

**UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

# **Department of Sociology**

## **Graduate Program Handbook and Guidelines**

### **2018 - 2019**

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**Graduate Program Office**

Social sciences & Media Studies (SSMS) Bldg., Room 3111

Phone: (805) 893-3328 | Fax: (805) 893-3324

[www.soc.ucsb.edu](http://www.soc.ucsb.edu)

*Last Revised: 9/21/18*



Dear Student,

The 2018-19 Sociology Graduate Program Handbook and Student Guidelines, is designed to be used in conjunction with Graduate Division's Graduate Handbook\*, for detailed requirements, policies, and procedures specific to the University and the Sociology Graduate Program.

Every attempt has been made to ensure that the information in this handbook is current and correct as of publishing date September 2018. It is each student's responsibility to confirm the deadlines, requirements, and paperwork that apply to his/her degree program during each step in the graduate program process. Guidelines are subject to change without notice due to updates.

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

**\*Graduate Division's Graduate Handbook, is available online at  
<http://www.graddiv.ucsb.edu/handbook/>**

**IMPORTANT:** *Students must follow the Graduate Program Handbook and Student Guidelines for the academic year in which they were admitted! (see pg. 17 for additional details).*

*If you need these materials in an alternative format, or if you have other special needs, please contact the Graduate Program Office: SSMS Bldg, Room 3111, (805) 893-3328.*

## Table of Contents

|   |    |
|---|----|
| <b>Introduction</b> .....                                   | 4  |
| <b>Sociology Department</b> .....                           | 4  |
| <b>Campus and Community</b> .....                           | 4  |
| <b>Excellence &amp; Diversity Statement</b> .....           | 5  |
| <b>The Graduate Program Office</b> .....                    | 5  |
| • Address & Contact Information.....                        | 6  |
| • Sociology Listserves.....                                 | 6  |
| <b>Sociology Department – Main Office</b> .....             | 6  |
| • Key Policy.....   | 6  |
| • Business Cards.....                                       | 6  |
| • Copies & Printing.....                                    | 6  |
| • Fax Policy.....   | 7  |
| • Drop Off Box.....   | 7  |
| • Student Pick-Up Box.....                                  | 7  |
| • TA Office Assignments.....                                | 7  |
| • TA Office Hours.....                                      | 8  |
| • TA Telephone & Message Number.....                        | 8  |
| • Classroom - Review Session.....                           | 8  |
| • Graduate Student Resource .....                           | 8  |
| • Evaluations.....  | 8  |
| • Syllabi.....  | 8  |
| • Letters of Recommendation.....                            | 9  |
| • Sociology Conference Room Reservations.....               | 9  |
| • Human Subjects.....                                       | 9  |
| <b>Sociology Financial Office</b> .....                     | 9  |
| • Timecards.....  | 9  |
| • Grant Proposals.....                                      | 9  |
| <b>Computer Resources</b> .....                             | 9  |
| • Letters & Science Information Technology (LSIT) Labs..... | 9  |
| • Printing .....  | 9  |
| • Media Equipment.....                                      | 10 |
| <b>Faculty Advisors/Advising Process</b> .....              | 10 |
| • The First Year Faculty Advisor.....                       | 10 |
| • Director of Graduate Studies.....                         | 11 |
| • Graduate Program and Admissions Committee.....            | 11 |
| • Annual Reviews.....                                       | 11 |
| <b>Graduate Program Requirements and Policies</b> .....     | 11 |
| • Master's/Pre-Doctoral Requirements.....                   | 11 |
| • MA from Another Institution.....                          | 13 |
| • MA Chair and Committee Nomination .....                   | 13 |
| • Post-MA Doctoral Requirements.....                        | 14 |
| • Teaching.....   | 14 |
| • Advancement to Candidacy.....                             | 15 |
| • The Dissertation.....                                     | 15 |
| • Academic Residence.....                                   | 16 |
| • Academic Standards of Scholarship.....                    | 16 |
| • Foreign Language Requirement.....                         | 16 |
| • Requirements for Degree Completion.....                   | 17 |

|  |           |
|--|-----------|
| • Degree Time Limits & Normative Time.....   | 17        |
| • Fee Status for Graduate Degree Awards.....   | 17        |
| • Paperwork.....   | 18        |
| • Committee Requirements.....  | 18        |
| <b>Interdisciplinary Emphases.....</b>   | <b>18</b> |
| • Black Studies.....   | 18        |
| • Demography.....  | 19        |
| • Environment and Society.....   | 19        |
| • Feminist Studies.....  | 19        |
| • Global Studies.....  | 19        |
| • Language, Interaction and Social Organization (LISO).....                                      | 20        |
| • Quantitative Methods in Social Sciences (QMSS).....  | 20        |
| • Technology & Society.....  | 20        |
| <b>Changing Degree Objective or Emphasis.....</b>  | <b>21</b> |
| <b>Registration, Schedule Adjustments, Transfer of Units &amp; Your Status as a Student.....</b> | <b>21</b> |
| • Registration using Gaucho On-Line Data (GOLD).....   | 21        |
| • Schedule Adjustment.....   | 22        |
| • Transferring and Substituting or Waiving Courses.....  | 22        |
| • Student Status - Leave of Absence & Lapsing.....   | 23        |
| • Returning from an Approved Leave or Requesting Reinstatement.....                              | 23        |
| • In Absentia Registration.....  | 24        |
| <b>Taking Care of Your Transcript.....</b>   | <b>24</b> |
| • Satisfactory/Unsatisfactory & Pass/No Pass Grading.....  | 24        |
| • Incomplete Grades, No Grades & No Records.....   | 24        |
| • Repetition of Courses.....   | 25        |
| • Retroactive Changes to Student Records.....  | 25        |
| • Seminar and/or Independent Research Study Courses.....   | 25        |
| <b>Funding Information.....</b>  | <b>25</b> |
| • Fellowship Programs.....   | 26        |
| • Extramural Funding.....  | 26        |
| • Departmental & Sociology Graduate Program Fellowships.....                                     | 27        |
| • Block Grant.....   | 27        |
| <b>Employment – Teaching &amp; Research.....</b>   | <b>27</b> |
| • Teaching Assistant (TA) Assignment Procedures.....   | 28        |
| • Associateships.....  | 29        |
| • TA & Associate Hiring Guidelines and Assignments.....  | 29        |
| • Policy on TA & Associateships Outside of Sociology.....  | 30        |
| • Research Assistantships & Readerships.....   | 30        |
| • ASE Representations.....   | 30        |
| • Employment & Degree Programs.....  | 31        |
| • Other Apprentice Appointments.....   | 31        |
| • Part-Time University Staff Positions.....  | 31        |
| <b>Student Organizations &amp; Sources of Assistance.....</b>                                    | <b>32</b> |
| • Graduate Students Association (GSA).....   | 32        |
| • Sociology Graduate Student Association (SGSA).....   | 33        |
| • Grad Student Peer Advisors – Graduate Division.....  | 33        |
| <b>Appeals &amp; Grievances.....</b>   | <b>33</b> |
| • Office of the Ombuds.....  | 34        |
| • Office of Equal Opportunity/Sexual Harassment/Title IX Compliance.....                         | 34        |
| <b>Housing.....</b>  | <b>35</b> |
| <b>Petitions &amp; Forms/Contacts.....</b>   | <b>35</b> |

## 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, financial support, and other opportunities in the Sociology Department and at UCSB.

## Sociology Department

The graduate program in sociology is intended to lead to the awarding of the PhD degree. Applicants are not admitted only to pursue the MA degree; however, students must complete all requirements for the MA in sociology including a thesis, as part of their preparation for the Ph.D. program. Continuation to the Ph.D. program is dependent upon a student's successful defense of the MA thesis and completion of the Doctoral requirements.

The Department of Sociology stresses diversity and innovation in its approach to research and learning. Consisting of 35 faculty, 70 graduate students, and 1200 undergraduate sociology majors, the department seeks to be a center of rigorous, sophisticated, and inspired searches for knowledge of social life.

Our faculty members are among the best in the nation in the areas of economy and society, feminist studies, global studies, race and ethnicity, sociology of culture, social movements, ethnomethodology and conversational analysis, organizations, stratification, political sociology, urban sociology, law and social control, religion and society, population and environment, networks, and sociological theory.

Research conducted by our faculty and students is at the cutting edge in many areas of the discipline. Because our graduates have been well trained and have learned to work at the frontiers of social research, they have secured a wide variety of significant professional positions throughout the country and around the world.

## Campus and Community

**[www.ucsb.edu](http://www.ucsb.edu)**

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

While UCSB's physical environment is stunning, it is the conjunction of the natural environment and the learning environment that makes the campus unique. With about 25,000 students, 22,000 undergraduates and 3,000 graduates, and 1,100 faculty members, UCSB is large enough to offer the educational resources and research facilities of a world-class institution, but small enough to

foster close relationships among faculty and students. The campus is home to eleven national research centers and two professional schools, and has received a prestigious Research I ranking as one of American's top institutions by the Carnegie Foundation for the Advancement of Teaching. Nearly half of UCSB's academic departments and programs are ranked among the top 20 in the U.S. Because of these rankings and other indicators of academic excellence, UCSB is an elected member of the Association of American Universities (AAU), placing it among 61 leading institutions of higher learning in the U.S. and Canada.

## **Excellence and Diversity**

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

## **The Graduate Program Office**

The Graduate Program Office 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 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 Graduate Program Advisor for the appropriate forms or petitions needed when approaching "degree milestones" such as the MA oral comprehensive exam or thesis, nomination of committee members, 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) and also update their personal information in GOLD.

### **Student Mailboxes**

Student mailboxes are assigned to new incoming students before fall quarter begins. Please be sure to check your mailbox for important notices and/or mail.

### **Sociology Graduate Photo Board**

All current graduate students will have their photo placed on our photo board. The Graduate Program Office maintains the photo board. Our photo board is updated annually (normally during the summer months). New incoming students will be contacted by e-mail to make an appointment with the Graduate Program Advisor who will take your picture. Our photo board contains photographs of our current students, faculty, lecturers and staff personnel.

## **E-Mail Address**

We will use your UCSB u-mail account as our primary way of contacting you and sending out important announcements and information. It is imperative that students check their u-mail account regularly and/or setup the mail forwarding feature (so that u-mail emails can be forwarded to your personal email account). To ensure that you receive e-mails sent from our department, please clean out your e-mail account periodically to prevent bounced or undeliverable e-mails. A complete list of our current graduate student e-mail addresses are posted directly outside the Undergraduate Affairs Office.

## **Address & Contact Information**

It is important to provide the Graduate Program Office with your updated address and contact information. If you move or change your telephone number, please make sure to notify our office. You will also need to update your address and contact information on GOLD, and it may be necessary to contact other individual departments as well.

## **Sociology Listserves**

As a graduate student in Sociology, your u-mail address will be added to the following listserves in Sociology; socgrad, socdept, and socforum.

The “*socgrad*” goes to all the graduate students in the Sociology Department. The “*socdept*” goes to everyone on socgrad, socfac, and socstaff. It is for official announcements regarding the Department of Sociology. The “*socforum*” goes to most faculty, graduates and staff in the Sociology Department, plus some other individuals who are interested in sociological matters. Use “*socforum*” for calls to action, announcements of sociology related events, etc. Membership is voluntary; persons who do not wish to receive this type of e-mail can opt out. Please contact the Graduate Program Advisor for this option.

## **The Sociology Department - Main Office**

The Sociology Department Main Office is located in SSMS 3005. Our Main Office telephone number is: (805) 893-3118. Office staff facilitate the smooth operation of the program. Hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. The office is always closed between 12:00 p.m. and 1:00 p.m.

## **Key Policy**

Keys are issued to graduate students by our main office staff personnel. A key to an office will be issued to you and if you are employed as a Teaching Assistant or Associate, you will receive a key to another office for required office hours. There is no deposit required for the issuance of keys, but you will be charged \$20 *per* key if they are lost or not returned before you leave our program. Any fees assessed for keys will be made directly to your BARC account. Mailboxes are located in the Main Office (SSMS 3005). A keycard to the Social Sciences & Media Studies (SSMS) Building will allow you to enter the building after normal business hours and on weekends.

## **Business Cards**

Business cards are available at various printing shops including those at the UCEN and in Isla Vista.

## Copies and Printing

Copy machines are available to everyone for scanning purposes. Instructors and TAs may make copies for the course they are teaching, but we encourage the use of GauchoSpace to conserve resources.

Enrolled students are allotted 200 black-and-white prints per quarter to use for their academic printing needs at any of the three *PrintSpot* locations. We also have a printer in the Grad Lounge that can be used for research-related work, although there is a limit to the number of toners allocated to this printer per year.

More information on printing can be found here:  
<http://www.collaborate.ucsb.edu/services/student/printing>

## Fax Policy

The Sociology Department Fax number is (805) 893-3324.

### *Incoming Faxes:*

When faxes arrive, we will place them in your student mailbox. If you are expecting a fax but don't find it in your mailbox, you may want to check the fax machine. Contact the sender directly if your fax has not been received. Please notify persons who are sending you a fax to write your full name on every page of the fax.

### *Outgoing Faxes:*

You may send faxes from the Sociology Department machine: local faxes are free; you will be billed for long distance numbers. After faxing, please wait for the machine to print a Transaction Report. Write your name on this sheet and place it on the spindle by the machine. If you want it to be charged to a specific grant or account, please indicate on the Transaction Report. You should review this report to make sure that your fax went through. It will show number of pages sent. If it says 0 (zero), Cancel, or Busy, it was not successful. Brief instructions on how to use the fax machine are posted on the bulletin board behind the machine. The fax machine is currently located directly to the right as you enter the main office.

## Drop Off Box

If students need to hand deliver mail to you they can bring it to your mailbox in SSMS 3005. However, **please have students turn in papers and assignments during class times or directly to you during your office hours**, rather than to the Sociology Main Office. The office does not have a date stamp. We have over 1,100 undergraduates in the Sociology major plus hundreds of other students taking our classes, and we simply cannot handle the traffic if students turn assignments in here.

## Student Pick-Up Box

The Student Pick-Up Box is also in the main office. If you need to leave something for an individual to pick up, this is the place. For example, if a student has asked you to write a letter of recommendation and cannot pick it up during your office hours, you can leave it in the Student Pick-Up Box. Please note that you may not leave papers or handouts for an entire class to pick up, even if it is a small class. If you need to return assignments to students please do so in class or during office hours. In order to maintain confidentiality and abide by all University policies, students absolutely cannot leave corrected exams or assignments in boxes in the hallway, and likewise, you may not openly post grades.



## **TA Office Assignments**

If you are hired as a Teaching Assistant or Associate you will be assigned an office. The Sociology Business Officer assigns offices based on space availability. If you have any questions regarding your office, please contact our Business Officer. In any quarter that you are not employed as a Teaching Assistant or Associate, you will be asked to return your keys to our main office staff. In addition, if you are asked to vacate, you must remove any items you have stored in the office.

## **TA Office Hours**

If you are TAing or teaching a class, please inform the front office staff of your office hours by the end of the first week of classes. Teaching Assistants must also provide the time and location of their discussion sections. A standard e-mail notification will be sent to you requesting this information. If you change your office hours, or need to cancel them at any time during the quarter, please notify the main office as soon as possible: (805) 893-3118.

## **TA Telephones and Message Number**

TAs will be assigned offices that do not have telephones in them. We ask that you encourage your students to contact you via u-mail, or in-person during your posted office hours. In the event that you must provide a work number for an emergency contact, you may give our main office telephone number (805) 893-3118. However, please make it clear that this is a message number only and that you are never actually reachable at that number. If a call comes in for you, we will take a very brief message and place it in your student mailbox.

## **Classroom – Review Session**

If you need to schedule a room for a review session, use the following link: <https://registrar.sa.ucsb.edu/RoomRequest.aspx>. If you would like to use one of our department rooms, contact the front desk coordinator or Undergraduate Advisor.

## **Graduate Student Resource**

Graduate students may also need to consult with the Undergraduate Advisor about plagiarism and/or student behavior concerns. Our Undergraduate Office is located in SSMS 3119.

## **Evaluations**

The main office staff prepare the evaluation forms that students use to assess their faculty and TAs at the end of each quarter. If you are a TA with a discussion section, you should receive a packet of blank evaluations in your Sociology mailbox about the 8th or 9th week of the quarter. You are to administer them in your last discussion section and ask a student to bring the completed evaluations to the Sociology main office for processing. You will eventually be given the results, and should retain them because you may need them when applying for grants and jobs in the future. Also, if you are a TA for a large class, your professor will probably ask you to help administer his/her evaluations during the lecture, and may ask you to bring them back to the main office. Instructors and TAs are not supposed to look at the completed evaluations until after grades have been submitted. If a student is absent the day that evaluations are administered s/he may come to the main office and complete one.

## **Syllabi**

We keep archives of the syllabi from courses taught in our department. You may find them of use when, or if you are asked to teach a course. If you would like to review our archives of syllabi,

please go to the Main Office (SSMS 3005). You may make photocopies as needed, however, we ask that you be extremely careful not to lose or misfile them as we do not have back-up copies. When you are hired to teach a course for the Sociology Department, you will be asked to provide a copy of your syllabus to be included in our library of archives.

### **Letters of Recommendation**

Limited assistance is available to Sociology faculty who write letters of recommendation for our graduate students when they are on the job market. When you get close to that time, please consult with the Main Office to obtain information of the procedures; we can process only a limited number of letters. (Most faculty print their own, and there is also a service offered through UCSB Career Services). For more information, please visit: <http://career.ucsb.edu/rls/index.html>

### **Sociology Conference Room Reservations**

The Sociology staff will be happy to assist you to reserve the sociology conference room (SSMS 3017). Please contact the Graduate Program Advisor to reserve a room for your thesis or dissertation defense.

### **Involved in Human Subjects Research?**

Please contact the faculty mentor who is supervising your research and request an 'Associate' account for ORahs, the online human subjects application. Directions for issuing accounts can be found at [ORahs Tutorials](http://www.research.ucsb.edu/students/graduate-students/): <http://www.research.ucsb.edu/students/graduate-students/>

## **The Sociology Financial Office**

The Financial Assistant is responsible for the hiring of graduate students for the following titles: Graduate Student Researcher (GSR), Reader, and Student Assistants. The financial office also handles reimbursements for travel, petty cash, and entertainment.

### **Timecards**

All students on hourly appointments in the Sociology Department must submit an electric timesheet in KRONOS (<https://timekeeping.ucsb.edu/>). You are notified by e-mail of your deposit transaction on the 1<sup>st</sup> of the month. If you do not want direct deposit and prefer to opt for a physical check, please speak with the Financial Assistant (SSMS 3115). When direct deposit is not used, a check will be mailed directly to the student's address on-file, also on the 1<sup>st</sup> of the month. It is imperative that students keep their address up-to-date in GOLD.

### **Grant Proposals**

The Sociology Financial Office facilitates requests for grant proposals. Please make sure to consult with the Financial Office and/or the Business Officer **before** you begin any paper work for grant proposals.

## **Computer Resources**

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

- Scheduled and Open Access instructional computer labs throughout campus: <http://www.collaborate.ucsb.edu/spaces/labs>
- Printing services - including 200 pgs. of free printing per quarter to L&S students in COLLABORATE PrintSpot labs
- U-Mail Help Desk (Phelps 1521)
- UCSBnetID support
- UCSB Wireless Web support
- GauchoSpace

## Media Equipment

If you need audio, video, or computer display services for a UCSB class, contact Media Equipment in Instructional Development. <http://media.classroom.id.ucsb.edu/>.

## Faculty Advisors and the Advising Process

During your first year as a student in the Sociology Department, you will have two official faculty “advisors.” The first of these is your First Year Faculty Mentor within our program. The second is the Director of Graduate Studies (DGS) for the Sociology Department, who is a mentor for all Sociology graduate students.

### The First-Year Faculty Mentor

A student’s First-Year Faculty Mentor plays a key role at the beginning of the student’s graduate career. The First-Year Faculty Mentor guides and assists the student throughout their first year of graduate school. Their consent is needed when planning coursework, developing research projects, submitting human subjects approval forms, and requesting course waivers and/or substitutions. Most students meet with their First-Year Faculty Mentor throughout the school year for advice and should keep them informed of their progress.

First-Year Faculty Mentors are assigned after the admissions process by the DGS who matches students with faculty who share common interests, while also considering student faculty mentor preferences. Should you wish to change your mentor to another faculty member, you may do so without prejudice. However, it is customary to wait and work with your mentor for the first year before requesting a change. Some students ask their First-Year Faculty Mentor to serve as the chair of their MA thesis committee and/or the dissertation committee. Other students ask other faculty members to serve as the committee chair for their MA thesis or dissertation. Neither faculty nor graduate students should feel that they need to continue to work with one another after the first year.

Students who enter the graduate program should formally nominate a committee chair by the end of their first year and are required to do so by the end of their fifth quarter at UCSB. The MA committee chair, followed by the dissertation committee chair, becomes the student’s major research advisor.

Although most advisors are readily available to their 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, many faculty have limited availability for routine advising during the summer. Students who wish to work with their

advisor during the summer or intend to complete key program milestones (e.g., MA thesis defense) during this time, will need to arrange this with their advisor.

### **Sociology Director of Graduate Studies**

The Director of Graduate Studies (DGS) is the faculty member responsible for supervising the graduate program. The DGS represents the department to the Graduate Division, and chairs the Graduate Program and Admissions Committee (GPAC). The DGS signs all forms and petitions on behalf of the department (labeled “Graduate Advisor”) that require such approval. If you are not sure whether a particular form requires your faculty advisor’s signature or the DGS signature, ask the Graduate Program Advisor for clarification. The DGS also is available to consult with you on general issues related to your academic progress, University or department policies, or relations with faculty or other students.

### **Graduate Program and Admissions Committee**

The Graduate Program and Admissions Committee (GPAC) periodically reviews the graduate curriculum and proposes reforms. The GPAC also reviews recommendations and initiatives brought forward by students or faculty that have to do with the graduate curriculum. The GPAC monitors students' progress through the program, considers petitions to continue in the graduate program for students who have not completed the MA course requirements and thesis in 3 years, and recommends academic dismissal in cases where students are making unacceptable progress toward degree completion. The GPAC is also responsible for evaluating and admitting students into the graduate program. The GPAC is chaired by the Director of Graduate Studies.

### **Annual Reviews**

Graduate students are reviewed annually by the Director of Graduate Studies and the Graduate Program and Admissions Committee. Each year graduate students and their faculty advisor complete a “Progress Report” that reports progress to-date and future plans in all facets of the professional development of the student, including but not exclusively progress on coursework, the MA thesis, the qualifying exams, and the dissertation. A copy of this report is filed with the Graduate Program Office. Students who fail to submit a Progress Report are ineligible to be considered for TAs and Associate positions.

## **Graduate Program Requirements and Policies**

The Sociology Graduate Program offers a combined MA/PhD degree program. The Sociology Graduate Program does not offer a terminal master’s degree program.

This handbook provides requirements specific to your program. Please refer to Graduate Division’s Graduate Handbook for the minimum University requirements for Plan 1 (thesis) as well. Students should contact the Graduate Program Advisor to obtain and/or for processing of required forms.

### **Master’s Requirements**

**All students are required to complete 44 graduate units** selected in consultation with the student's faculty advisor and the Director of Graduate Studies (DGS). Core requirements include

courses in theory, research methods, and professional development. All required core and elective seminar courses except for Soc. 290A must be taken for a letter grade and passed with a grade of “B” or better. Soc. 290A must be satisfactorily passed.

***The following courses must be completed during the first year: SOC 205A, 205B; SOC 207A, SOC 207B, SOC 207C; SOC 290A.***

## **CORE COURSE REQUIREMENTS:**

### **Theory (three courses required)**

- Sociology 207A
- Sociology 207B
- Sociology 207C

### **Methods (four courses required)**

#### **a) Quantitative Analysis (two courses required)**

- Sociology 205A
- Sociology 205B

#### **b) Qualitative Methods (two courses required from the following list)**

- Sociology 211A\* and 211B\* - Field Research
- Sociology 212A\* and 212B\* - Comparative-Historical Sociology
- Sociology 212R - Intro to the Analysis of Recorded Interaction
- Sociology 212F - Feminist Research Methods
- Sociology 213 – The Practice of Critical Ethnography
- Sociology 236I – Analysis of Interaction in Institutional Settings
- Sociology 236V - Video Study of Social Interaction
- Sociology 248MA - Social Network Analysis

\* Students must take ALL courses within a sequence (e.g. SOC 211A/B and SOC 212A/B), which together, only count as **one** of the two required Qualitative Methods courses.

⇒ e.g. students could not take SOC 211A and 213 to fulfill the requirement; they could take SOC 211A, SOC 211B, and SOC 213, for example.

### **Professional Development Seminar**

- Sociology 290A

### **REQUIRED SEMINAR ELECTIVES (3 courses required)**

- Incoming students are required to take three substantive seminars in Sociology, in addition to the required core courses. Methods courses and courses outside the department are not accepted for this requirement without the approval of the student’s faculty advisor and the Director of Graduate Studies. Directed Readings (i.e. Sociology 596) cannot be used to satisfy this requirement.

## COMPREHENSIVE EXAMINATION

- Master's Thesis
- Master's Oral Comprehensive Examination (thesis defense)

The master's degree is awarded once the student satisfactorily completes all required coursework, submits an acceptable thesis, and receives a grade of "Pass" on the thesis defense.

## MA From Another Institution

Students admitted into the graduate program with a Masters from another institution or program are expected to complete the UCSB Department of Sociology coursework requirements for the MA, or the equivalent, as well as the MA thesis. Students are expected to complete their MA coursework at UCSB. Only 8 units can be waived by incoming graduate students. Students admitted with an MA in sociology earned at a comparable institution may begin post-MA coursework when s/he is certified by the Director of Graduate Studies as having fulfilled the course requirements of the department's MA program. Establishing what the "equivalent" of a UCSB MA thesis or coursework is determined by the Director of Graduate Studies in consultation with faculty reviewers. *Students may request their MA thesis and/or prior work be evaluated during the summer before beginning their first year in the program.*

Students with MA degrees in Sociology who completed an MA thesis at a program comparable to UCSB's Department of Sociology will likely not need to re-defend or write a new MA thesis. Students who completed an MA in Sociology from an institution not considered comparable, or in an area other than Sociology, will need to work with their MA committee and the DGS, regarding how to proceed with the thesis requirement. They may have to revise and re-defend or write a new MA thesis. In cases where students did not have an MA thesis they will have to discuss this with the DGS to determine how to proceed.

All Master's course requirements should be completed within 2 years of entering the program and must be taken for a letter grade with the exception of Soc. 290A. Students who do not complete the MA course requirements and thesis in 3 years must petition to continue in the program. These petitions will be evaluated by the Graduate Program and Admissions Committee resulting in either continuation or a recommendation for academic disqualification which will be sent to Graduate Division.

## MA Chair and Committee Nomination

Students are required to formally nominate a Master's committee. A Committee Nomination Form I & COI (available at <http://www.graddiv.ucsb.edu/academic/forms-petitions>), should be filed by the end of the student's first year but must not be filed later than his/her 5<sup>th</sup> quarter at UCSB.

Committees must consist 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 master's thesis or 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 is at the discretion of the department.

The MA Chair is the student's main faculty advisor until such time as he/she forms a dissertation committee. Students must satisfy all departmental and University requirements before their degree can be awarded.

## DOCTORAL REQUIREMENTS

The PhD requires 20 additional units of coursework beyond those required for the MA, including Soc. 290B, Soc. 203 (Logics of Inquiry), and three seminars to fulfill the Qualifying Exam 1 - Seminars. All required courses except for Soc. 290B must be taken for a letter grade and passed with a grade of "B" or better. Soc. 290B must be satisfactorily passed.

In addition, PhD students are required to teach a minimum of 4 academic quarters at UCSB either as a TA or Associate, during which time students **MUST** enroll in Soc. 501. Teaching during the summer does not count towards fulfilling the teaching requirement. Additionally, outside non-Sociology TAs or Associateships do not count towards the requirement.

### Professional Development Seminar

- Sociology 290B

### Logics of Inquiry

- Sociology 203 (must be completed post-MA)

### PhD QUALIFYING EXAM 1 - Seminars (three area seminars are required in a major area of Sociology).

Some examples of area seminars are (partial list):

- Sociology 214A, 213D
- Sociology 255
- Sociology 255R
- Sociology 218CP
- Sociology 218C
- Sociology 218P

Other area seminars including one seminar taken outside the department may be used to fulfill this requirement, with the approval of the doctoral committee chair and the DGS. For the REN area, 214A is required. Up to 4 units of Soc. 596 may be used to partially fulfill this requirement. When the three area seminars are completed, students must contact the Graduate Program Advisor for the appropriate approval forms, which must be signed by the dissertation chair and filed in the Graduate Program Office.

**Please Note:** If the student has taken courses or seminars in excess of the minimum required for the MA requirements, those additional units may fulfill or be used towards the 20 units for the Doctoral requirements with the approval of Director of Graduate Studies.

## **PhD QUALIFYING EXAM 2 – Comprehensive Area Paper**

- **Qualifying Area Exam Paper.** The student demonstrates current knowledge of some aspect of the dissertation research field by completing a comprehensive paper; students can reference examples of comprehensive papers which are located in the Graduate Program Office. Comprehensive paper topics must be approved by the Chair of the dissertation committee. Each comprehensive area exam paper is limited to two readers, which typically includes the dissertation chair and another faculty member in the Sociology Department, selected by the student and approved by the dissertation chair. When approved by both faculty, the comprehensive area paper is filed in the Graduate Program Office.

### **Advancement to Candidacy for the PhD**

After completion of courses, other preparatory work, area exams, and fulfillment of the teaching requirement, an oral qualifying examination (also referred to as the “Little Conversation”) is required for doctoral students to advance to candidacy.

The first step in the process of advancing to candidacy is for students to formally nominate their doctoral committee and dissertation chair. The dissertation chair serves as the student’s major advisor. Once a committee has been selected, a PhD Form I must be filed with the Graduate Division upon Departmental approval. Students should contact the Graduate Program Advisor regarding completing the requisite forms and obtaining DGS and Chair signatures.

The second step towards advancing to candidacy is to prepare a brief dissertation mini-proposal that describes the proposed project, relates it to the field of inquiry, specifies the methodology, and discusses the significance. This mini-proposal is typically between 5-10 pages and provides the subject for the oral qualifying exam; students can reference examples of dissertation proposals which are located in the Graduate Program Office. Within two quarters of being advanced to candidacy, students must prepare a final dissertation proposal to be presented and approved by the doctoral committee. The student’s PhD Committee will normally require an oral hearing prior to approving the final proposal.

Prior to the oral examination students should obtain from the Graduate Program Office a PhD Form II – Report on Qualifying Examinations for committee signatures. Once the student has passed the qualifying examinations and has obtained committee member signatures, the PhD Form II must be filed with the Graduate Division (after the \$50.00 advancement to candidacy fee has been paid at the Cashier’s Office).

*Please refer to Graduate Division’s Graduate Handbook for specific University requirements in regard to Doctoral Committees and Doctoral Advancement.*

### **The Dissertation**

The doctoral dissertation must be an original work based on independent research in the candidate’s field of specialization. The student’s research topic and plan must be approved by the student’s doctoral committee, which reviews and approves the dissertation proposal. The dissertation must meet the formatting and filing requirements of the Graduate Division and conform to norms of the field and requirements affecting content. The student will need to send the Graduate Program Advisor an email to confirm the Doctoral committee members and provide them with the dissertation title for preparation of the PhD Form III that is required to be



turned in to Graduate Division upon filing. For details, consult the Graduate Division's website "Filing Your Thesis, Dissertation, or DMA Supporting Document" available online at: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>.

***It is strongly recommended that students obtain the Dissertation Filing Packet from the Graduate Division (3117 Cheadle Hall) prior to final dissertation defense.***

## **Academic Residence**

<https://my.sa.ucsb.edu/catalog/Current/GraduateEducation/AcademicResidence.aspx>

For reclassification as a California resident see <http://registrar.sa.ucsb.edu/fees-residency/residency>.

## **Academic Standards of Scholarship**

To remain in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, all students must demonstrate acceptable progress toward degree completion. This entails the satisfactory completion of all coursework and other degree requirements in a timely fashion. These criteria determine eligibility for various funding sources and employment, including many fellowships and Teaching Assistant or Associate positions.

Students are considered to be making unacceptable progress toward degree completion and become subject to dismissal when one of the following occurs: their cumulative GPA is below 3.0, they have 12 or more units of unfinished coursework, they have not filed the Master's Form 1 by the end of their 5<sup>th</sup> quarter, or they have failed to pass one or more qualifying examinations in two attempts or within the required time period. A student who is advanced to candidacy will not be considered in good academic standing if she or he does not file the final dissertation proposal with the Graduate Program Office by the end of the second quarter after advancing to candidacy.

*Please refer to the Graduate Division's Graduate Handbook for detailed University requirements.*

## **Conflict of Interest Policy**

Please note that part of nominating both your Master's and Doctoral committees also requires signing an agreement about the University's conflict of interest policy. For further information about this subject, please review the portion of the Graduate Student Handbook available on the Graduate Division's website <http://www.graddiv.ucsb.edu/handbook>. The information can also be found at: <http://www.graddiv.ucsb.edu/academic/conflict-of-interest>.

## **Foreign Language Requirements**

The Sociology Graduate Program does not have a foreign language requirement. However, a student whose specialty requires knowledge of such a language will be required to demonstrate competence.

## Requirements for Degree Completion

Students must fulfill all University and Departmental degree requirements which were in effect the academic year they were admitted to graduate school, as stated in the UCSB General Catalog and Departmental materials. Before a student can be awarded the Master's degree or become advanced to candidacy or secure the doctorate, they must remove any deficiencies (e.g., Incompletes or No Grade recorded) found during degree checks performed by the Graduate Program Office and the Graduate Division.

Department and/or program requirements may change during the course of a student's graduate career. If degree requirements change, 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. It is important that students notify the Graduate Program Office if choosing to follow new requirements.

*Please refer to Graduate Division's Graduate Handbook for specific University policy in regard to Degree Completion.*

## Degree Time Limits & Normative Time

The University has set time limits for completion of the master's and doctoral 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. The University time limits are:

- Master's Degree candidates must satisfy all requirements for the degree within four years after admission to the graduate program.
- Advancement to Doctoral Candidacy – students must advance within 4 years from the quarter admitted.
- Doctoral candidates must satisfy all requirements for the degree within three years after advancing to candidacy but cannot exceed seven years after admission to the doctoral program. The seven-year time limit for completion of a doctorate is also referred to as "time to degree" and is monitored by the Graduate Program Office and Graduate Division.

Time to degree is the number of years considered to be reasonable by the faculty of an individual department for completion of the doctorate by a full-time student in that program. Time to degree varies by department and is measured from the time a student begins graduate study at any level at UCSB. The time to degree to complete a doctorate in the Sociology Graduate Program is seven (7) years. Please see <http://www.graddiv.ucsb.edu/academic/academic-performance/time-to-degree/doctoral-ttd-post-f10>

## 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. Students have an option of enrolling the quarter of degree completion, or using the filing fee leave of absence. <http://www.graddiv.ucsb.edu/academic/forms-petitions>

*Please refer to Graduate Division's Graduate Handbook and/or the Graduate Program Advisor for complete details on these two options.*

## Paperwork

There are a wide variety of forms and petitions that are required as part of a student's graduate career. Many of the forms are required to be completed and filed with the Graduate Division as a student reaches certain milestones in their degree program (e.g. committee nomination, comprehensive exams, qualifying examinations, dissertation defense). Please see <http://www.graddiv.ucsb.edu/academic/forms-petitions> for a description of the various forms. Please contact the Graduate Program Advisor for additional information as well.

Students also need to complete and file additional internal-department paperwork that is retained within a student's file and does not require Graduate Division's approval (e.g. MA comp exam and defense courses, area exam paperwork, dissertation approval form). Students should inquire with the Graduate Program Advisor about necessary paperwork prior to satisfying program milestones.

When a student makes a request that involves departmental policy, a departmental memo will normally suffice. Memos to your file help remind those who come later that an agreement was made in the past. If you are uncertain whether a formal petition or a departmental memo is needed, consult the Graduate Program Advisor, Director of Graduate Studies, or the Graduate Division.

## Committee Requirements

Please refer to Graduate Division's Graduate Handbook for more information on University requirements. Requirements are also outlined on page 14 of this handbook. Once you have established your Master's or Doctoral committee members, make sure to notify the Graduate Program Advisor. The Committee Nomination Form I is required to formally nominate your committee. This form is filed in the Graduate Division for documentation purposes. To make changes to your Master's or Doctoral committee please notify the Graduate Program Advisor for the proper procedures. Forms are available here: <http://www.graddiv.ucsb.edu/academic/forms-petitions>.

## Interdisciplinary Emphases

In addition to the above program, Sociology graduate students have the option to add one or more interdisciplinary emphases. These Interdisciplinary Emphases are in: Black Studies, Demography, Environment and Society, Global Studies, Human Development, Language, Interaction and Social Organization (LISO), Quantitative Methods in the Social Sciences (QMSS), Feminist Studies, and Technology & Society.

## Interdisciplinary Emphasis in Black Studies

The Black Studies Department has launched the Black Studies Emphasis (BSE) in in the departments of History, Sociology, and Chicana and Chicano Studies in the College of Letters and Science, and the department of Education in the Gevirtz Graduate School of Education. Faculties in these units routinely work together exchanging scholarly perspectives, launching interdisciplinary projects, and training graduate students. The BSE builds on our university's

great strengths in Race Studies, Comparative Ethnicity, and the Black experience, and positions UCSB as a leader in Black Studies and Social Justice research and pedagogy.

For more information, please contact <http://www.blackstudies.ucsb.edu>

### **Interdisciplinary Emphasis in Demography**

The departments of Anthropology, Economics, Geography, and Sociology are now offering, in cooperation with the Broom Center, a PhD Emphasis in Demography. The goal of this program is to give doctoral students in the four core disciplines an opportunity to gain a broader interdisciplinary understanding of concepts and methods in population-related research, beyond the resources available in their home departments.

Contact Professor Maria Charles: [mcharles@soc.ucsb.edu](mailto:mcharles@soc.ucsb.edu)

### **Interdisciplinary Emphasis in Environment and Society**

The Interdepartmental PhD Emphasis in Environment and Society (IEES), launched in 2014, with the goal of providing UCSB doctoral students an opportunity to receive training and mentorship in interdisciplinary environmental studies and sciences beyond the scope of their normal degree programs. <http://www.es.ucsb.edu/phd>

Contact Administrative Advisor, Martin Rodriguez, at [mrodriguez@es.ucsb.edu](mailto:mrodriguez@es.ucsb.edu).

### **Interdisciplinary Emphasis in Feminist Studies**

The Department of Feminist Studies, with over 30 core and affiliated faculty members, serves as a mode of interdisciplinary work and scholarly collaboration at UCSB. Feminist Studies doctoral emphasis students are required to successfully complete four seminars that will enhance their understanding of feminist pedagogy, feminist theory, and topics relevant to the study of women, gender, and/or sexuality. Using an interdepartmental set of conversations and intellectual questions, Feminist Studies support a multifaceted undergraduate curriculum at UCSB. Graduate emphasis students are encouraged to apply to teach Feminist Studies courses as associates or as teaching assistants as part of their Feminist Studies training.

For more information, please contact Department of Feminist Studies at: (805) 895-4330  
<http://www.femst.ucsb.edu/graduate/doctoral-emphasis>

### **Interdisciplinary Emphasis in Global Studies**

Students pursuing a Ph.D. in certain departments may petition to add an emphasis in Global Studies. The departments for which the emphasis is available include Anthropology, English, History, Political Science, Religious Studies, and Sociology. To be eligible for admission to the Ph.D. emphasis, students must be admitted to the Ph.D. program in one of the departments

choosing to offer this emphasis with their existing Ph.D. program and petition successfully to add the optional emphasis.

For more information, please see <http://www.global.ucsb.edu/phd/emphasis>

### **Interdisciplinary Emphasis in Language, Interaction and Social Organization (LISO)**

The Language, Interaction, and Social Organization (LISO) unit at UC Santa Barbara has two components: an Interdisciplinary Ph.D. Emphasis that graduate students can undertake as part of their doctoral degree, and an Interdisciplinary Humanities Center Research Focus Group that sponsors talks by invited speakers. The Ph.D. Emphasis has formal participation from the Departments of Sociology and Linguistics and the Gevirtz Graduate School of Education. However, faculty and graduate students from all disciplines are welcome to participate.

For more information, please see <http://liso.ucsb.edu/>. Contact information: [lisoinfo@soc.ucsb.edu](mailto:lisoinfo@soc.ucsb.edu).

### **Interdisciplinary Emphasis in Quantitative Methods in Social Sciences (QMSS)**

Quantitative Methods in the Social Sciences (QMSS) at UCSB is an interdisciplinary Ph.D. emphasis available to students who wish to develop and use cutting-edge quantitative methods in social science research. Our curriculum is designed to provide students with the rigorous mathematical and statistical background necessary for advanced quantitative work, while also providing a broad interdisciplinary perspective on the use of quantitative methods in the social sciences. A growing number of departments and faculty participate in the emphasis and our weekly colloquia, which features speakers engaged in quantitative research across all social science disciplines. We invite all students and faculty interested in interdisciplinary quantitative research in the social sciences to join QMSS.

For more information, please contact <http://www.qmss.ucsb.edu/>

### **Interdisciplinary Emphasis in Technology and Society**

Students pursuing a Ph.D. in this department may petition to add an emphasis in technology and society. The emphasis brings together doctoral students in engineering, social sciences, and the humanities to engage in multidisciplinary coursework and research into the cultural and societal changes resulting from the use of new information technologies. The emphasis features a structural set of courses that may be taught individually and collaboratively by faculty across disciplines: Anthropology, Communication, Computer Science, English, History, Media Arts and Technology, Political Science, and Sociology.

For more information, see <http://www.cits.ucsb.edu/>

## Changing Degree Objective or Emphasis

Continuing graduate students may petition for a change of degree objective or emphasis after discussing their intentions with their faculty advisor and/or the intended department. Final approval for a change in status comes from Graduate Division. Students should obtain a Change of Degree Status Petition from the Graduate Division and return it, once the fee is paid, to the Sociology Graduate Program Office for processing.

Students should complete the following steps when petitioning to add or drop a degree objective or to change from one emphasis to another:

- 1) After discussing the possibility of a change with your faculty advisor, obtain a Change of Degree Status Petition from the Graduate Division (3117 Cheadle Hall) or <http://www.graddiv.ucsb.edu/academic/forms-petitions>
- 2) Bring completed form to Graduate Program Advisor to route for Director of Graduate Studies signature.
- 3) Obtain additional signature (if needed) and pay fee at the Cashier's Office (1212 SAAS Building), submit petition to Graduate Division (3117 Cheadle Hall).

### *Registration, Schedule Adjustments, Transfer of Units & Your Status as a Student*

Continuous registration is expected of all graduate students. Enrollment means registering for the proper course load approved by your faculty advisor and paying all fees due to your billing and accounts receivable (BARC) bill in accordance with the dates published within the Registrar's quarterly "Registration & Fee Payment Deadline" website (<http://registrar.sa.ucsb.edu/fees-residency/fee-information/payment-deadlines>). You must also pay mandatory graduate student health insurance (GHI) *each* quarter. If you have comparable coverage through an outside source, you should seek a waiver of the mandatory GHI through UCSB Student Health <http://studenthealth.sa.ucsb.edu/gaucho-health-insurance>.

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

### **Registration using Gaucho On-Line Data (GOLD)**

Students should obtain their individual registration pass times by logging into GOLD, accessible here <https://my.sa.ucsb.edu/gold/login.aspx>. Every graduate student must enroll each quarter according to deadlines posted on the Registrar's website. 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.

Students may only register during their assigned pass times:

- First pass time: Limited to no more than 13.5 units
- Second pass time: Up to 19 additional units may be added
- Third pass time: Students continue to adjust their schedule during their third pass time up to the maximum allowed by their college.

Any questions regarding the registration process should be directed to the Graduate Program Office.

### **Schedule Adjustment**

Graduate students use the on-line Gaucho On-Line Data (GOLD) to make schedule adjustments prior to and at the beginning of the quarter. 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 *Office of the Registrar quarterly schedule* for the exact date each quarter when the petition requirements begin. Instructor approval is required to add a class after the 5<sup>th</sup> day of instruction; if approved, an add code is required.

There is a fee for each schedule adjustment made after published deadline, whether it was accomplished by means of the GOLD or petition. Petitions require the review and signature of the course instructor *and* the Director of Graduate Studies. In some cases, an additional signature of the Dean of Graduate Division is required. Check with the Graduate Program Office for information.

*Please refer to Graduate Division's Graduate Handbook for additional policies in regard to schedule adjustments.*

### **Transferring and Substituting or Waiving Courses**

If a student enters UCSB with a graduate degree awarded from another institution, none of those units can be transferred to the UCSB transcript (since these courses already counted towards another degree program). If a student has taken upper-division or graduate courses and a graduate degree was **not awarded**, then 8 quarter units from a non-UC institution or 12 units from another UC can potentially be transferred to the UCSB transcript. Students must complete one graduate quarter at UCSB before they may petition to transfer units.

The information above pertains to students who want to transfer units to their UCSB transcripts. Sociology Graduate Program students also have the option of substituting and/or waiving certain required Sociology courses. Substituting a course means that a student can use one course instead of another in order to gain the required content that s/he needs to have. Waiving a course means that a student is deemed to already have the required knowledge that the course offers. The waiver "waives" the student's requirements to retake the content but not the student's need for units. All requests for waivers or substitutions will require a copy of the course syllabi accompanied with the substitution/waiver form. A maximum of 2 courses can be approved as a substitution or waiver for the entirety of the program.

Students should always consult with and obtain their committee chair's (MA or PhD) approval before beginning the substitution or waiver process. The Director of Graduate Studies will review



and approve all requests for substitutions and/or waiver of courses. A Substitution/Waiver Form may be obtained from the Graduate Program Office, SSMS 3111. After the Substitution/Waiver Form is completed, the form should be returned to the Graduate Program Office to be reviewed and is placed in the student's academic file for documentation purposes once a decision has been made.

*Please refer to Graduate Division's Graduate Handbook for specific policy in regard to the Transfer of Credit, Transferring Units from Concurrent Enrollment or EAP, and Extension Credit.*

## **Student Status - Leave of Absence and Lapsing**

Students may petition to take an official Leave of Absence for the following reasons: medical/health difficulties, pregnancy and/or parenting needs, emergencies in the immediate family, required military duties, filing fee quarter (during the final quarter before graduating). Students should consult with their faculty advisor and Graduate Division before beginning the process to petition for a Leave of Absence.

A Leave of Absence guarantees the student a position in the program upon return. Students on approved leave retain some student privileges (some have a fee attached). While on leave, students are *not* eligible to hold apprentice (TA, GSR) or other student appointment titles.

*Please refer to Graduate Division's Graduate Handbook for detailed information on leave of absence requirements.*

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 with lapsed status relinquish virtually all student privileges.

## **Returning from an Approved Leave or Requesting Reinstatement**

A Leave of Absence is approved for a set period of time only. Three quarters of leave is the maximum allowed, except for the one-time Filing Leave of Absence which is only valid for one quarter. Students who plan to return to registered status for the quarter following the expiration of their leave must notify the Graduate Division 4 weeks prior to the beginning of the quarter. Failure to do so will result in lapsed status.

Students who have a break in their registration and lapse, must petition for Reinstatement to return to registered status. To reinstate, the student must complete a Petition for Reinstatement to Graduate Status. A Petition for Reinstatement with instructions can be obtained from the Graduate Division (3117 Cheadle Hall) or <https://www.graddiv.ucsb.edu/academic/forms-petitions>. The completed petition must be brought to the Graduate Program Office (SSMS 3111) for processing. This petition will be evaluated by the Graduate Program and Admissions Committee (GPAC) who will recommend approval or disapproval of reinstatement to the Director of Graduate Studies. All requests for reinstatement must be approved by Director of Graduate Studies.

Students seeking to reinstate who have exceeded one or more of the time-to-degree requirements must formulate a plan and detailed timetable for completion of the relevant degree requirement(s). This includes students who have yet to advance to candidacy and/or complete the master's degree within the four years allowed, or who have not completed the doctorate within the seven years allowed. In some cases, students who have been unregistered for a long



period of time may be required to re-do one or both doctoral qualifying examinations following reinstatement to prove currency in the field.

The plan for completion and timetable must be verified by the student's research advisor and submitted to the Director of Graduate Studies with the Reinstatement Petition. If the Director of Graduate Studies approves the Reinstatement Petition, the timetable for completion should be forwarded to Graduate Division along with the petition. Once a student is reinstated, s/he must be continuously enrolled. The Department will not approve a second reinstatement request. *Please refer to Graduate Division's Graduate Handbook for detailed description University policy.*

## **In Absentia Registration**

*In Absentia* registration allows students to conduct research or studies away from the University and receive a fee reduction, while maintaining full-time status. *In Absentia* registration may be approved for one to three quarters for students pursuing graduate study or research outside the State of California.

Students who are approved for *In Absentia* registration will receive a reduction of 85% of the combined Tuition, Student Service Fee, and Campus Fees. Nonresident Supplemental Tuition and graduate student health insurance fees remain unchanged.

**IMPORTANT:** If a student will hold employment (TAship, Associate, GSR position, etc.) the quarter immediately after their *In Absentia* registration ends, students must plan ahead and select travel dates that will enable their return to campus to complete required hiring paperwork 5 business days PRIOR to the employment start date – **there are no exceptions!** Failure to comply will render the student ineligible to work.

To review eligibility requirements and apply for *In Absentia* registration, please see <https://www.graddiv.ucsb.edu/academic/forms-petitions>  
*Please refer to Graduate Division's Graduate Handbook for detailed University policy.*

## **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.

### **Incomplete Grades, No Grades and No Records**

The Graduate Division monitors 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 and are subject to dismissal.

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".

Any graduate course that does not receive a grade by the end of the following quarter will automatically revert to a failing grade.

After the coursework has been completed it is 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 whom, upon approval from the course instructor, will submit an Incomplete Grade Extension Petition to the Registrar's Office.

*Please refer to Graduate Division's Graduate Handbook for additional information.*

### **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., SOC 596, SOC 294). Transcripts will not reflect the specific topic of the seminar or independent research study course, but will have a generic title. It is important that students retain copies of the course syllabi.

|                                     |
|-------------------------------------|
| <h2><b>Funding Information</b></h2> |
|-------------------------------------|

UCSB provides three main types of support for graduate students: merit-based, need-based, and graduate academic appointments (e.g., Teaching Assistantships, Associateships and Graduate Student Researcher (GSR) positions, which may include certain benefits of employment). In addition, students may seek employment as described later.

All U.S citizens and permanent resident graduate students at UCSB are required to file the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial support. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . The FAFSA is used to compile a "need analysis" which is used in the determination of all financial support packages. Students must also provide the Financial Aid Office with any supplemental information they request.

## **Fellowship Programs**

UCSB has a number of fellowship programs for both new and continuing students. The campus has a limited amount of recruitment fellowships for graduate admissions. In order for incoming students to be eligible for fellowships and Teaching Assistantships, a complete application must be received by DECEMBER 1<sup>st</sup>. Applicants must have distinguished scholastic records and be approved for admission. Notification of awards are in early March.

All applicants are strongly encouraged to seek out national, governmental, and foundation fellowships, scholarships, grants, and loans which can be used at any university. Information about these may be obtained by writing directly to individual agencies and foundations. Your university financial aid office may be able to advise you about other extramural sources. In addition, the UCSB Graduate Division maintains a website for funding sources.

Non-resident applications received by December 1 are automatically considered for the limited number of out-of-state fellowships. No separate application is required. These fellowships are awarded on the basis of exceptional academic excellence, and they may be awarded separately or occasionally in conjunction with a Teaching Assistantship.

For continuing students, a variety of fellowships are available, many of which are awarded through an annual campus-wide competition. Continuing student fellowships 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 doctoral candidates, while others are awarded to both master's and doctoral students. In general, preference is given to doctoral or combined master/doctoral candidates. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well.

Each Winter quarter, the Sociology Graduate Program Office issues a request for applications for continuing fellowships from the graduate students. Completed applications are evaluated by the Graduate Program & Admissions Committee (GPAC), with the most competitive forwarded to Graduate Division for the campus-wide competition. Students are encouraged to visit the Financial Support section of the Sociology web site for information directly related to Sociology Graduate Students <http://www.soc.ucsb.edu/graduate-studies/financial-support-and-employment> and Graduate Division's web site for available central and external fellowships (<https://www.graddiv.ucsb.edu/financial>).

NOTE: It is important to adhere to the Academic Standards of Scholarship discussed above for eligibility. The most competitive applications are from students who are meeting program milestones in a timely fashion and are within normative time, are maintaining a 3.0 GPA, and do not have any "I", "NR" or "NG" grades.

## **Extramural Funding**

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin funding searches by signing up for an e-mail account, gaining access to the internet and visiting the Graduate Division's website located at [www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu). It provides links to financial support information, including extramural funding (<http://www.graddiv.ucsb.edu/financial/extramural-funding>). The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development.

You are also encouraged to visit the reference section at the UCSB Davidson Library. It provides 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 see the Financial Support section of the Graduate Division's web site (<http://www.graddiv.ucsb.edu/financial>). Information can also be found at <http://www.finaid.ucsb.edu/>. To be eligible for departmental support and/or University fellowships, all domestic students must submit a FAFSA by March 2<sup>nd</sup> each year.

### **Departmental and Sociology Graduate Program Fellowships**

The Sociology Graduate Program receives funds from Graduate Division that are used in a variety of ways to support incoming and continuing students.

#### **Block Grant**

Because departmental funds for fellowships are extremely limited, awards tend to be offered to incoming students with unusual promise and to continuing students with good academic promise who are not receiving any other form of University support. Students become ineligible for block grant funding once they enter P3 status (<http://www.graddiv.ucsb.edu/academic/academic-performance#graduate-class-level>). Please contact your Graduate Program Office for more information.

#### **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 are 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.

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

|   |
|---|
| <b>Employment - Teaching &amp; Research</b> |
|---|

The UCSB campus offers Graduate Student Academic Employment to support graduate students during their studies, which includes:

- Graduate Student Researcher (GSR)
- Associate In \_\_\_
- Teaching Assistant (TAship)
- Reader
- Tutor/Remedial Tutor

The Department and the Sociology Graduate Program most commonly offers TAships, Associate positions, and Graduate Student Researcher (GSR) appointments. Please refer to the Employment tab of the Graduate Division's "Financial Support" website (<http://www.graddiv.ucsb.edu/financial/employment>) for detailed descriptions of academic employment appointment titles and benefits (Student Academic Apprenticeships), in addition to other campus employment opportunity information. GSR appointments are, in most instances, arranged with individual faculty members.

### **Department of Sociology Teaching Assistant Assignment Procedures**

Teaching Assistantships (TAships) are assigned by the Director of Graduate Studies in consultation with the Graduate Advisor and approved by the Curriculum Committee. The criteria considered include the methodological and substantive requirements of the courses, graduate student preferences, and approval from the faculty for the course(s) in question. Graduate students who are interested in employment as a Teaching Assistant are required to complete an application. There are annual calls for applications for all projected TA positions. TAships are allocated pending course enrollments, type of class and available funding. The following procedure is outlined below in making these appointments:

1. Students may apply for a Teaching Assistantship by completing a Teaching Assistant Preference Form/Application.
2. To be eligible for academic appointments, including Teaching Assistantships, students must meet basic criteria set forth in the University's Academic Personnel Manual (Red Binder, IV-I) in conjunction with University policy:
  - Currently registered and enrolled in at least 8 units (12 units is the normal load). Enrollment in at least 8 units is required for the processing of fee-remission credits;
  - In good academic standing (requires a grade-point average of at least 3.0 in academic work, fewer than 12 units of incomplete or no grades, and status within normative time and/or time to degree standards);
  - Chosen for academic appointment on the basis of high scholastic standing and evidence of academic excellence and promise as a teacher
  - For Teaching Assistant positions, students must be certified as having language proficiency in spoken English if their native language is not English. For details, please see Teaching Assistant Language Evaluations
  - Students must be in an open degree status (not Education Abroad Program, EAP reciprocity, or other non-degree student status);
  - Perform the duties of the position to a satisfactory level;
  - Be eligible to work under federal and state laws

3. In addition, the Sociology Department requires that Teaching Assistants have no “F” grades and submit an annual Progress Report by the designated deadline during spring quarter.

The total length of time a student can hold TAship positions is four years (12 quarters). University policy does not permit graduate student appointments beyond 18 quarters. An exception to department policy is required for Teaching Assistant positions held during the 13<sup>th</sup> – 15<sup>th</sup> quarters. These exceptions are reviewed and approved case-by-case and requires the approval of the Department Chair or Sociology Director of Graduate Studies. Any appointment of a Teaching Assistantship during the 16<sup>th</sup> – 18<sup>th</sup> quarters, for students beyond time to degree, employment beyond 50% time, and dual appointments must be forwarded to the Graduate Division for review and approval. For complete information, please visit Graduate Division’s web site address: <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>.

### **Associates in Sociology**

Students who have received an MA or have advanced to Ph.D. candidacy and have at least one year of teaching experience as a Teaching Assistant at the UCSB-campus in the Sociology Department are eligible to apply for temporary Associate positions. Associates are the instructor of record for their course *although they must be assigned a faculty mentor*. Associateships are considered on an individual basis with the criteria being the candidate’s teaching skills and expertise in a specialized area.

### **Teaching Assistant and Associate Hiring Guidelines and Assignments**

Students need to be aware of and abide by the Teaching Assistant and Associate hiring guidelines and assignment terms. The Sociology Department considers and upholds the following policies when making TA and Associate assignments:

- Sociology graduate students with remaining, guaranteed TAships have priority consideration for Teaching Assistant (TAship) and/or Associate opportunities.
- If a student secures fellowship funding (Regent’s, Chancellor’s, Eugene Cota-Robles Fellowships, NSF, etc.), students without funding are given priority consideration for TAships or Associate positions during fellowship stipend-years.
- Students need to complete hiring paperwork on-campus with the staff Graduate Advisor, at minimum five business days PRIOR to the employment start date, to be eligible to hold employment.
- TA and Associate course assignments are determined/finalized at the Sociology Department’s discretion and student or faculty preferences are not guaranteed.
- If a student is offered outside employment, students cannot officially accept the appointment without PRIOR approval from the Sociology Department via the Eligibility Verification from Home Department Form (<http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>).
- If a student is offered an outside TAship or Associate position, the Sociology Department reserves the right to deny the employment request: 1) if there is a shortfall of TA or

Associate coverage in Sociology, 2) if the student is not in good academic standing and/or making adequate academic progress towards their degree program, and/or 3) if the student does not meet all appointment eligibility requirements.

- TAs and Associates MUST be present on campus and maintain active communication throughout the entirety of the appointment (exact dates are specified within the offer letter). Failure to comply may negatively impact future ASE employment opportunities.
- Non-emergency absences need to be reported to Department staff and required paperwork needs to be approved well in advance of taking a planned absence. Students need to notify the Department of any planned absences during initial notification of the TA and/or Associate assignment.
- The Department reserves the right to require that TAs attend at least 2 or more TA training workshops during the academic year to secure future ASE appointments and that students need to notify the staff Graduate Advisor when they complete any workshops.
- **The Department is not obligated to provide any additional employment to graduate students beyond what was promised in the original financial offer letter at the time of admission.** Graduate students without promised employment/funding remaining, need to be continuously proactive in seeking out additional means of financial support, including applying for outside TAs and employment or funding opportunities.

### **Policy on Teaching Assistant & Associateships Outside of Sociology**

Teaching Assistant and Associate positions outside of the Sociology Department must be approved by the Director of Graduate Studies and do not count towards the 4 academic quarter Ph.D. Teaching Requirement in Sociology. Outside appointments will not be approved until both the teaching support needs of the Sociology Department have been met and after the student has fulfilled the Ph.D. Teaching Requirement.

Exceptions may be considered when a graduate student has been asked to TA or teach in a department where they have applied for a graduate emphasis (e.g., Feminist Studies, Global Studies, etc.). In such cases and all others, an application for a student to work outside the department will be considered and may be approved on a case-by-case basis by the Director of Graduate Studies.

### **Research Assistantships & Readerships**

Graduate students are encouraged to seek out research assistantships and readerships. Faculty research projects that have employed student research assistants in recent years are: studies of global economic restructuring and international trade; the production of culture in the television industry; the political and social revolutions in developing countries; the organizational management of hate crimes; communication among very young children; Latino immigrant experiences in Isla Vista; variation in forms of social movements; postpartum depression; institutional responses to affirmative action legislation; community and educational partnerships in advocacy of Latino families. This is a partial listing. New projects are continually being developed, and student participation is encouraged. Research Assistants are chosen directly by individual faculty members during the academic year and are not assigned by the department. Students should contact individual faculty members about these opportunities.

## **ASE Representation**

Teaching Assistants, Associates, and Readers, as Academic Student Employees (ASE), are covered by bargaining agreement. Visit the following website for more information:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html>. The department is committed to mentoring graduate student Teaching Assistants and Associates. If any questions arise regarding instructional issues, graduate students are encouraged to discuss them with the Faculty Instructor or Director of Graduate Studies.

## **Employment and Degree Programs**

Graduate Students employed in Teaching Assistant or Graduate Student Researchers titles are considered first and foremost students with academic apprenticeships who need to make timely progress toward degree completion. Graduate Students are normally limited to a maximum of 50% employment time during the academic year. In exceptional cases during the academic year, domestic students may apply for employment beyond the 50% limit; international students cannot work beyond 50% time during the academic year due to federal visa regulations. An exception to policy request must be approved prior to employment by the student's advisor, the Department Chair and the Sociology Director of Graduate Studies. Please contact the Graduate Program Advisor for help requesting an exception to the employment policy.

**NOTE:** During summer and breaks between quarters (winter and spring break), all students can work up to 100% time on-campus, including international students.

### **International Students**

Employment for J-1 students require your J-1 sponsor (UCSB) to authorize **all on-campus employment in writing before your employment start date**. Applicable students must have written authorization from OISS to work on campus. See complete details here:

[http://oiss.sa.ucsb.edu/students/currently-enrolled/working-\(j-1-students\)](http://oiss.sa.ucsb.edu/students/currently-enrolled/working-(j-1-students))

Employment for F-1 students does not require any special authorization to work on-campus, as long as the student is enrolled as a full-time student (a minimum of 8-units). See details here:

[http://oiss.sa.ucsb.edu/students/currently-enrolled/working-\(f-1-students\)](http://oiss.sa.ucsb.edu/students/currently-enrolled/working-(f-1-students))

*Please refer to Graduate Division's Graduate Handbook for further details.*

## **Other Apprentice Appointments**

Graduate students may also be employed as readers, tutors, associates, or student assistants. Please contact the Business Officer or Graduate Program Office regarding the availability of these positions.

## **Part-Time University Staff Positions**

In addition to academic apprentice positions, many part-time University staff positions are available. Jobs are listed at the Counseling and Career Services Office, as well as in the academic departments, and the campus Human Resources Office (<http://hr.ucsb.edu/>). Students are allowed to work up to 20 hours per week (50% time) while enrolled in a graduate program.

## **Additional Employment Opportunities**



Some opportunities exist for part-time work on campus. Many of these jobs relate to the students' academic interests. For example, the Associated Students Notetaking Services hires graduate students to take lecture notes in a wide variety of classes. Contact (805) 893-3374. <http://publications.as.ucsb.edu/notetaking-services/>

The Campus Learning Assistance Services (CLAS) Program recruits graduate students as tutors, especially for introductory, methods, and statistics courses. Contact (805) 893-3269 <http://clas.sa.ucsb.edu/contact>

The campus Human Resources Office, (3101 SAAS Building), publishes a weekly listing of available staff positions; some are part-time and suitable for graduate students. In addition, Counseling and Career Services (Building 599) lists other clerical, food service, and nonacademic opportunities.

Graduate students with an MA occasionally find employment teaching classes at nearby community colleges such as Ventura College, Oxnard College, Santa Barbara City College and Hancock College.

## **Student Organizations and 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 UCSB Recreation Center offers fitness, sports, and adventure programs, in addition to a state-of-the-art fitness center.

<http://recreation.sa.ucsb.edu/home>

GradPost is an excellent resource for information and links on an array of topics including academics, funding, diversity, writing career, wellness. There are additional resources for new, current, and international students. Students are encouraged subscribe to the GradPost mailing list to receive important news, updates, and information about the UCSB campus and events.

<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 but not limited to: Sociology Graduate Students Association (SGSA), Graduate Students Association (GSA); Career Services; Counseling and Psychological Services (CAPS), Disabled Students Program (DSP), Student Resource Bldg. (cultural resources centers), Student Health Service; Physical Activities & Recreation and the Women, Gender & Sexual Equity Center.

<https://www.sa.ucsb.edu/parents/StudentServices.aspx>

<http://www.sa.ucsb.edu/student-resource-building/home>

UCSB graduate students have also found it helpful to join together and form groups that meet periodically to discuss common interests and needs. A list of student organizations:

<http://www.graddiv.ucsb.edu/resources/support-network>

### **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; and (2) provide graduate students with information concerning decisions that are relevant to student life. Link to the GSA website: <http://www.gsa.ucsb.edu/>

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, and a way to meet people outside of your department. There are several ways that you can become involved: (1) serve as the department's representative to the General Council; (2) serve on one of the many campus committees that need graduate student representatives; or (3) attend the monthly General Council meetings to observe or speak out.

GSA recently drafted the "Graduate Student's Bill of Rights," which was approved by Graduate Council and is reproduced in Kiosk. For more detailed description of GSA activities and services, visit the GSA office on the 2nd floor MultiCultural Center Building.

## **Sociology Graduate Students Association**

The Sociology Graduate Student Association (SGSA) was organized by sociology graduate students to foster community and professional development for graduate students. SGSA meetings and events are announced via the socgrad listserv.

## **Graduate Student Peer Advisors, Graduate Division**

The Graduate Student Peer Advisors provide advice and assistance to graduate students and develop workshops relevant to graduate student concerns. There are currently six peer advisors: Funding Peer, Diversity & Outreach Peer (2 total), Professional Development Peer, Career Peer, and International Peer.

The Graduate Student Peer Advisors are available to meet with other grad students to discuss anything related to grad school at UCSB. <http://www.gradpost.ucsb.edu/who-we-are>

Graduate Student Resource Center (GSRC)  
Student Resource Building 1215, Phone: (805) 893-8994

## **Appeals and Grievances**

Should problems occur, every effort should be made to resolve these issues internally. The first discussion regarding a problem should be with the faculty member concerned. Unresolved issues should be directed to the Director of Graduate Studies. The final arbiter is the Department Chair.

Please see <http://www.graddiv.ucsb.edu/academic/formal-stages-of-appeal> for additional information and the Graduate Division's Graduate Handbook.

Each faculty member the student may speak to is bound to maintain all complaints with total confidentiality until the student gives them permission to speak to others about the matter. Exceptions to this policy include possible instances of sexual or racial harassment or direct threats that might prove injurious to the student or other members of the university community. In these cases, the faculty member is required to report to the Department Chair who will consult with the appropriate university agencies.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to: Ricardo A. Alcaíno, Director of the Office of Equal Opportunity, Phelps Hall 3217A, University of California, Santa Barbara, Santa Barbara, CA 93106-2060. T: (805) 893-4504. Please see <https://oeosh.ucsb.edu/eodp/contacts/>.

For Sexual Harassment or Title IX questions and concerns, please contact Ariana Alvarez, Director & Title IX Officer, email: [ariana.alvarez@ucsb.edu](mailto:ariana.alvarez@ucsb.edu) Phone: (805) 893-2546 / FAX: (805) 893-3724. Please see <https://oeosh.ucsb.edu/titleix/contacts/>

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. Please refer to [Graduate Division's Graduate Handbook](#).

## **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. For more information, please visit the web page: <http://www.ombuds.ucsb.edu/>. Contact & location Information: (805) 893-3285, 1205-K Girvetz Hall.

## **OFFICE OF EQUAL OPPORTUNITY AND SEXUAL HARASSMENT/TITLE IX COMPLIANCE**

The Office of Equal Opportunity and Sexual Harassment/Title IX Compliance (OEOSH/TC) addresses questions and concerns regarding equal employment opportunity and affirmative action in employment and provides assistance in resolving and investigating complaints of sexual harassment and gender discrimination at UCSB. The Office is also responsible for developing and maintaining an Affirmative Action Program (AAP) for campus employees. As a federal contractor, UCSB is required to have an AAP. An Affirmative Action Program for Individuals with Disabilities and Covered Veterans is also included in the AAP. Contact & location Information: (805) 893-2701, 3217A Phelps Hall.

For more information on the Office of Equal Opportunity, please contact: **Ricardo A. Alcaíno, Director**, Equal Opportunity & Discrimination Prevention Office, 3211 Phelps Hall, University of

California, Santa Barbara, CA 93106-2060, email: [ricardo.alcaino@ucsb.edu](mailto:ricardo.alcaino@ucsb.edu)

For Sexual Harassment or Title IX questions and concerns, please contact Ariana Alvarez, Director and Title IX Officer, email: [ariana.alvarez@ucsb.edu](mailto:ariana.alvarez@ucsb.edu)  
Phone: (805) 893-2546 / FAX: (805) 893-3724

## Reporting a Complaint

University policy does not require that persons who believe they have been victims of sexual harassment file a formal complaint.

If you believe you may be experiencing sexual harassment/sexual violence, there are multiple resources on campus available to receive your complaint. UCSB has designated trained individuals who work in coordination with the OEOSH/TC to serve as additional resources for members of the campus community who have questions or concerns regarding behavior that may constitute sexual harassment. A full listing of these resources can be found on the [OEOSH/TC Resources page](https://oeosh.ucsb.edu/titleix/) (<https://oeosh.ucsb.edu/titleix/>).

# HOUSING

[www.housing.ucsb.edu](http://www.housing.ucsb.edu)

There are various types of housing available throughout the campus community, Goleta, and Santa Barbara. Contact the Community Housing Office for more information on privately-owned housing. Contact Housing and Residential Services for university-owned housing <http://www.housing.ucsb.edu/residences>.

## Description of Petitions and Forms

<http://www.graddiv.ucsb.edu/academic/forms-petitions>

### **MA Form I – Nomination for Thesis Committee for Master’s Degree Candidates**

Once a student has formulated their master’s committee, a MA Form I is required to formally nominate that committee. Students should contact the Sociology Graduate Program in order to have this form processed.

### **Ph.D. Form I- Nomination for Doctoral Committee for the Degree of Doctor of Philosophy**

When a student is close to or has completed all required coursework, s/he should be ready to, or planning to, advance to doctoral candidacy. At this point students must nominate a committee using the Ph.D. Form I. This committee generally, but not always, is the same committee a student has when defending his/her dissertation. Students should contact the Sociology Graduate Program in order to have this form processed.

**Ph.D. Form I-A- Changes in Thesis or Dissertation Committee**

This form is used to modify a student's existing thesis or dissertation committee and can be obtained from the Sociology Graduate Program.

**Ph.D. Form II- Report on Qualifying Examinations (advance to doctoral candidacy)**

In order to advance to doctoral candidacy, this form must be signed by the student's committee once s/he has passed the Qualifying Examination. There is a \$50.00 fee that must be paid prior to filling this form with the Graduate Division (student pays fee & takes form to Graduate Division). The Ph.D Form II should be obtained from the Sociology Graduate Program prior to the student's oral qualifying examination.

**Ph.D. Form III- Report on Final Examination (dissertation defense)**

This form should be obtained from the Sociology Graduate Program prior to, or on the day of, a student's oral dissertation defense. The student's committee along with the required signature pages of the dissertation must sign the Ph.D. Form III. The Sociology Graduate Program needs a copy of the signed Ph.D. Form III, dissertation title page, signature page (signed), and abstract for your student file.

**Additional forms that can be obtained from the Sociology Graduate Program Office:**

## MA Forms:

- MA Comp Exam [aka Defense Report]
- MA Defense Courses-Theory, Data Analysis, Methods

## MA/PhD Forms:

- Course Substitution/Waiver Form

## PhD Forms:

- PhD Qualifying Exam 1 – Seminars Form
- PhD Qualifying Exam 2 – Comprehensive Exam Form
- Dissertation Proposal Approval Form
- Complete Program Coursework Review for going ABD-Advancing
- Proposal for Directed Readings - SOC 596
- Schedule Adjustment Petition

**Petitions/Forms Obtained from Graduate Division and processed by the Sociology Graduate Program**

- General Graduate Student Petition
- Change of Degree Status Petition
- Request for Leave of Absence
- In Absentia Registration
- Filing Fee Form
- Petition for Reinstatement to Graduate Status
- See <http://www.graddiv.ucsb.edu/academic/forms-petitions> for complete listing

# CONTACTS

Sociology Department  
Graduate Program Advisor (staff)  
Erika Klukovich  
(805) 893-3328  
erika@soc.ucsb.edu

Financial Aid Office  
SAASB, Room 2101  
(805) 893-2432  
<http://www.finaid.ucsb.edu>

Sociology Department  
Director of Graduate Studies  
Professor G. Reginald Daniel  
(805) 893-3053  
rdaniel@soc.ucsb.edu

UCSB Bookstore  
(805) 893-3271  
<http://www.bookstore.ucsb.edu>

Sociology Department Chair  
Professor Geoffrey Raymond  
graymond@soc.ucsb.edu

Office of Int'l Students & Scholars (OISS)  
Student Resource Building, Rm. 3130  
(805) 893-2929  
<http://www.oiss.ucsb.edu>

Sociology General Office  
(for messages)  
(805) 893-3118

Disabled Students Program  
Student Resource Building, Rm. 2120  
(805) 893-2668  
<https://dsp.sa.ucsb.edu/home>

Campus Information/Directory  
(805) 893-8000\*

Veteran's Educational Benefits  
(805) 893-8905  
1103 Student Affairs Administrative  
Services Building (SAASB)  
<http://www.sa.ucsb.edu/veterans/home>

Graduate Division  
Cheadle Hall, 3<sup>rd</sup> Floor  
(805) 893-2277

Department of Sociology  
3111 Social Sciences & Media Studies (Grad Program office)  
University of California  
Santa Barbara, CA 93106-9430  
FAX: (805) 893-3324  
Grad Student Mailing List: [grad-soc@soc.ucsb.edu](mailto:grad-soc@soc.ucsb.edu)  
<http://www.soc.ucsb.edu>

If you need these materials in an alternative format, or if you have other special needs,  
please contact the Graduate Program Office, SSMS 3111, (805)893-3328