctoral degree

Foreign Language Requirement: Can be completed anytime during the 1st through 3rd year of graduate studies, once the student is confident in their abilities [additional details to follow].

Secondary Area of Specialization Paper: No specified date for completion, other than it must be completed prior to advancing to candidacy (occurs beginning of 4th year at latest) and before the dissertation is defended.

“Year 1” – Core Classes

Fall Quarter
GLOBL 220 – History and Theory of Globalization (4 units)
GLOBL 222 – Global Culture, Ideology, and Religion (4 units)
GLOBL 224 – Research Methods (4 units)

Winter Quarter
GLOBL 221 – Global Political Economy, Development, and Environment (4 units)
GLOBL 223 – Global Governance, Human Rights, and Civil Society (4 units)
GLOBL 229 – Logic of Inquiry (4 units)

Spring Quarter
No required seminars, but GLOBL elective seminars will be offered and students can also take elective seminars outside of the department.

*Can take language courses if necessary

“Year 2” – Primary & Secondary Areas of Specialization and Plan for Advanced Study

Primary Area of Specialization
Students take a minimum of 12 units (offered by the Dept. of Global Studies) in their chosen field of concentration: Global Culture, Ideology, Religion; Global Political Economy, Development, Environment; or Global Governance, Human Rights, Civil Society.

Secondary Area of Specialization
Students take a minimum of 12 additional units focusing on a thematic field that complements their work in Global Studies. These units are drawn from seminars offered either inside or outside the Dept. of Global Studies and/or directed readings and independent study with faculty outside of Global Studies.

Plan of Advanced Study
By the end of the second year students must submit a Plan for Advanced Study to their qualifying examination committee for review, which outlines the steps the student will take, in
addition to the completion of course requirements, to satisfy the three requirements for advancement to candidacy [*additional details to follow*].

*Can take language courses if necessary

“Year 3” – Primary & Secondary Areas of Specialization, & Seminar Electives, Dissertation Advising/Research, and Qualifying Examination

**Primary Area of Specialization**
Students should finish up the required 12 units.

**Secondary Area of Specialization**
Students should finish up the required 12 units.

**Seminar Electives and/or Dissertation Advising**
Students take a minimum of 12 additional units of graduate seminars (offered inside or outside the Dept. of Global Studies or a combination of both). These units can also be fulfilled through directed reading and independent study and are intended to complement a student’s primary and secondary areas of specialization.

**Approved Doctoral Committee**
Students need to submit a Committee Form-1 and Conflict of Interest Form to Grad Division for approval.

**Qualifying Examination**
To take the qualifying examination, students must complete all preliminary requirements by the University and department (60 units of 200-level or above courses with grade B or better and language requirement) [*additional details to follow*].

*Can take language courses anytime if necessary

“Year 4” – Advancement to Candidacy/Dissertation Work

**Advancement to Candidacy**
**By the end of the fourth year** of residence, advancement to candidacy will occur upon successful completion of the following:

- a written qualifying examination based on a reading list of significant items in the student’s primary area of concentration drawn up by the student and approved by his or her committee
- a paper of 30-40 pages focusing on some issue, topic, or problem pertinent to the student’s secondary area of specialization and utilizing methods appropriate to that area
- a dissertation prospectus on which the student will be orally examined by his or her committee

*[See Graduate Handbook for specific milestone details]*
The student’s dissertation committee will be composed of three ladder-rank faculty members. The chair of the committee and one other shall be core faculty in Global Studies, but to emphasize the interdisciplinary nature of this degree the third faculty member should normally be from an outside department.

“Year 5 & 6” – Dissertation Research/Writing & Edits/Filing

Writing, Edits, and Filing of Dissertation

GRADUATE PROGRAM POLICIES

Academic Standards of Scholarship
To remain in good academic standing, a graduate student must make timely progress toward degree completion and meet the following standards of scholarship established by The Academic Senate and the Graduate Council:

- Establish a GPA by taking courses for letter grades
- Maintain a minimum cumulative grade point average of 3.0 (Senate reg. 300D and 350D)
- Complete course work. The standard will not be met if the student has 12 or more units of unfinished coursework: Incomplete (I), No Grade (NG), or No Record (NR)
- Meet all departmental degree requirements, as outlined in the General Catalog (Senate reg. 255B, 255C, 265, and 270)

Degree Time Limits and Normative Time
The University has set time limits for completion of the graduate degrees. Students who exceed either degree deadline must petition for an extension of the degree deadline and prove they are current in the scholarship of their chosen field. Normative time is the number of years considered to be reasonable by the faculty of an individual program for completion of the master’s degree by the full-time student in that program. Normative time, which varies by program, is measured from the time a student begins graduate study at any level at UCSB.

- **MA students** must complete the master’s degree within the four-year time limit; optimal time is two-years.
- **PhD students** must meet the departmental specific time-to-degree standards based on admission year; four years to advance and six-years to complete the doctoral degree.

Progress Checks
Graduate students need to meet with the GPA regularly for quarterly degree progress checks and to discuss any academic matters of concern or importance. Progress checks are a vital tool to track your academic progress and make sure that all program requirements are being met. The GPA will send out reminder emails to students when a progress check has been
completed and is ready for the student to review. Students can also contact the GPA directly to request a progress check at any time.

**Waiving of Units (Doctoral Students)**
Admitted doctoral students with an M.A. in Global Studies or a related discipline earned at a comparable Research I institution may request that previously completed coursework waive doctoral degree-unit coursework at UCSB.

To do so, incoming students need to submit a one-page proposal to the staff GPA containing:

- the specific course number/name they are requesting credit for and which area in the UCSB doctoral degree requirements it should be applied to (e.g. primary or secondary area of specialization)
- a syllabus and course description for each course
- official transcripts from the institution where the course was taken

Incoming students should submit the proposal after being admitted, but no later than the end of fall quarter of the incoming year. Each spring quarter the Graduate Director and/or Graduate Committee will evaluate incoming student requests to waive units. The staff GPA will notify students of the final result via email.

NOTE: If approved, any units waived will reflect within a student’s doctoral degree checksheet. The name of the course(s) taken at the alternative institution will **not** appear within your UCSB transcripts.

**Transferring of Units (Masters Students)**

To transfer units from an institution outside of UCSB, the following requirements must be met:

- A grade of B or better is required and courses already applied toward a degree awarded are not transferable.
- Students may transfer a maximum of 8-quarter units from an accredited college outside of the UC system and a maximum of 12-quarter units from another UC. Transferred units do not affect UCSB academic residency requirements.

Masters students need to abide by all policies and guidelines detailed in the Graduate Division’s website:

[http://www.graddiv.ucsb.edu/academic/general-graduate-student-petition](http://www.graddiv.ucsb.edu/academic/general-graduate-student-petition)

If you believe you meet the eligibility requirements, submit a completed petition (with official transcripts and a course syllabus) to the staff GPA for departmental review.

**Program Exceptions**

The Graduate Director is the first point of assessment for exceptions to program policies regarding your course of study, credits, transfers, etc. -- but any student may appeal to the Graduate Committee if department policy is unclear or impairing a student’s progress in the program (so that the Grad Committee may consider reforming policies that did not anticipate a class of situation or produce unintended consequences).
Financial Support
A student’s overall financial support package is determined by a combination of university, department, and outside funding, along with TAships that are specified in your offer letter. Financial management of department funds and TA allocations are overseen by staff, the Department Chair, and the Graduate Advisor. In your offer letter, you are guaranteed a number of TAships over the course of your program that are designed to be used during quarters you are receiving limited university or outside support. If you request additional TAships during support quarters due to changing circumstances, unfortunately this must be deducted from your total allocation and may result in a shortfall later in your program.

Teaching Assistantships (TA)
Assignment of TAs to courses is managed by the staff GPA, taking into account but not bound by student and faculty requests along with the Undergraduate Advisor who schedules courses. TA student ratios are determined by a formula that includes the number and size of undergraduate classes to yield sufficient TA positions, the size of classrooms available that determines the size of undergrad classes and consequent cut-offs for section size, the total TA funding available from the Dean’s Office, and the workload written into union contracts that specifies the standard hours required to do specific kinds of grading and section instruction (that differs among departments).

Teaching Associates
Advanced doctoral students who have received an M.A. and have teaching experience may apply to teach independent courses as Teaching Associates. A limited number of Teaching Associate positions (dependent on department funding) will be allocated each year by the Department Chair and Graduate Director, in consultation with the Undergraduate Director regarding curriculum needs. Students seeking appointment as a Teaching Associate must apply by the end of Fall Quarter for consideration in the following year curriculum planning. Applications for a Teaching Associate must include a statement of interest, summary of the student’s qualifications and relevant experience, teaching evaluations, and list of proposed courses—preferably upper-division catalog courses or new upper-division courses in the student’s research area with course description.

Human Subjects
All research involving human subjects by students, staff, or faculty of UCSB must be reviewed and approved by the Human Subjects Committee (HSC). Instructions and requests to use human subjects are made through a web-based application module (ORahs):
http://www.research.ucsb.edu/compliance/human-subjects/

Submit your approved protocol to the GPA to obtain the Chair’s signature; it’s highly recommended you allow at least two weeks before your deadline date for adequate reviewing time. Once the Chair signs the HS form, it will be placed in your mailbox to copy and submit to the Office of Research. Make sure to review the approval process details.
FINISHING YOUR DEGREE

Students must fulfill all University and Global Studies degree requirements, which were in effect the academic year they were admitted to graduate school, as stated in that year’s UCSB General Catalog and Global Studies Graduate Handbook. To be advanced to candidacy and ultimately be awarded a graduate degree, students must remove any deficiencies (e.g., Incompletes or No Grade recorded) found during degree checks performed by the GPA and the Graduate Division. Since the program and/or program requirements may change during the course of a student's graduate career, students are usually given the option of continuing under the original program or changing to the revised curriculum depending on which alternative appears more appropriate for their interests should the degree requirements change. It is also important that students notify the GPA if choosing to follow new requirements or remain with the prior requirements.

Prior to Graduating
In the quarter prior to your expected graduation, students should make sure all BARC fees have been paid, all degree requirements have been satisfied, and email the GPA about when the final thesis (MA) or dissertation (PhD) is both expected to be approved and submitted. If a student fails to notify the GPA, this can result in delays when clearing the student for graduation.

Fee Status for Graduate Degree Awards
The University requires graduate students to be in a “fee relationship” with the University the quarter they wish to have a graduate degree awarded (for summer degrees, the quarter that counts as the fee relationship quarter is spring quarter). Students have an option of enrolling for fee relationship in the quarter of degree completion, or using the Filing Fee Leave of Absence (can only be used during the last quarter of study and must follow a paid quarter). Please refer to the Graduate Division’s Graduate Student Handbook for details on these options.

Filing and Degree Conferral Deadlines
Degrees are officially awarded four times a year. A student must have finished all requirements by the final business day of the academic quarter or Summer Session to have his/her degree dated that quarter. The degree conferral date is the last day of each academic quarter or last day of Summer Session and it is this date that will appear on the student's official University of California diploma and transcript.

Deadlines for Degrees Filed Within the Academic Year or Summer Session
The Graduate Division maintains and updates the annual degree deadlines:

- https://www.graddiv.ucsb.edu/academic/filing-deadlines-and-degree-conferral-dates

Deadlines for Degrees Filed Between Academic Quarters
A student who completes his/her final degree requirement (e.g., master’s comprehensive exam, project, or thesis, or doctoral dissertation) between quarters (e.g., the break between fall and winter) do not pay additional fees as long as they were enrolled or on a Filing Leave of Absence the previous quarter. The degree conferral date will be the last day of the next academic quarter. Deadlines to use during filing are also located within the Graduate Division’s website:
Commencement
To participate in commencement and be included in the commencement program, 2nd year MA graduate students must register online by the middle of April. Students may still register to participate in the program after that, although their names may not appear in the printed program. Students **DO NOT** need to have completed their thesis or dissertation to walk in commencement—this is your ceremony regardless of when you submit your final thesis.

http://www.ia.ucsb.edu/commencement/

**APPEALS, GRIEVANCES, AND COUNSELING**

Should problems occur between a graduate student and either another student or with a faculty member, every effort should be made to resolve these issues internally within the department. The first discussions regarding a problem should be with the faculty member concerned if possible. Unresolved issues should be directed to the Graduate Program Director, Department Chair, or GPA. The student may select any one of these people that they feel most comfortable with or that they feel can be most helpful with their problem. The person they speak to is bound to maintain all complaints with total confidentiality until the student gives them permission to speak to others about the matter. The Graduate Division is also a source for information for graduate students unsure about proper grievance procedures or who have questions about policies affecting their graduate careers—ask for either the graduate peer or an academic advisor.

**Overall Program Concerns**
Overall program concerns about the nature and balance of academic offerings, financial support, program policies, and other planning issues should be reviewed with the Department Chair and Graduate Director, who will record the concern, determine if the situation is an application or deviation from department policy, and locate the relevant policy or decision point. If a department policy is not being fulfilled, the Department Chair will consult with the responsible faculty or staff to determine the problem or inconsistency and explain the impact on graduate students. If department policy is unclear, inconsistent, obsolete, or has a negative impact on graduate students, the Chair or Graduate Director will schedule students to present to the Graduate Program Committee. In some cases, if it is determined that the policy comes from the Dean or Graduate Division, students will be redirected to that authority.

**Instruction Grievances**
Academic freedom and university policy designate faculty as the main determinants of the content and pedagogical approach of courses. If you have a concern about the conduct, curriculum, environment, or assessment of a course, you should first approach the instructor. If you have remaining concerns pertaining to some form of unfairness, you may then consult with the Graduate Director, Department Chair, or the departmental Diversity Liaison.

**Discrimination, Harassment, Personal or Health Concerns**
Discrimination, harassment, personal or health concerns that affect your participation in the program should be reported to the Graduate Director, Department Chair, and/or Diversity...
Liaison. We can and will maintain confidentiality of such reports at your request but may be required to refer some types of complaints to university authorities, including allegations of abuse or potential harm to yourself or others. Although you may choose to discuss such issues with your personal academic advisor, they may eventually be required to report some issues to the Chair, Graduate Director, or university authorities if you need authorization for modification of your program or for certain categories as above. You have the right to discuss any of these issues with any member of the faculty or staff, but if you choose to do so it becomes more difficult to maintain confidentiality--and individual faculty or staff only have authority to advise you academically and refer your issue onwards if action is required. For some situations, if you are uncertain how you wish to address this type of problem, it may be most appropriate to ask the Graduate Advisor for a general list of university resources or procedures without disclosing the details of your situation and contemplate which options will best serve your needs. You are always free to use university-wide resources such as the Ombudsman, Counseling & Psychological Services (CAPS), and EEOC office with or without consulting department authorities, although for situations where a department response is required they will report back to us with your consent.

Points of Contact:

**The Office of Equal Opportunity**
The Office of Equal Opportunity & Sexual Harassment / Title IX Compliance (OEOSH/TC) is the campus office responsible for the University’s compliance with federal and state laws and University policies and procedures regarding discrimination, retaliation and sexual harassment for students, staff and faculty. OEOSH/TC works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination and excellence through diversity on campus. Contact & location information: (805) 893-2701, 3217A Phelps Hall.

For Sexual Harassment or Title IX information, specific contacts are listed [here](###).

**Appeals: The Office of the Ombuds**
The Office of the Ombuds is a confidential, impartial, informal, and independent resource for conflict prevention, management, and resolution that serves all members of the UCSB community, including faculty, staff, students, and anyone with a campus-related concern. The Office assists those who seek guidance with the resolution of academic or administrative issues and disputes. The Office is a safe, confidential, and impartial place to express concerns. The Office helps campus members identify serious issues, informally resolve disputes, manage conflict, and learn more productive ways of communicating. Discussing an issue with the Office is not notice to the University about the existence of a problem. Contact & location information: (805) 893-3285, 1205-K Girvetz Hall.

**Counseling & Psychological Center**
The goal of personal counseling at the Counseling Center is to provide you with assistance in resolving the personal and relationship concerns which could impede your academic progress. Our counselors will work with you to help you decide which direct services listed below might best meet your needs, and/or make appropriate referrals to other services with careful follow-up processes. Distressed Students Guide for students in distress.
**Women, Gender and Sexual Equity Center**
The center support students, faculty, and staff who might face sexual orientation, violence, and dating issues. Library and various resources available. Contact & location information: (805) 893-3778, 1st Floor, Student Resource Building.

### FUNDING INFORMATION

UCSB provides three main types of support for graduate students: merit-based, need-based, and graduate academic appointments (e.g., Teaching Assistantships or Readers, which include certain benefits of employment).

**FAFSA**
All U.S citizens and Permanent Resident graduate students are required to file the Free Application for Federal Student Aid (FAFSA - March 2nd priority deadline) in order to be considered for any financial aid. The FAFSA is used to compile a “need analysis” which is used in the determination of all financial support packages, including work study. Students must also provide the UCSB Office of Financial Aid & Scholarships with any supplemental information they may request.

Any questions concerning your financial award letter or if your financial circumstances have altered from your original FAFSA data, please contact Financial Aid Office Students Affairs and Administrative Services Building # 2101, (805) 893-2432.

* If you received a fellowship award letter for the Global Studies MA program when admitted, extramural global fellowships within our program are NOT indicated in the financial award letter, only government funding is.

**Fellowship Programs**
A variety of fellowships are available to continuing students and are awarded on the basis of academic merit, financial need, scholarly achievement, and promise. To be eligible, students must be enrolled in a full-time program of study and must have filed the Free Application for Federal Student Aid (FAFSA). Some fellowships are restricted (to PhDs, U.S. citizens, or International students only, etc.) so read requirements carefully. Students are encouraged to visit Financial Support and Office of Financial Aid and Scholarships.

**UC Fellowships & Funding:** [https://www.graddiv.ucsb.edu/financial/uc-fellowships](https://www.graddiv.ucsb.edu/financial/uc-fellowships)

**Global MA Graduate Program Fellowships**
The Global Studies MA Program receives funds from a variety of sources such as the Orfalea Foundation, Ch iota-Payne, and Appelbaum sources that are used in a variety of ways to support incoming and continuing students. Students will be notified when and how to apply.

**Orfalea Family Foundation Fellowships**
These awards are usually offered to incoming students with unusual promise and occasionally to continuing students with good academic promise who are not receiving any other form of
university support. These funds are assigned by the Admissions Committee and/or the Graduate Program Director. Students do not apply for these funds.

**Global Studies Conference Travel Grants**

This departmental travel grant is available to help defray the costs for current graduate students traveling to participate in a professional conference. Applications are accepted between October 1st and April 30th. Submissions should be sent to the faculty Graduate Director via email with the staff Graduate Program Advisor copied on the email. Please include "Departmental conference travel grant" in the subject line. Each grant recipient is strongly encouraged to do a work-in-progress presentation before going to the conference. Applications should include a one page description of the conference and your participation, presentation, and a travel budget. Proposals are reviewed on a quarterly basis by the department Graduate Committee. Awards are based on academic performance and availability of funds.

*NOTE: As an alternative, Graduate students can apply for a $200 GSA Conference Travel Grant if the department is unable to assist with funding. Doctoral students who have advanced to candidacy may also be eligible to apply for the one-time Doctoral Student Travel Grant offered by the Academic Senate.*

**Global Studies Fee Fellowship**

Doctoral students can submit a completed “Global Studies Fee Fellowship” form at any time to request assistance with a financial shortfall (e.g. non-resident supplemental tuition, in-state tuition costs, gaucho health insurance, etc.). Students are expected to seek outside funding, such as TAships and/or apply for fellowships, prior to requesting departmental support. Students need to inform the department immediately if outside funding is secured. Final decisions are subject to funding availability.

**Global Studies Orfalea Fellowship for Non-Residents**

Masters students can submit a completed “Global Studies Orfalea Fellowship for Non-Residents” form at any time to request assistance with a financial shortfall (e.g. non-resident supplemental tuition, in-state tuition costs, gaucho health insurance, etc.). Students are expected to seek outside funding, such as TAships and/or apply for fellowships, prior to requesting departmental support. Students need to inform the department immediately if outside funding is secured. Final decisions are subject to funding availability.

**Financial FAQs & Tax Information:** [http://www.bfs.ucsb.edu/barc/faqs](http://www.bfs.ucsb.edu/barc/faqs)

**Funding Peers:** [http://www.graddiv.ucsb.edu/profdev/funding](http://www.graddiv.ucsb.edu/profdev/funding)

**Extramural Funding**

Numerous governmental and private-sector fellowships are available to graduate students (e.g. academic fellowships, dissertation research grants, etc.). Students can begin funding searches by signing up for an e-mail account and reviewing the Extramural funding pages of the Graduate Division’s website. It provides links to financial support information, notably Pivot. Pivot features unmatched tools for discovering funding opportunities and supporting collaboration in the research development field.

You are also encouraged to visit the reference section at the **UCSB (Davidson) Library** and the **Career Center**. Both provide a variety of directories describing sources of funding and research
opportunities including fellowships, grants, internships and jobs, and useful references on proposal and resume preparation.

For information on any aspect of graduate student financial support, please review the Graduate Division page Financial Support.

Financial Aid for International Students: http://www.edupass.org/finaid/

Block Grants: Because MA funds for fellowships are extremely limited, awards tend to be offered to incoming students with unusual promise and to continuing students with good academic promise who are not receiving any other form of university support. These funds are assigned by the Admissions Committee; students do not apply for these funds.

Central Awards by Departmental Nomination
A number of central fellowship awards for continuing graduate students are based on nomination by the Department’s Graduate Program & Admissions Committee and reviewed at the campus level by a central fellowship faculty committee. To be competitive for these fellowships, students must be within the normative time framework and in good academic standing.

Central Awards by Student Application
For other central fellowships, continuing students apply directly to the Graduate Division. Advancement to candidacy for the PhD within normative time is a requirement for many applications. Please be sure to check eligibility requirements for the type of fellowship you are applying to.

NOTE: Doctoral students beyond normative time, or at the P3 class level (9 quarters past advancement quarter) standing are not eligible for most fellowship support. Check with the Graduate Program Office if you are unsure of your quarter count.

Work Study Awards: Awards can only be used with university employment and benefits the hiring department by supplementing the cost of employment. Please notify the hiring department if you have any work study awards on your financial award letter and the financial aid office, if you have questions about your work study award. Forms and paperwork are involved in using the award.

Billing Office (BARC): Fellowship and fee remission credits received on time from departments will post to BARC accounts by the fee payment deadline. If you have questions, please consult your home or employing department. Any outstanding balances not covered by fellowships or fee remission must be paid by the fee payment deadline. Contact & location information: 1212 SAASB, (805) 893-3756.

Graduate students receiving Fellowship/Stipends outside their BARC account will be sent notification to their u-mail account with instructions regarding picking up their check or direct deposit settlement information. Information regarding current and prior Fellowship disbursements can be found by selecting “Fellowships” tab at https://mybarc.ucsb.edu.

- Cashiers (BARC): Contact & location information: 1212 SAASB, (805) 893-3756
• **Gaucho E-Bill**: Emailed billing statements for students; link to your UCSB financial account balances.

**Graduate Funding Links & Resources**

Campus-wide funding links and resources:

- **Campus-wide ASE positions**  
  [https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/](https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/)
- **Central Campus Fellowship opportunities**  
- **Campus Fellowships**  
- **GradPost Student Employment**  
  [http://archive.gradpost.ucsb.edu/career/category/employment](http://archive.gradpost.ucsb.edu/career/category/employment)
- **Gaucholink - on and off campus job postings**  
  [http://career.sa.ucsb.edu/career-resources/gaucholink-information](http://career.sa.ucsb.edu/career-resources/gaucholink-information)

Funding search databases:

- **Pivot**  
  [http://pivot.cos.com/funding_main](http://pivot.cos.com/funding_main)
- **Grant Forward**  
  [https://www.grantforward.com/index](https://www.grantforward.com/index)
- **GRAPES**:  
  [https://grad.ucla.edu/funding/#](https://grad.ucla.edu/funding/#)

Informational funding sessions and workshops:

- **Graduate Division Peer Advisor- Funding & Finances**  
  [https://www.graddiv.ucsb.edu/profdev/funding); fundingpeer@graddiv.ucsb.edu](https://www.graddiv.ucsb.edu/profdev/funding; fundingpeer@graddiv.ucsb.edu)
- **Graduate Division Director of Graduate Student Professional Development**  
  (Robert Hamm, robert.hamm@graddiv.ucsb.edu)
- **Graduate Division Funding Workshops** (see attachment)
- **Graduate Student Resource Center**  
  [http://www.graddiv.ucsb.edu/profdev/home/](http://www.graddiv.ucsb.edu/profdev/home/)
- **UCSB GradPost Money Section**  
  [http://www.gradpost.ucsb.edu/money](http://www.gradpost.ucsb.edu/money)
- **Library of Successful Fellowship Proposals**  
  [https://www.graddiv.ucsb.edu/profdev/funding/fellowship-library/](https://www.graddiv.ucsb.edu/profdev/funding/fellowship-library/)
- **Grad Student Finances**  
- **Graduate Division quarterly funding workshops** (forwarded directly to students)

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**REGISTRATION & SCHEDULE ADJUSTMENTS**

Continuous registration is expected of all graduate students. Enrollment means registering for the proper course load (at least 12 units/qtr), meeting degree requirements, and paying all fees due to your billing and accounts receivable (BARC) bill in accordance with the due dates.  

44
**Graduate Student Health Insurance Policy**
All students must purchase Gaucho Health Insurance (GHI) each quarter. If you have comparable coverage through an outside source, you should seek a Waiver of the mandatory GSHIP from the Student Health Services.

**Registration - Gaucho On-Line Data (GOLD)**
Students should obtain their registration appointment days and times through Gold. Every graduate student must enroll each quarter according to deadlines published in the Schedule of Classes. The enrollment process must include on-line GOLD registration for courses, and payment of fees and all other outstanding financial obligations. Each step must be completed at a specific time or a $50 late fee will be assessed. Any questions regarding the registration process should be directed to the GPA.

The normal course load for graduate students is 12 units (8-12 units considered as full-time) per quarter, which may include units for independent studies. Registering in least 8 units per quarter will enable you to be eligible for many campus and extramural benefits and services – e.g., to have academic apprentice appointments (TA or GSR), to qualify for various types of financial aid, and to be eligible for student housing. There are no reduced fees for taking a reduced course load.

**Schedule of Courses**: Please note that GOLD shows the most recent updated courses

**General Catalog**: All requirements of UCSB degree programs, and the various colleges

**Schedule Adjustment**
Graduate students use the on-line Gaucho On-Line Data (GOLD) to make schedule adjustments prior to and at the beginning of the quarters. However, students must file a petition to add or drop classes or to change grading options once GOLD deadlines have passed. Please refer to the Schedule of Classes for the exact date each quarter when the petition requirements begin.

There is a $3 charge for each schedule adjustment made after the fifth day of instruction, whether it was accomplished by means of the GOLD or petition. Petitions require the review and signature of the course instructor and the Graduate Advisor. In some cases, an additional signature of the Dean of Graduate Division is required. Check with the GPA for information.

**TAKING CARE OF YOUR TRANSCRIPT**

**Satisfactory/Unsatisfactory & Pass/No Pass Grading**
Graduate students may take coursework on a Satisfactory/Unsatisfactory (S/U) or Pass/No Pass (P/NP) basis only when the Schedule of Classes indicates that this is an option. S/U grading is used for courses numbered 200-599, while P/NP grading is used for courses numbered 1-199. The grade of S in a graduate course is equivalent to a grade of B (3.0) or better. A grade of C (2.0) is necessary to earn a Pass in an undergraduate course. No credit is given for a course in which the grade U or NP is assigned. Students are cautioned from taking a preponderance of courses either S/U or P/NP since this reduces the margin for error if low
grades are earned in courses taken for letter grades. Letter grades are required in elective courses and 596 courses counting towards electives.

**Ordering Transcripts**
Transcript can be ordered online or in-person. Instructions are located within the Registrar’s website: [http://registrar.sa.ucsb.edu/ts.aspx](http://registrar.sa.ucsb.edu/ts.aspx)

**Incomplete Grades, No Grades, and No Records**
The Graduate Division oversees student records to ensure that students do not accumulate excessive incomplete grades, no grades, or no records. Graduate students who have accumulated 12 or more units of unfinished coursework are considered to be making insufficient progress toward the degree and will be sent a warning letter. With repeated occurrences of excessive unfinished coursework, students are placed on academic probation. Students must file an Incomplete Petition with the Office of the Registrar prior to the last day of the quarter to receive an ‘Incomplete’ grade. If this petition is not on file, and an instructor submits an Incomplete, the Registrars’ computer will enter the grade as “F” or “U”. After the coursework has been completed, it is the responsibility of the student to inform the instructor of record. If the student needs to extend an Incomplete, s/he should inform the Graduate Program Office who, upon approval from the course instructor, will submit an Incomplete Grade Extension Petition to the Registrar’s Office. *Any graduate course that does not receive a grade by the end of the following quarter will revert to a failing grade.*

**Repetition of Courses**
With departmental permission, graduate students may repeat a course to attempt to earn a better grade. Students who succeed in earning a better grade may attempt to retroactively drop the first effort via petition.

**Retroactive Changes to Student Records**
Students are responsible for insuring that official records maintained by the Office of the Registrar correctly reflect their enrollment. Students should periodically check their transcripts to ensure that it reflects the correct courses and proper grading option. Retroactive changes to student records are made only to correct an administrative or clerical error, not to “clean up” or improve student records.

**Seminar and/or Independent Research Study Courses**
It is important that students keep copies of syllabi from all seminar and/or independent research study courses (e.g., GLBL 596, GLBL 292). Independent study requires you to choose your grading option (S/U courses cannot count towards electives) and your instructor — check with the instructor first before assuming they are willing to do a course. Transcripts will not reflect the specific topic of the seminar or independent research study course, but will have a generic title; so the syllabi will give you the actual course content when needed for CVs, etc.
Continuing graduate students may submit a change of degree objective petition (after discussing their intentions with their faculty advisor and/or intended program) for the following reasons:

- to add or drop a PhD emphasis
- to drop an objective
- to add or drop a major
- to add or drop a credential program

The GPA forwards the student’s petition to the appropriate faculty members for review and approval before the faculty Graduate Advisor signs the petition. Final approval for a change in status comes from Graduate Division. Students should obtain a Graduate Student Petition from the GPA and return it, once the fee is paid, to the GPA for processing.

**Steps for Degree Changes**

Students need to complete the following steps when petitioning:

1. After discussing the change with your faculty advisor, get a Graduate Student Petition from the GPA or the Graduate Division’s website. Complete the top portion of the form, then sign and date where indicated.
2. Pay the $20.00 petition fee at the Cashier’s Office (1212 SAASB), then bring the receipt and petition to the GPA for further processing. If the GPA will be filing the petition on your behalf, attach a $20 check payable to UC Regents to the petition.
3. Your petition will be forwarded to your faculty advisor and then to the Graduate Program Director or Chair, for the appropriate departmental approvals. Once obtained, a copy of your petition will be forwarded to the Graduate Division for official UCSB approval and confirmation.
4. Upon Graduate Division review, you will receive a copy of the petition via email, indicating whether it has been approved or denied. The petition process may take several months to complete. NOTE: In the case of a degree objective change, the other department may require additional materials from you.

**Adding or Changing a Doctoral Objective**

Current students who are in a terminal UCSB master’s program will now use the Online Application (eApp) instead of submitting a change of degree objective petition for the following procedures:

- to apply to a UCSB MFA or doctoral program (this includes adding a new doctoral objective in their current department)
- students who are currently enrolled in one UCSB doctoral program but want to change to a different MFA or doctoral program at UCSB.

Current Global Studies terminal master’s students applying to the UCSB Global PhD program will not receive preferential admission consideration and must submit all of the required application materials like all other applicants. Admissions information/procedures are located at the following sites:
STUDENT STATUS – LAPSING, LEAVE OF ABSENCE, IN ABSENTIA

Students may petition to take an official Leave of Absence (LOA) or In Absentia (IA) research leave. LOA is approved for the following reasons: medical/health difficulties, pregnancy and/or parenting needs, emergencies in the immediate family, required military duties, filing leave (terminal quarter before finishing). No fees are charged while on LOA and no student loans or fellowships can be accessed. In Absentia is for research leave while out of California—reduced fees and access to loans, fellowships, and study abroad. Students should consult with their faculty advisor before beginning the process to petition for a LOA or IA. NOTE: There’s no IA leave for research within California—you would need to pay full fees if your research is in-state.

Lapsing
Students who are neither enrolled nor on approved leave for a particular quarter are considered to have “lapsed” their status as a graduate student. Students who lapse status relinquish virtually all student privileges. Once you have registered for classes or paid part or all fees for an upcoming quarter, you must officially withdraw or cancel your registration; contact the Office of the Registrar as soon as possible to guarantee the maximum possible refund of fees and to avoid failing grades. Upon lapsed student status, a Reinstatement petition ($20.00 fee) must be completed. A Reinstatement to Graduate Status Petition is obtained from Graduate Division and requires the global faculty advisor and Grad Division’s approval.

Leave of Absence
A Leave of Absence is approved for a set period of time only and for specific reasons (i.e. medical, family emergency, etc.). A maximum of three quarters leave is allowed -- except for a filing leave quarter, which is only the quarter applied for and must follow a paid quarter (i.e. you cannot do a filing leave after a different leave—it must follow a paid quarter). A LOA guarantees the student a position in the program upon return. Students on approved leave retain some student privileges (some have a fee attached), but cannot receive university funding (extramural funding is allowed). While on leave, students are NOT eligible to hold apprentice (TA, GSR) or other student appointment titles. Reinstatement: Students who plan to return to registered status for the quarter following the expiration of their leave must notify the Graduate Division 4 weeks prior to the beginning of the quarter. Failure to do so will result in lapsed status. Petition for Reinstatement

In Absentia
In Absentia registration may be approved for one to three quarters, for students pursing graduate study or research outside the state of California. Some restrictions apply. In absentia registration entitles the students to receive funding while doing research. To apply for the In Absentia fee reduction, students must provide the Graduate Division with a Request for In Absentia Registration, signed by the Graduate Advisor or Chair, which indicates where the

• https://www.graddiv.ucsb.edu/admissions/how-to-apply
• https://www.graddiv.ucsb.edu/departments/view/133/
study is to occur and for what period of time. Graduate students approved for In Absentia registration will pay 15% of the registration, educational, and campus fees combined. Other fees, notably nonresident tuition and health insurance remain unchanged.

STUDENT ORGANIZATIONS & SOURCES OF ASSISTANCE

Graduate school can be a stressful time. You are encouraged to seek out activities that will add enjoyment and variety to your life. [http://my.sa.ucsb.edu/home/index.aspx](http://my.sa.ucsb.edu/home/index.aspx)

The Kiosk Student Handbook is a good place to begin when you want a source book of things to do. When you need the help of a specific organization or center, there are many available to you at UCSB including the Women’s Center, Counseling Services, Career Services, Student Health Services, and the Physical Activities & Recreation Center and the Graduate Students’ Association.

The Graduate Women’s Network has published a comprehensive resource guide for graduate women entitled, To Survive and Flourish: A Survival Guide for Graduate Women at UCSB. The guide can be found in the campus author’s section of the University Center Bookstore.

UCSB graduate students have also found it helpful to join together and form groups that meet periodically to discuss common interest and needs. You may discover one or more of the following organizations related to your interests. The following resources in the Student Resource Building might be of interest to you…

Departments Housed in the Student Resource Building (SRB)

- Campus Learning Assistance Services
- Disabled Students Program
- Educational Opportunity Program
- Graduate Division - Diversity, Recruitment, and Retention
- Office of Student Life
- Office of International Students and Scholars
- Office of Judicial Affairs
- Orientation Programs
- Student Affairs Grants and Development
- Women's Center

Resource Centers in SRB

- African diasporic Cultural Resource Center
- American Indian Resource Center
- Asian Resource Center
- Chican@/Latin@ Resource Center
- Greek Student Resource Center
- Middle Eastern Student Resource Center
- Non-Traditional and Re-entry Student Resource Center
- Resource Center for Sexual and Gender Diversity
**GSA Announce**
A helpful listserv for graduate students, which features news and timely information on many current events and activities.

**Graduate Students’ Association**
All graduate students are automatically members of the Graduate Students Association (GSA), the elected representative government for UCSB graduate students. The GSA works to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions; (2) provide graduate students with information concerning decisions that are relevant to student life; (3) provide social activities for UCSB graduate students; (4) inform graduate students of additional campus resources and services; and (5) provide graduate students with a physical space to use as for both academic and social programming.

The GSA welcomes the participation of anyone who is interested in becoming involved. Involvement in the GSA provides a greater understanding of how the university operates, a chance to affect policy and thereby improve the lives of graduate students, in addition to providing a way to meet people outside of your program. There are several ways that you can become involved: (1) **serve as your department’s representative**; (2) **serve on one of the many campus committees that need graduate student representatives**; (3) **attend the monthly General Council meetings to observe or voice your opinions**. Contact & location information: University Center Room 2502, (805) 893-3824

**Graduate Peers**
Provide advice and assistance to graduate students and develop workshops relevant to graduate student concerns. The peers work in the Graduate Division and have drop-in hours every week during the academic year. They answer questions about resources for graduate students and provide advice on a variety of issues ranging from finding financial assistance to filing theses. The Peer Advisors serve as a confidential advisor for grad students who would like to discuss their issues with a peer. [http://www.graddiv.ucsb.edu/profdev/home](http://www.graddiv.ucsb.edu/profdev/home)

- Professional Development Peer: **TBD** ([pdpeer@graddiv.ucsb.edu](mailto:pdpeer@graddiv.ucsb.edu))
- Diversity & Outreach Peer: **TBD** ([diversitypeer@graddiv.ucsb.edu](mailto:diversitypeer@graddiv.ucsb.edu))
- Writing Peer/Funding Peer: **TBD** ([writingpeer@graddiv.ucsb.edu](mailto:writingpeer@graddiv.ucsb.edu))
- Communications Peer: **TBD** ([commpeer@graddiv.ucsb.edu](mailto:commpeer@graddiv.ucsb.edu))

The Peer Advisors also help to organize and facilitate the “Graduate Success Seminars” sponsored by the Graduate Division, the Graduate Students Associations and other organizations (e.g., Counseling and Career Services) throughout the year. Among the workshops offered over the last two years: Surfing the Net for Grants, Grant Writing and Finding Funding Opportunities, Counseling and Career Service Reception and Workshop, Dissertation and Thesis Filing Workshop, Life After Graduate School: Strategies for Finding Employment and Advancing Your Career. In order to develop additional workshops and resources to help graduate students, the Graduate Peer Advisor welcomes suggestions and ideas from graduate students about possible workshop offerings. To leave the peer a message, call Graduate Division front desk: (805) 893-2277; #3117 Cheadle Hall.

**Office of International Students & Scholars**
The Office of International Students and Scholars (OISS) serves the needs of international students and scholars, as well as the UCSB community who work with this international population. OISS provides administrative assistance, counseling, advising, and programming to the campus community. The staff meets with students and scholars about visa, employment, housing, health care, financial concerns, academic, travel, and personal issues. Contact & location information: Student Resource Building (3rd floor), (805) 893-2929

### ASE EMPLOYMENT – TEACHING & RESEARCH

Academic Student Employment (ASE) appointments, such as Teaching Assistant (TA) and Graduate Student Research (GSR) positions are offered through the Global Studies Graduate Program. GSR appointments are, in most instances, arranged with individual faculty members and usually reserved for doctoral students.

Please refer to the separate Global Studies TA Handbook (located in the Grad Cave, SSMS 2005) for complete, detailed descriptions of the TA and GSR appointment titles, employment requirements and benefits, and hiring documentation.

Only students in good academic standing may works as ASEs. Employment requirements are listed within the Graduate Division’s website:

[https://www.graddiv.ucsb.edu/financial/employment/academic-appointments](https://www.graddiv.ucsb.edu/financial/employment/academic-appointments)

**English for Multilingual Students (EMS) Proficiency Requirements**

The Graduate Council’s policy for students whose native language is not English states that they must satisfy proficiency requirements in spoken and written English for the purposes of research and communication with colleagues before they will be awarded a degree at UCSB, and/or allowed to TA. [http://www.ems.ucsb.edu/](http://www.ems.ucsb.edu/)

**English Language Placement Exam (ELPE)**

International and permanent resident TAs for whom English is not the first language must be tested for language proficiency before being allowed to head a section. A faculty representative from the academic department and a faculty member from the EMS Program will conduct the evaluation to determine English language proficiency. [http://www.ems.ucsb.edu/graduate/faq](http://www.ems.ucsb.edu/graduate/faq)

The prospective TA will make a 5-7 minute oral presentation on a basic, non-technical topic assigned in advance by the Global Studies’ MA program. The evaluators will play the role of undergraduates to help the potential TA understand/answer the typical types of questions that undergraduates pose in class and will ultimately assess the student’s ability to explain academic concepts.

**NOTE:** Only students who demonstrate acceptable spoken proficiency in the English language evaluation will be eligible for TA classroom teaching responsibilities.

TAs who do not pass the language evaluation will be required to complete EMS coursework to improve their spoken English; this may require more than one quarter of coursework. Contact
and location information: South Hall - Room 3507, (805) 893-7258. For more information, contact the EMS Program Manager: Tara Atrian (tatrian@hfa.ucsb.edu)

**Departmental Cooperation and ESL Compliance**

All new international graduate students are required to take the English Language Placement Exam (ELPE) when they first enroll at UCSB. Based on their performance, they will be placed in the appropriate Linguistics class (Ling 1, 2, 3G), or exempted out of ESL. Students who fail to take the ELPE are considered delinquent and will have their registration blocked for future quarters until they take the ELPE. Continuing international students who need additional ESL coursework must register in the appropriate ESL classes. Attendance in ESL classes is required if assigned. Students not attending their assigned ESL classes during the first week of classes (and the remainder of the quarter) will be considered delinquent. Students who are delinquent will be removed from their current teaching assignment, and remain ineligible for rehire until it is proven they are attending their assigned classes. Course schedules:

http://www.ems.ucsb.edu/graduate/courses#schedules

Required students are expected to complete the ESL course progression (Ling 1, English Skills Review; Ling 2, ESL Writing Skills Practicum; ESL Graduate Writing) within three quarters.

Students required to enroll in Ling 1 or Ling 2 should be advised to limit their non-ESL course load to no more than 8 units, while students required to take Ling 3G should be advised to take no more than 12 non-ESL units. Students with poor English skills may take longer than usual to complete their degrees.

Linguistics 4, ESL Self-Paced Tutorial class, was initiated to avoid scheduling conflicts involving ESL classes and to allow academic departments the option of asking a student who is having trouble speaking or writing English to obtain additional assistance. Departments may recommend that students needing extra help sign up for this class when it is offered.

If university ESL requirements are not met, Graduate Division will enforce one or more of the following options:

- withholding of RA-ships
- withholding of degrees
- blocking of registration for future quarters
- blocking advancement to candidacy.

**Additional Links for ASE Employment**

- FAQs for New TAs
- TA Teaching Tips
- Instructional Development TA Handbook
- International TA Handbook


Parking Permits – Grad Student Employee
Students working at 25% time or greater may purchase staff lot parking passes once they have been added to the Personal Payroll System (PPS).

Transportation Alternatives Program
The Transportation Alternatives Program (TAP) serves those who commute to UCSB by foot, skateboard, bicycle, bus, carpool, vanpool or train. We conserve energy by reducing traffic congestion, traffic emissions, and the demand for parking on campus, thereby contributing to a better UCSB.

Bicycle Program: http://www.tps.ucsb.edu/commuter-options/commute-bicycle
Bus Program:
Carpool: http://www.tps.ucsb.edu/commuter-options/what-carpool-program
Vanpool: http://www.tps.ucsb.edu/commuter-options/ucsb-vanpool-program
Electric Vehicle Services: http://www.tps.ucsb.edu/commuter-options/electric-vehicle-services
Rental Car: http://www.tps.ucsb.edu/commuter-options/car-rental
Rail Travel: http://www.tps.ucsb.edu/commuter-options/commute-rail

A PARTIAL DICTIONARY OF GRADUATE TERMINOLOGY & ACRONYMS

As a graduate student you will be exposed to a great deal of new terminology that might at first seem a bit overwhelming. In order to alleviate and clarify, we have put together a list of important but unfamiliar terms, all of which you will encounter at UCSB.

Academic Residence
All UCSB students are required to pay fees and register for at least 4 units per term to be considered in "academic residence." Students seeking the Master's degree must be in academic residence for at least three quarters, while those seeking the Ph.D. must be in residence for at least six quarters.
**Cohort**
In a program, the group of students who enter the graduate program together is called a “cohort” and in global we number the cohorts sequentially so the class entering fall 2009 is cohort 4.

**Fellowship**
There is no real difference between a scholarship and a fellowship. Both provide free money towards your education, require you to enroll and make satisfactory progress towards your degree, etc. But most graduate school financial awards are called fellowships. Fellowships may pay for tuition and fees, health insurance, research supplies, travel and more. Some fellowships provide the student with a stipend for one or more years. Some fellowships are for specific purposes, such as writing a dissertation.

**Gaucho Space**
Course management system. [https://gauchospace.ucsb.edu/courses/](https://gauchospace.ucsb.edu/courses/)

**GPA**
1. "Graduate Program Assistant" Each department at UCSB has one, and they are an invaluable staff resource for graduate students. GPAs handle paperwork, monitor student progress, answer student questions, and direct opportunities to students, among a variety of other tasks.

2. "Grade Point Average" Courses grades averaged for GPA score.

**GSA - "Graduate Students Association"**
GSA is an elected council which represents the interests of all UCSB graduate students. The GSA appoints students to various committees, and schedules a variety of activities for graduate students, which are advertised in a GSA newsletter. The GSA Lounge is open to all graduate students as a place to meet or study.

**GSR - "Graduate Student Researcher"**
Also known as RAs (Research Assistants). GSRs are appointed by departments, typically as part of aid packages, and are expected to aid in a faculty member’s research through a variety of individually planned methods. GSRs with 25% appointments at UCSB have part of their fees paid by the University, as well as their health insurance. GSRs with 35% appointments or more have all of their fees paid.

**IEPGS - "Intercampus Exchange Program for Graduate Students"**
Graduate students in the UC system are permitted to apply to take courses and use the facilities of another UC campus while still being registered at their own campus. Exchange students must be in good academic standing, have completed at least 1 quarter of residence, and demonstrate a need to work on another campus, or with a specific faculty member.

**TA - "Teaching Assistant"**
TAs are appointed by departments to aid in the teaching of larger courses, and appointments are typically, but not exclusively, part of aid packages. TAs perform a variety of tasks, including leading weekly discussion sections, occasionally lecturing in the main class, and grading student work. TA assignments vary but usually are 50%, and cannot exceed 75% time (30
hours/week) except during summer and winter break, when 100% time is allowed. UCSB TAs receive partial payment of their fees, and complete payment of their health insurance for each quarter they are employed. Non-resident tuition is not included in fee remission.

**Thesis**
Master's students are typically expected to write a thesis, which is a report on the results of original investigation, in conjunction with the thesis committee. Length and style of thesis vary by department, but all must be filed with the University.

**Thesis Committee**
The thesis committee guides the research and writing of the thesis, and is selected by the student. The committee is made up of three tenure-track faculty, at least two of whom must be from the student's home department. Typically, the committee chair is the student's research advisor.

**Time-to-Degree**
Under Graduate Council policy, students admitted prior to Fall 2010 are given four years to complete a master's degree, four years from beginning graduate study at UC Santa Barbara to advance to doctoral candidacy, and seven years total to complete a doctoral degree. Students admitted Fall 2010 or later will follow their departmental time-to-degree standards approved by Graduate Council. The MA time-to-degree maximum is 4 years.
[http://www.graddiv.ucsb.edu/academic/time-to-degree](http://www.graddiv.ucsb.edu/academic/time-to-degree)