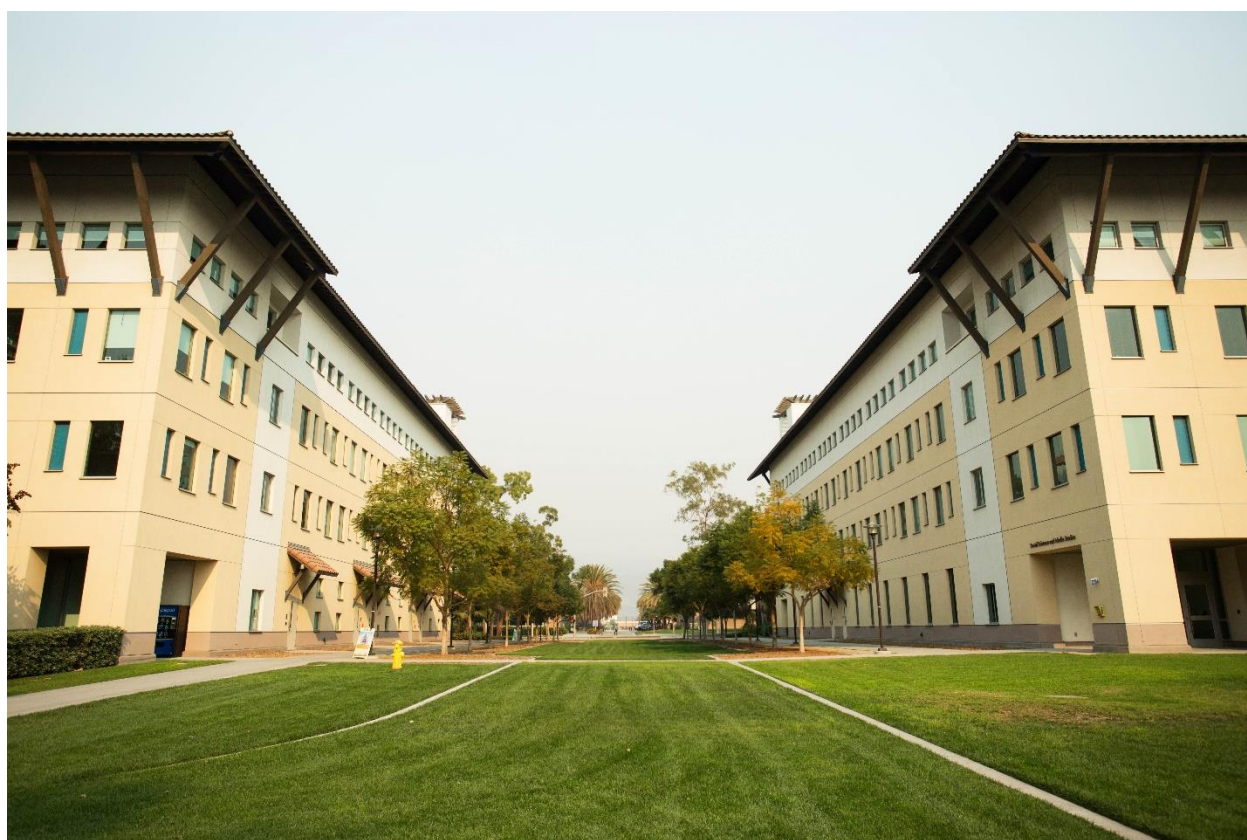




**UC SANTA BARBARA**

**Department of Global Studies**

## **2021-2022 Graduate Student Handbook**



**University of California, Santa Barbara**  
**Social Sciences & Media Studies (SSMS)**  
<http://www.global.ucsb.edu/>

*Last Revised: 09/2021*

Dear Student,

The 2021-22 Global Studies Graduate Handbook is designed to be used in conjunction with the Graduate Division's Graduate Handbook for detailed information regarding policies, requirements, and procedures specific to the University and the Department of Global Studies.

Every attempt has been made to ensure that the information in this handbook is current and correct as of the printing date in September 2021. It is each student's responsibility to confirm the deadlines, requirements, and paperwork that apply to their degree program at each step in the graduate school process.

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

Available On-Line:  
Graduate Division's Graduate Handbook  
<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 Global Studies GPA:*

Social Sciences and Media Studies, Room 2008

Email: [ajjohnson@global.ucsb.edu](mailto:ajjohnson@global.ucsb.edu) | Phone: (805) 893-4668

## Table of Contents

Introduction.....	2
Faculty .....	2
Staff .....	2
Graduate Degree Programs.....	2
MA Program .....	2
PhD Program.....	3
Graduate Program Office .....	3
Computer, Media, and Research Resources .....	5
Advisors and the Advising Process .....	5
<b>Graduate Program Policies .....</b>	<b>7</b>
Graduate Program Requirements .....	10
Master of Arts (MA) Degree .....	10
Doctor of Philosophy (PhD) Degree Requirements .....	12
PhD Detailed Requirements/Milestones.....	14
PhD “Timeline” Summary .....	19
Finishing Your Degree.....	21
Appeals, Grievances, and Counseling.....	22
Funding Information.....	23
Registration & Schedule Adjustments.....	26
Taking Care of Your Transcript .....	27
Changing Degree Objective .....	28
Student Status – Lapsing, Leave of Absence, In Absentia .....	29
Links to Campus Resources .....	30
Student Organizations & Sources of Assistance.....	31
ASE Employment – Teaching & Research.....	32
A Partial Dictionary of Graduate Terminology & Acronyms.....	34
Description of Forms and Petitions .....	36
Global Studies Graduate Community Standards.....	37

## Introduction

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.

## Faculty

The Global Studies Program is served by 17 members of the Global Studies faculty and 28 faculty affiliates. Global Studies faculty teach Global Studies courses and participate in the management of the Global Studies Program. Affiliated faculty do not do these things, but pursue research on global issues and, in conjunction with the Global Studies faculty, often advise Global Studies students on their research.

You can view faculty web-pages, find email addresses, office, and office hours at:

<http://www.global.ucsb.edu/people> and <http://www.global.ucsb.edu/people/affiliated>.

## Staff

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## Graduate Degree Programs

### MA Program

Global Studies is an emergent field concerned with understanding the historical and contemporary phenomenon of globalization. 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, is especially well suited for students who wish to engage in or study global civil society, governance, or development.

This degree is intended to help prepare students for international careers in non-governmental organizations (NGOs), businesses, and global organizations, while some students may go on to pursue a Ph.D. in a related social science or humanities field. Internships and/or study abroad help to further prepare graduates to meet the intellectual and practical challenges facing global governance and civil society organizations. Please remember that our M.A. and Ph.D. are separate programs, and that admission to the M.A. is not routinely transferrable to the Ph.D.

## **PhD Program**

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 5-6 years) and is separate from our highly successful terminal MA in Global Studies which has been operating for over a decade.

The PhD program in Global Studies provides a unique interdisciplinary degree for the study of global issues such as conflict, immigration, human rights, environment, and sustainable development. We are looking for outstanding applicants who desire to become experts on global issues by engaging with research designs, analytical techniques, and teaching approaches beyond the confines of individual disciplines.

The program is taught by leading scholars, who are internationally recognized for their innovative theoretical, empirical, and pedagogical contributions. Candidates will work closely with Global Studies faculty in conjunction with 28 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 and development
- global culture and ideology
- global governance and global civil society

Students complete gateway courses in all three areas, along with research methodology, 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 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 University via Gaucho On-Line Degree (GOLD) of any changes to your mailing address, phone number.

## **University Email Address**

The department will use your UCSB e-mail account as our primary way of contacting you and sending out important announcements and information. It is vital that students check their university e-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 university email account (to forward email to a personal email address as well).

## **Global Studies Listservs**

As a graduate student of Global Studies, your university email address will be added to departmental listservs to disseminate important information and official announcements.

### **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. The copy machine is in SSMS 2007.

### **Copyright and Fair Use**

The policies and legalities of Copyright Infringement & Fair Use issues are located at:  
<http://guides.library.ucsb.edu/copyright>.

### **Computer / Printer Use**

Printing of TA course-related materials is allowed from the TA office (SSMS 2009) and the Grad Cave (SSMS 2005). No personal printing is allowed. TA course materials from emails, etc., should be printed by the professor and given to TAs to copy. GauchoPrint printing services are also available at various campus locations,  
<https://collaborate.ucsb.edu/services/student/printing#>

### **Student Mailboxes**

Student mailboxes are located in SSMS 2007. Please do not use these mailboxes for receiving large numbers of undergraduate students' papers (although an occasional individual paper is fine), books, or storage. Make sure to check your box frequently as space is limited. Likewise, you cannot mail letters from the department mailroom and must use the Post Office at the UCen.

### **Key Policy**

Keys are issued to graduate students by our office staff. A key to an office will be issued to you if you are employed as a Teaching Assistant (TA). A deposit isn't required for the issuance of keys, but you will be charged \$10 *per* key if they are lost or not returned before you leave our program. A color Access Card will allow you to enter the SSMS building after normal business hours and on weekends with authorization from the staff Business Officer. 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 will be issued keys to the Grad Cave, 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 use 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. The Grad Cave is located in SSMS 2005. Access on nights and weekends is granted on a conditional basis. Misuse of the grad cave, including using it to sleep (power naps are fine – as long as others are free to talk while you nap), or failing to clean up after yourself, could result in the loss of this privilege.

### **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 to reserve a room for your thesis or dissertation defense exams.

### **Study Rooms**

This year we are also experimenting with study rooms. A study room is a period during which several students hold concentrated quiet study sessions in one of our classrooms (2001 & 2011 on weekends, 2011 on weekdays

if available). A graduate student must volunteer to sponsor a study room, and this student will be responsible for the cleanliness of the classroom and the security of its contents. If you are interested in sponsoring such a session, check the availability of rooms and make a reservation with the Business Officer or the GPA. If you will be hosting a weekly study room, you will be issued a key for the quarter. Hosts of one-off weekend study rooms can borrow a key for that weekend. Hosts of one-off weekday study rooms can ask staff or faculty to open the room for you – we all have keys. Hosts are required to be welcoming of any Global Studies graduate student. Non-hosts should in turn be cognizant of the need to keep rooms to a reasonable size.

## 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>. **General Info:** (805) 893-5542 or [help@collaborate.ucsb.edu](mailto:help@collaborate.ucsb.edu)

### **Media Equipment**

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.

If you need additional 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/>.

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 staff.

### **Software**

LSIT anti-virus information: <http://helpcenter.collaborate.ucsb.edu/content/4/12/en/viruses-and-antivirus-software.html>

Campus Office of software licensing: <http://www.software.ucsb.edu/>

## 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. The chair of this committee serves as your primary academic advisor. Initially, you have been assigned an interim advisor who can play this role until you establish your committee. You should also freely



contact the Graduate Program Director (GPD) who advises all Global Studies graduate students on matters of program policy and general academic progress.

MA students who enter the graduate program need to nominate a thesis committee by the end of their first year and are required to submit official nomination paperwork (Form I) 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. Overall timetables of academic progress are assessed by your Principle Advisor and thesis committee 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. Anshu Malhotra, (often 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's 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 Staff Graduate Program Advisor (GPA), currently Andrea Johnson, 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 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),



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. Paul Amar, 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 at the end of each spring quarter by the Graduate Program Director and Graduate Program Committee, in close consultation with each students' Principal Advisor and committee members.

## **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):  
<https://www.graddiv.ucsb.edu/academic/registration-expectations#unfinished-coursework>
- Meet all **departmental degree requirements**, as outlined in the UCSB General Catalog:  
<https://my.sa.ucsb.edu/catalog/Current/GraduateEducation/GraduateDegreePrograms.aspx> (Senate reg. 255B, 255C, 265, and 270: [https://senate.ucsb.edu/manual/regulations/Chapter\\_III/](https://senate.ucsb.edu/manual/regulations/Chapter_III/))

### **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 department time standard is two years.*

- **PhD students** must meet the time-to-degree standard provided by the Graduate Division of **four years to advance** and **six-years to complete the doctoral degree**; *for students already holding a relevant graduate degree, we recommend advancement to candidacy in 3 years, and completion of the doctorate in 5 years.*

### **Progress Checks**

Graduate students need to meet with the GPA regularly for 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.

### **Waiving of Units (Doctoral Students)**

Admitted doctoral students with an M.A. in Global Studies or a related discipline earned at a Research I or comparable international 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 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

The Graduate Director will evaluate student requests to waive units, in consultation with the student's advisor (interim or chosen). A student who is dissatisfied with the outcome of this evaluation can appeal to the Graduate Program Committee for a reappraisal.

NOTE: Approved waivers will appear on a student's doctoral degree checksheet. The name of the course(s) taken at the alternative institution will not appear on 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/forms-petitions/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 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). The Graduate Committee will also consult with your Principal Advisor in such cases.

### **Financial Support**

A student's overall financial support package is determined by a combination of university, department, and outside funding, along with TAs 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 TAs 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 TAs 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 GPA and GPD, considering 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).

### **Lead TA**

The Lead TA is a department-sponsored mentor for TAs, and an administrative assistant to the department. The position carries no classroom responsibilities (i.e. it is not a TA at all). The Lead TA's duties include mentoring TAs (especially in their first year), improving communication between TAs and faculty, and assisting faculty with initiatives to improve pedagogical practice (including TA training). The Lead TA is selected by the department, based on a proven commitment to undergraduate pedagogy and the welfare of Global Studies TAs.

### **Teaching Associates**

Advanced doctoral students who have received a Master's Degree, and have teaching experience may apply to teach independent undergraduate 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. The department will put out a call in the Spring quarter for teaching associate positions in the following academic year. Students seeking appointment as a Teaching Associate must apply by the end of Spring 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):

<https://www.research.ucsb.edu/human-subjects/about>

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 submit to the Office of Research. Make sure to review the approval process details.

## 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 GPA for obtaining and/or processing of required forms.

## Master of Arts (MA) Degree

**COURSE REQUIREMENTS:** Please refer to the MA Degree Checksheet in your orientation binder. Ask the GPA if you have questions.

**INTERNSHIP / STUDY ABROAD:** Master's students are expected to intern or study abroad during the summer after their first year and the 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. They may also 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 email the GPA before departure and provide copies of your passport, visas, and student ID card.
2. All MA students are required to have **health insurance** while doing field research.

**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.

**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

Please complete your language requirement at the end of the first year. If you need additional coursework/preparation you can then work on completing the requirement in your second year.

**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, and along with all other committee members, oversees the student's thesis completion. Once satisfied with the quality of the work, each committee member provides an email confirmation to the GPA confirming final approval of the thesis. The thesis must meet the formatting and filing requirements of the Graduate Council and electronically filed through the UCSB ProQuest website.

### **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, they must seek approval by completing a Committee Form I-A.

The thesis committee is approved by and responsible to the Graduate Dean under policies established by the Graduate Council and Senate regulations 300B, 305B:

<https://senate.ucsb.edu/manual/regulations/Chapter III/Section 2/>.

### **Global Studies – Thesis Committee Requirements**

Students propose their thesis committee chair and members via the "MA 1<sup>st</sup>-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.

**Additional 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 first before submitting them to the Graduate Division for documentation purposes.

### **Master's Degree Checklist**

Students can find the 2021-2022 master's degree checksheet in their orientation binder and also online within the General Catalog at the following link:

<https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/ls-intro/gis.aspx?DeptTab=Graduate>

**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 can be awarded.

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

## Doctor of Philosophy (PhD) Degree Requirements

Please refer to the PhD Degree Checksheet in your orientation binder, as you review the following. Ask the GPA if you have questions.

The PhD degree in Global Studies requires a minimum of 60 quarter units, mastery of a second language, completion of advancement-to-candidacy requirements, and a dissertation, which are to be completed over five or six years. These should be graduate level courses (numbered 200+), which must be minimally passed with a grade 'B'. You can petition for exceptions to count an upper-division undergraduate course (numbered 100-199) towards your degree requirements if there is a compelling academic case for doing so.

Out of these 60 credits, 24 units (6 courses) come from core courses; 24 will be electives in the student's primary and secondary areas of specialization (12 in one, 12 in the other); and the remaining 12 will be a combination of seminar electives and dissertation advising. These components are described as follows:

### CORE COURSES (24 UNITS):

#### Core Seminar (12 units total)

- GLOBL 221: Global Political-Economy, Development and Environment (4 units)
- GLOBL 222: Global Culture, Ideology and Religion (4 units)
- GLOBL 223: Global Governance, Human Rights and Civil Society (4 units)

#### Theories and Methods (12 units total)

- GLOBL 220: History and Theory of Globalization (4 units)
- GLOBL 224: Research Methods (4 units)
- GLOBL 229: Logics of Inquiry (4 units)

### AREAS OF SPECIALIZATION (24 UNITS)

#### Primary Area of Specialization (12 units total)

PhD students are required to take these units (offered by the Global Studies Department) in one field of concentration, chosen from:

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

These units can include independent study with Global studies faculty.

### Secondary Area of Specialization (12 units total)

These will be units offered in a disciplinary or interdisciplinary field that complements the student's primary area. 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 independent study with faculty outside Global Studies.

### **SEMINAR ELECTIVES and/or DISSERTATION ADVISING (12 UNITS):**

PhD students must take a minimum of 12 additional units of graduate seminars offered in Global Studies or other departments. 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, helping them to complete their dissertation.

### **FOREIGN LANGUAGE REQUIREMENT:**

Ph.D. students must demonstrate reading proficiency in at least one language other than English, which may be satisfied as follows:

- ☐ English translation of a 500-word passage 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.<sup>1</sup>

### **ADVANCEMENT TO CANDIDACY AND 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.

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<sup>1</sup> While your degree checksheet lists another format for the language exam as a possibility, that format has proven unworkable and will be phased out.



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.

## PhD Detailed Requirements/Milestones

### **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 working in this area include Clitandre, Ghosh, Gunn, Hamed-Troyansky, Juergensmeyer, Lezra, and Nederveen Pieterse.
- **Global Political Economy, Development, and Environment**  
Centers on the political, economic, policy and environmental aspects of globalization, focusing on the prospects and challenges of development that are both socially equitable and environmentally sustainable. Faculty members working in this area include Amar, Appelbaum, Barandiaran, Chen, Cléménçon, Ghosh, Jacobs, Mehta, Nederveen Pieterse and Thaler.
- **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 working in this area include Amar, Appelbaum, Barandiaran, Brysk, Cléménçon, Juergensmeyer, Nederveen Pieterse and Thaler.

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**

Steps to complete the foreign language requirement:

1. Students must have already identified the types of materials they may need to read in their foreign language in consultation with their advising committee 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.
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:

[https://senate.ucsb.edu/manual/regulations/Chapter III/Section 4/](https://senate.ucsb.edu/manual/regulations/Chapter_III/Section_4/)).

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.

Make sure to notify the GPA when completing and filing the required nomination forms. All committee forms are filed first in the GPA's office before submitting to 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:

- **List of Readings:** In consultation 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 an annotated bibliography circulated to the committee based on analysis of the reading list. This is intended to serve as an aid for exam preparation, not a standalone product, and will serve as the basis for the literature review section of their dissertation prospectus. One common model is to treat literatures studied with/for each committee members in separate sections, as each of these literatures can be thematically distinct from the other two (but complementary, of course). Discuss the format that works best for you with your committee.

- **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 72 hours to complete answering these three essay questions, writing from home. Student will then submit the completed essays/exam by email to 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>

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.

4. The GPA will administer the Qualifying Exam to student then forward completed exam to committee members for review. Doctoral committee reports the results of the oral exam defense of the qualifying exam answers and the dissertation prospectus on the Form-2 Report on Doctoral Degree Qualifying Examinations.

5. The student picks-up Form-2 from GPA, pays \$50 advancement to candidacy fee, and submits form to the Graduate Division.

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 a 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 meant to build upon the themes of the secondary area of specialization to develop a publication for submission to a journal, or at least 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 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 two-hours long) of the qualifying exam answers and 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 nine registered quarters (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: [https://senate.ucsb.edu/manual/regulations/Chapter\\_III/Section\\_4/](https://senate.ucsb.edu/manual/regulations/Chapter_III/Section_4/)).
- Review and use the Thesis and Dissertation Formatting and Filing Requirements resources: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>.
- 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

### **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 GPA that all University and departmental degree requirements have been met.
2. Student reviews and uses the Thesis and Dissertation Formatting & Filing Requirements resources.
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.
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 electronically on the UCSB ProQuest website. Once filed, the Graduate Division Academic Advisors will review filed dissertations and will email students if post-deadline administrative revisions are required. Don't hesitate to use their resources at <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document> for details about the dissertation filing process, including tips and common questions regarding the ProQuest website.

### **Doctoral Degree Checksheet**

Students can access the 2020-2021 Doctoral degree checksheet in their orientation binder and at the General Catalog:

<https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/Is-intro/gis.aspx?DeptTab=Graduate>

**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 can be awarded.

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

## **PhD “Timeline” Summary**

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

(For students already holding a relevant graduate degree, we recommend advancement to candidacy in 3 years, and completion of the doctorate in 5 years)

**Foreign Language Requirement:** Can be completed anytime during the 1<sup>st</sup> through 3<sup>rd</sup> year of graduate studies, once the student is confident in their abilities.

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

### **“Year 1” – Core Classes**

GLOBL 220 – **History and Theory of Globalization** (4 units)

GLOBL 222 – **Global Culture, Ideology, and Religion** (4 units)

GLOBL 224 – **Research Methods** (4 units)

GLOBL 221 – **Global Political Economy, Development, and Environment** (4 units)

GLOBL 223 – **Global Governance, Human Rights, and Civil Society** (4 units)

GLOBL 229 – **Logics of Inquiry** (4 units) – May take in second year. Not taught annually.

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).

\*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 at the latest, 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

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**

## **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 administratively 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 in registration units for the 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). *Please refer to the Graduate Division's Graduate Student Handbook for details on these options:* <http://www.graddiv.ucsb.edu/handbook>.

### **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 their 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 in registration units 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: <https://www.graddiv.ucsb.edu/academic/filing-deadlines-and-degree-conferral-dates>.

#### Commencement

To participate in commencement and be included in the commencement program, 2<sup>nd</sup> year MA graduate students must register online by the middle of April. Students may still register to participate in the program after the initial deadline by contacting the Graduate Division directly. Students **do not** need to have completed their thesis/dissertation to walk in commencement as this is ceremonial regardless of when the final thesis/dissertation is submitted: <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.

### **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 (CAPS)**

The goal of personal counseling 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. Contact & location information: (805)-893-4411, Building 599.

### **Women, Gender, and Sexual Equity (WGSE) Center**

The center supports students, faculty, and staff who might face sexual orientation, violence, and dating Issues. Library and various resources available. Contact & location information: (805) 893-3778, 1<sup>st</sup> 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 2<sup>nd</sup> 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.

### **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 the Office of Financial Aid and Scholarships.

**UC Fellowships & Funding:** <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, Chiota-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 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 TAs 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 TAs 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>

**Funding Peers:** <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:

<https://www.graddiv.ucsb.edu/financial/extramural-funding>. It provides links to financial support information, notably Pivot, which 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, the Career Center, and speak to the Graduate Division's Career Counselor. These sources 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: <http://www.graddiv.ucsb.edu/financial/>.

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

**Block Grants:** Because MA funds for fellowships are extremely limited, and not available to PhD students, block grant 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 standing (9 quarters past advancing to candidacy) are not eligible for most fellowship support. Check with the GPA 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>.

### **Graduate Funding Links & Resources**

- Campus-wide ASE positions: <https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/>
- Central Campus Fellowship opportunities: <https://www.graddiv.ucsb.edu/financial/central-campus-fellowships>
- Other Campus Fellowships: <http://www.graddiv.ucsb.edu/financial/other-ucsb-fellowships>
- GradPost Student Employment: <http://www.gradpost.ucsb.edu/money>
- Handshake - on and off campus job postings: <http://career.sa.ucsb.edu/gradstudents>

Funding search databases:

- Grant Forward: <https://www.grantforward.com/index>
- GRAPES: <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>
- Graduate Division Director of Graduate Student Professional Development, Shawn Warner-Garcia, [shawn.warner-garcia@graddiv.ucsb.edu](mailto:shawn.warner-garcia@graddiv.ucsb.edu)
- Graduate Division Funding Workshops: <http://www.gradpost.ucsb.edu/events>
- Graduate Student Resource Center: <http://www.gradpost.ucsb.edu/>
- UCSB GradPost Money Section: <http://www.gradpost.ucsb.edu/money>
- Library of Successful Fellowship Proposals: <http://www.gradpost.ucsb.edu/funding-resources/fellowship-library>
- Grad Student Finances: <http://pfforphds.com/>

## **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.

### **Graduate Student Health Insurance Policy**

All students must purchase Gaucho Health Insurance (UCSHIP) *each* quarter. If you have comparable coverage through an outside source, you should seek a waiver 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 Adjustment**

Graduate students use 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 Director. 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/Student-Records/transcripts/how-to-order-a-transcript>.

### **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., GLOBL 596, GLOBL 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.

## **Changing Degree Objective**

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 interdisciplinary emphasis
- to drop a degree objective
- to add or drop a degree 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.
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 use the Graduate Division Online Application (E-App) **instead** of submitting a change of degree objective petition for the following procedures:

- To apply to a UCSB Masters of Fine Arts 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 Masters of Fine Arts 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 <https://www.graddiv.ucsb.edu/admissions/how-to-apply> and <https://www.graddiv.ucsb.edu/departments/view/133/>.

### **Student Status – Lapsing, Leave of Absence, In Absentia**

Students may petition to take an official academic Leave of Absence (LOA) or *In Absentia* 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, or 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 field research completed outside of the local campus region – ineligible counties are Santa Barbara, San Luis Obispo, and Ventura (e.g., reduced fees and access to loans, fellowships, and campus services such as housing). Students should consult with their faculty advisor before beginning the process to petition.

**NOTE:** *In Absentia* is not available for field research within the California counties of Santa Barbara, San Luis Obispo, and Ventura, and you would need to pay full fees if your field research is in these locations.

#### **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 must be completed. A Reinstatement to Graduate Status Petition is obtained from Graduate Division and requires the Global faculty advisor, Graduate Director, and Graduate Division's approval.

#### **Leave of Absence**

A Personal 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 employment titles.

### **In Absentia**

*In Absentia* registration may be approved for one to three quarters, for students pursuing graduate study or field research outside the Tri-Counties area. 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 an *In Absentia* petition, signed by the Graduate Director, which indicates where the 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 supplemental tuition and health insurance remain unchanged.

## **Links to Campus Resources**

There are numerous resources available to you through all stages of your life academic career. Identifying and finding the help you need early on is the best way to ensure your smooth and productive academic progress. A list of these resources and more can also be found on the Graduate Division's website:

<http://www.gradpost.ucsb.edu/>

BARC Billing Office	<a href="http://www.bfs.ucsb.edu/barc">http://www.bfs.ucsb.edu/barc</a>
Campus Learning Assistance Services (CLAS)	<a href="http://clas.sa.ucsb.edu/">http://clas.sa.ucsb.edu/</a>
Career Services	<a href="http://career.sa.ucsb.edu/">http://career.sa.ucsb.edu/</a>
Children's Center	<a href="http://childrenscenter.sa.ucsb.edu/">http://childrenscenter.sa.ucsb.edu/</a>
Counseling & Psychological Services (CAPS)	<a href="http://caps.sa.ucsb.edu/">http://caps.sa.ucsb.edu/</a>
Davidson Library	<a href="http://www.library.ucsb.edu/">http://www.library.ucsb.edu/</a>
Disabled Students Program (DSP)	<a href="http://dsp.sa.ucsb.edu/">http://dsp.sa.ucsb.edu/</a>
Financial Aid Office	<a href="http://www.finaid.ucsb.edu/">http://www.finaid.ucsb.edu/</a>
Gaucho On-Line Data (GOLD)	<a href="https://my.sa.ucsb.edu/gold/login.aspx">https://my.sa.ucsb.edu/gold/login.aspx</a>
Gauchospace	<a href="https://gauchospace.ucsb.edu/courses/">https://gauchospace.ucsb.edu/courses/</a>
General Catalog	<a href="http://my.sa.ucsb.edu/catalog/current/Index.aspx">http://my.sa.ucsb.edu/catalog/current/Index.aspx</a>
The Graduate Division (Grad Div)	<a href="http://www.graddiv.ucsb.edu/">http://www.graddiv.ucsb.edu/</a>
Graduate Division's Student Peer Advisors	<a href="http://www.gradpost.ucsb.edu/who-we-are">http://www.gradpost.ucsb.edu/who-we-are</a>
Graduate Division's Graduate Academic Counselor	<a href="http://www.graddiv.ucsb.edu/academic/academic-counseling">http://www.graddiv.ucsb.edu/academic/academic-counseling</a>
Graduate Division's Graduate Student Career Counselor and Graduate Writing Specialist	<a href="http://www.gradpost.ucsb.edu/who-we-are">http://www.gradpost.ucsb.edu/who-we-are</a>
Graduate Student Association (GSA)	<a href="http://www.gsa.ucsb.edu/">http://www.gsa.ucsb.edu/</a>

Housing	<a href="http://www.housing.ucsb.edu/">http://www.housing.ucsb.edu/</a>
Instructional Development	<a href="http://id.ucsb.edu/">http://id.ucsb.edu/</a>
Letters & Science IT (LSIT)	<a href="http://lsit.ucsb.edu/">http://lsit.ucsb.edu/</a>
My UCSB Portal	<a href="http://my.sa.ucsb.edu/home/index.aspx">http://my.sa.ucsb.edu/home/index.aspx</a>
Multicultural Center	<a href="http://mcc.sa.ucsb.edu/">http://mcc.sa.ucsb.edu/</a>
Office of Equal Opportunity & Sexual Harassment / Title IX Compliance (OEOSH/TC)	<a href="https://oeosh.ucsb.edu/">https://oeosh.ucsb.edu/</a>
Office of Judicial Affairs	<a href="http://judicialaffairs.sa.ucsb.edu/">http://judicialaffairs.sa.ucsb.edu/</a>
Office of International Students & Scholars (OISS)	<a href="http://oiss.sa.ucsb.edu/">http://oiss.sa.ucsb.edu/</a>
Office of the Ombuds	<a href="http://www.ombuds.ucsb.edu/">http://www.ombuds.ucsb.edu/</a>
Office of Research (OR)	<a href="https://www.research.ucsb.edu/">https://www.research.ucsb.edu/</a>
Recreation	<a href="http://recreation.sa.ucsb.edu/">http://recreation.sa.ucsb.edu/</a>
Office of the Registrar	<a href="http://registrar.sa.ucsb.edu/">http://registrar.sa.ucsb.edu/</a>
Office of Student Life	<a href="http://osl.sa.ucsb.edu/">http://osl.sa.ucsb.edu/</a>
Resource Center for Sexual and Gender Diversity	<a href="http://wgse.sa.ucsb.edu/sgd">http://wgse.sa.ucsb.edu/sgd</a>
Student Health	<a href="http://studenthealth.sa.ucsb.edu/">http://studenthealth.sa.ucsb.edu/</a>
TA Training, Development, & Orientation	<a href="http://oic.id.ucsb.edu/ta-development-program">http://oic.id.ucsb.edu/ta-development-program</a>
Transportation and Parking Services (TPS)	<a href="http://www.tps.ucsb.edu/">http://www.tps.ucsb.edu/</a>
U-Mail Accounts	<a href="http://www.umail.ucsb.edu/">http://www.umail.ucsb.edu/</a>
Women's Center	<a href="https://wgse.sa.ucsb.edu/">https://wgse.sa.ucsb.edu/</a>

## 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. The Graduate Student Support Network has a comprehensive resource guide for graduate students at: <http://www.gradpost.ucsb.edu/>. 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 & Career Services; Student Health; and the Recreation Department.

UCSB graduate students have also found it helpful to join together and form groups that meet periodically to discuss common interests and needs. You may discover one or more organizations related to your interests. Visit: <http://osl.sa.ucsb.edu/OrgList> for information on how to get in touch.

### **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. The GSA also drafted the "Graduate Student Bill of Rights", which was approved by the UCSB Graduate Council. Contact & location information: University Center Room 2502, (805) 893-3824.

### **Graduate Peers**

The Graduate Division Peer Advisors provides advice and assistance to graduate students and develops workshops relevant to graduate student concerns. The Peer Advisors answer questions about resources for graduate students at UCSB and provides advice on a variety of issues ranging from finding financial assistance to filing dissertations. The Peer Advisors serve as a confidential advisor for graduate students who would like to discuss their questions and problems with a peer.

The Peer Advisors also help to organize and facilitate the "Graduate Success Seminars" sponsored by the Graduate Division, the Graduate Students Association, and other organizations (e.g., Counseling & Career Services) throughout the year.

Among the workshops offered over the last two years were the following: Crafting a Literature Review, Delivering Great Presentations, Turning Course Papers into Publishable Articles, Grant Writing, Finding Funding, Building a Digital Reputation and ePortfolio, Dissertation Completion Strategies, Dissertation Filing, Strategies for Finding Employment, and Advancing Your Career. Listing of this year's events is at: <http://gradpost.ucsb.edu/events>.

In order to develop additional workshops and resources to help graduate students, the Graduate Peer Advisors welcome suggestions and ideas from graduate students about possible workshop offerings. The Graduate Peer Advisors work in the Graduate Student Resource Center located in the Student Resource Building, Room 1215. They have drop-in hours every week during the academic year. Contact the Graduate Peer Advisors individually, <https://www.gradpost.ucsb.edu/who-we-are>, or (805) 893-8994.

### **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 (3<sup>rd</sup> floor), (805) 893-2929.

Academic Student Employment (ASE) appointments, such as Teaching Assistant (TA) and Graduate Student Research (GSR) positions are offered through the Global Studies department. 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 (provided to you in your orientation binder) for complete, detailed descriptions of the TA and GSR appointment titles, employment requirements and benefits, and hiring documentation.

Only students in good standing (e.g., academic, financial, employment) may work as an ASE. Employment requirements are listed within the Graduate Division's website:

<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. International and permanent resident TAs for whom English is not the first language must also be tested for language proficiency before being allowed to head a section. The EMS Program will conduct the evaluation to determine English language proficiency.

The prospective TA will make a 5-7 minute oral presentation on a basic, non-technical topic assigned in advance. 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.

### **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 (e.g., 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 employment
- Withholding of degrees
- Blocking of registration for future quarters
- Blocking of advancement to candidacy

## 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 2019 is Cohort 14 for MA's and Cohort 5 for PhD's.

### **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.

### **GPA**

1. **"Graduate Program Assistant"** Each department at UCSB has a staff Graduate Program Assistant (the terminology used primarily by the Graduate Division, though each department's working staff title may vary) 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.

### **P1, P2, P3 Doctoral Levels**

- P1 status degree objective is academic or professional doctorate, but student has not been advanced to candidacy.
- P2 status degree objective is academic or professional doctorate, and student has advanced to candidacy (students can maintain P2 status for up to 9 quarters).
- P3 status is assigned after 9 registered quarters as P2 status. Once P3 status has been assigned by the Office of the Registrar, a student is **not eligible** for fellowship support, but may apply for extramural funding and employment.
- These class level designations are of particular importance because they are used by the Graduate Division to determine eligibility for financial support.

After advancing to candidacy (P2 status), students have 3 years (9 quarters) to complete their degree. If they do not file their dissertations by the end of the 9th quarter, they will be converted to P3 status in the 10th quarter.

Below is a chart of approved leaves and their influence on a student's Time to Degree clock:

	<b>In Absentia Registration</b>	<b>Filing Fee Leave</b>	<b>Medical Leave</b>	<b>Family Emergency Leave</b>	<b>Parenting/Pregnancy Leave</b>	<b>Military Leave</b>
<b>Time to Degree</b>	Does not extend	Does not extend	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters
<b>PHD Classification</b>	Does not extend	Extends P2	Extends P2	Extends P2	Extends P2	Extends P2
<b>Non-Resident Tuition Reduction</b>	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend

### **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 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>.

## **Description of Forms and Petitions**

**Forms Processed by the Graduate Division:** <http://www.graddiv.ucsb.edu/academic/forms-petitions>

### **Master's Degree Forms**

- M.A. Thesis Form I and Thesis Signature Form

*The appropriate forms must be signed by your faculty advisor/master's committee chair and committee members. Students must also pay a \$25 masters fee. Refer to the graduate student handbook regarding the master's degree requirements.*

***For filing** a master's thesis, your committee must be officially nominated. Notify the GPA of your thesis committee so that the nomination paperwork can be filed. Students must also use the Graduate Division's "Guide to Filing Theses and Dissertations" for specific details regarding filing a master's thesis. The guide is available at: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>.*

### **Committee Nomination**

- Master's Thesis Form I – Committee Nomination for Master's Thesis
- Doctoral Degree Form I – Committee Nomination for Doctoral Degree

*When a student is close to, or has completed, all required coursework, they should be ready to, or planning to, advance to doctoral candidacy. At this point, students must officially nominate their doctoral committee. This committee, generally, but not always, is the same committee a student has when defending their dissertation. Students should contact the Student Affairs Office in order to have this form processed.*

- Conflict of Interest (COI) Form

*This policy affirms joint student and faculty responsibilities, as members of the University of California, in relationship to potential conflicts of interest and provides mechanisms to ensure that outside activities are consistent with University policy. This form is completed at the same time with a Form I and can be obtained from the Student Affairs Office or downloaded from the Graduate Division's website.*

- Masters and Doctoral Form I-A - Changes to Degree Committee

*Used to modify a student's existing committee. Required when a student changes their committee. Students should contact the GPA in order to have this form processed.*

### **Qualifying Examination to Advance to Doctoral Candidacy**

- Doctoral Degree Form II - Report on Doctoral Degree Qualifying Examinations

*This form must be signed and dated by the student's committee once they have passed the Qualifying Examination. There is a \$50 fee (cash or check to 'UC Regents') that must be paid at the Cashier's Office prior to submitting the form. Please contact the GPA in order to have this form processed prior to filing it with the Graduate Division.*

### **Dissertation Defense**

- Doctoral Degree Form III - Report on Doctoral Degree Final Defense

*The student's committee must sign and date the form **along with** the required signature page from their dissertation.*

#### **Additional Forms/Petitions Processed by the GPA and Sent to the Graduate Division**

- General Graduate Student Petition
- Change of Degree Status Petition
- Request for Academic Leave of Absence / Filing Leave of Absence
- Petition for Reinstatement to Graduate Status
- Request for *In Absentia* Registration

#### **Additional Forms/Petitions Obtained from the GPA**

- Course Substitution/Waiver Form
- Dissertation Prospectus Approval Form
- Registrar's Schedule Adjustment Petition and Request for Incomplete Grade Petition

### **Global Studies Graduate Community Standards**

September 2018

The Global Studies Department is a scholarly community that aims to provide models of collegiality and professionalism to our graduate students who will carry these values and practices into their future careers. As a UC campus, we are mindful of our obligation to ensure an inclusive and civil environment that respects the rights of all students to academic freedom, non-discrimination, and dignified treatment. All members of our community are expected to honor these norms of civility and respect in all interactions between and among faculty, graduate students, undergraduate students, and staff. These professional standards apply across all venues of community exchange, including the classroom, department speakers and events, student organizations, off-campus community social gatherings, and electronic communication.

Our community standards are grounded in professional ethics, but also based in campus standards such as the Student and Faculty Codes of Conduct, national academic standards such as the guidelines of the American Association of American University Professors, as well as Federal and California legal standards on discrimination, harassment, and bullying including Title IX. Our faculty are committed to incorporating these standards in our advising and mentoring, and we view training in collegiality and professional ethics as an important element of preparation for an academic career. Students who seek clarification, proactive guidance, support, or conflict resolution related to our community standards should approach their advisor, the Graduate Director, and/or the Department Chair. Concerned students also retain the right to avail themselves of campus-wide mechanisms, including the Ombuds, Graduate Division, Title IX Office, and Office of Equal Opportunity.

Unprofessional and inappropriate behavior in our community includes:

- shouting, violent language, or verbal threats
- physical violations of reasonable personal space
- repeated interruptions and attempts to verbally dominate other speakers

- public disparagement of any member of the community on the basis of any identity, background, belief, or personal condition
- personalized critique of the expression of academic or ideological differences that contributes to a hostile environment
- denial or disparagement of anyone's right to speak on any academic or political issue
- any form of bullying, including electronic posting of disparaging or confidential material

No form of disagreement, difference, critique, or prior conflict ever justifies any of these behaviors.

We look forward to building a scholarly community that embodies the best principles of our profession and our aspirations for the global community.