

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Department of Sociology

Graduate Program Handbook and Guidelines

2022 - 2023

Graduate Program Office

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

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www.soc.ucsb.edu

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Dear Student,

The 2022-23 Sociology Graduate Program Handbook and Student Guidelines details requirements, policies, and procedures specific to the University and the Department of Sociology's Graduate Program. It is designed to be used in conjunction with the Graduate Division's website* and the 2022-23 General Catalog.**

Every attempt has been made to ensure that the information in this handbook is current and correct as of publishing date September 2022. However, it is each student's responsibility to confirm the deadlines, requirements, and paperwork that apply to their degree program during each step in the graduate program process.

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

***Graduate Division's website:** <https://www.graddiv.ucsb.edu/our-services/academic-services>
****2022-23 General Catalog:** <https://my.sa.ucsb.edu/catalog/Current/>

IMPORTANT: *Students must follow the Graduate Program Handbook and Student Guidelines for the specific academic year in which they were admitted (see pg. 22 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 Building, Room 3111, (805) 893-3328.

Table of Contents

Introduction	4
Sociology Department	4
Campus and Community	5
Excellence & Diversity	5
The Graduate Program Office	5
• Mailboxes, U-Mail, Address & Contact Information.....	6
• Sociology Listservs.....	6
Sociology Department – Main Office	7
• Key Policy.....	7
• Business Cards.....	7
• Copies & Printing.....	7
• Fax Policy.....	7
• Drop Off Box.....	8
• Student Pick-Up Box.....	8
• TA Office Assignments.....	8
• TA Office Hours.....	8
• TA Telephones & Message Number.....	8
• Classroom - Review Session.....	9
• TA Resource for Undergrad Student Concerns.....	9
• Evaluations.....	9
• Syllabi.....	9
• Letters of Recommendation.....	9
• Sociology Conference Room Reservations.....	9
• Human Subjects Research.....	9
Sociology Financial Office	10
• Timecards.....	10
• Grant Proposals.....	10
Computer Resources	10
• Collaborate Student Support Centers.....	10
• Printing Services.....	10
• Media Equipment.....	10
Faculty Advisors/Advising Process	10
• The First Year Faculty Mentor.....	11
• Director of Graduate Studies.....	11
• Graduate Program & Admissions Committee.....	11
• Annual Reviews.....	12
Graduate Program Requirements and Policies	12
• Master’s Requirements (aka pre-MA).....	12
• MA Thesis Defense.....	14
• MA from Another Institution.....	14
• MA Chair and Committee Nomination.....	15
• Doctoral Requirements (aka post-MA).....	16
• Teaching Requirement.....	16
• PhD Area Exams.....	17
• Advancement to Candidacy for the PhD.....	19
• The Dissertation.....	20
• PhD Dissertation Defense.....	21
• Academic Residence.....	21

• Academic Standards of Scholarship.....	21
• Foreign Language Requirement.....	22
• Requirements for Degree Completion.....	22
• Time-to-Degree Standards.....	22
• Fee Status for Graduate Degree Awards.....	23
• Paperwork.....	23
• Committee Requirements.....	24
Interdisciplinary Emphases.....	24
• Black Studies.....	24
• Demography.....	24
• Environment and Society.....	25
• Feminist Studies.....	25
• Global Studies.....	25
• Language, Interaction and Social Organization (LISO).....	25
• Quantitative Methods in Social Sciences (QMSS).....	26
• Technology & Society.....	26
• Change of Degree Objective or Adding an Emphasis.....	26
Registration, Schedule Adjustments, Transfer of Units & Your Status as a Student.....	27
• Registration using Gaucho Online Data (GOLD).....	27
• Schedule Adjustments.....	28
• Transferring and Substituting or Waiving Courses.....	28
• Student Status - Leave of Absence & Lapsing.....	28
• Returning from an Approved Leave or Requesting Reinstatement.....	29
• In Absentia Registration.....	29
Taking Care of Your Transcript.....	30
• Satisfactory/Unsatisfactory & Pass/No Pass Grading.....	30
• Incomplete Grades, No Grades & No Records.....	30
• Repetition of Courses.....	31
• Retroactive Changes to Student Records.....	31
• Seminar and/or Independent Research Study Courses.....	31
Funding Information.....	31
• Fellowship Programs.....	32
• Extramural Funding.....	32
• Departmental & Sociology Graduate Program Fellowships.....	33
• Block Grant.....	33
• Central Awards by Department Nomination.....	33
• Central Awards by Student Application.....	34
• Conference Travel Funding.....	34
Employment – Teaching & Research.....	35
• Teaching Assistant (TA) Assignment Procedures.....	35
• Associates in Sociology.....	36
• TA & Associate Hiring Guidelines and Assignments.....	36
• Policy on TA & Associateships Outside of Sociology.....	37
• Graduate Student Researcher and Student Assistant Positions.....	37
• ASE Representation.....	38
• Employment & Degree Programs.....	38
• Other Apprentice Appointments.....	38
• Part-Time University Staff Positions.....	39
• Additional Employment Opportunities.....	39
Student Organizations & Sources of Assistance.....	39
• Graduate Student Association (GSA).....	40

- Sociology Graduate Student Association (SGSA).....40
- Graduate Student Peer Advisors – Graduate Division.....40
- Appeals & Grievances**.....41
- Office of the Ombuds.....41
- Office of Equal Opportunity/Sexual Harassment/Title IX Compliance.....42
- Reporting a Complaint.....42
- Housing**.....42
- Description of Petitions & Forms**.....42
- Contacts**.....44

Introduction

Welcome all new graduate students! Throughout your time in graduate school, you will be expected to demonstrate ethics and a professional attitude, and to engage in the intellectual life of our department. Acquiring exposure to the variety of methodical approaches and substantive topics in our discipline is also a core element of graduate training. Therefore, all students in residence are expected to regularly attend department talks and events. These include colloquia, workshops, and other symposia or talks, including job talks. Participation in informal department gatherings is also strongly encouraged, as this will give you an opportunity to gain information and support from other students and faculty, and to contribute to the supportive intellectual community in the department.

These student guidelines, along with the Graduate Division’s website, 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 solely 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 program requirements.

The Department of Sociology stresses diversity and innovation in its approach to research and learning. Consisting of approximately 30 faculty, 60 graduate students, and over a thousand 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 [Culture](#), [Global Studies](#), [Gender and Sexuality](#), [Conversation Analysis](#), [Social Movements](#), and [Race, Ethnicity, Nation](#).

Research conducted by our faculty and students is at the cutting edge in many areas of the discipline. Since 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

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 approximately 26,000 students, 23,000 undergraduates and 3,000 graduates, and 1,200 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 America'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 and the Department of Sociology continue to pursue the goals of increasing excellence and diversity in the graduate student population and in 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 progress 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 and paperwork are 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 staff Graduate Program Advisor for the appropriate forms or paperwork needed when approaching "degree milestones" such as the MA oral comprehensive exam or thesis defense, nomination of committee members, qualifying examinations to advance to doctoral candidacy, and the dissertation defense. Students should inform the Graduate

Program Office of any changes to their mailing address, phone number, student status (e.g., petitioning to drop a degree objective, add an PhD emphasis, etc.) and also update their personal information within GOLD and UCPath, if they are holding employment.

Student Mailboxes

Student mailboxes are assigned to new incoming students before fall quarter begins. Please check your mailbox frequently for important notices and/or mail. You will need to check out a key during the first week of orientation activities once you arrive on-campus. It's imperative that you return any checked-out key(s) before you leave campus after graduating.

Sociology Graduate Photo Board

All graduate students will have the opportunity to have their photo placed in our department photo board, which contains photos of current students, faculty, lecturers, and staff members. The Main Office (SSMS 3005) maintains the photo board, which is updated annually (normally during the summer months). New incoming students will be contacted by email and asked to submit an electronic photo to be added to the board.

U-Mail Address

The department will use your UCSB U-Mail account as our primary way of contacting you and sending out important announcements and information. It is imperative that students check their U-Mail account on a daily basis 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 emails sent from the department, please clean out your email inbox periodically to prevent bounced or undeliverable emails and/or to delete old emails so you do not exceed the storage limit. A complete list of current graduate student email addresses will be posted directly outside the Undergraduate Affairs Office and are also located within the individual graduate student profiles section of the department website.

Address & Contact Information

It is essential to provide the Graduate Program Office with your updated mailing address and contact information. If you move or change your telephone number, please make sure to notify the department in a timely manner. You will also need to update your address and contact information within GOLD and UC Path (if you are employed), and it may be necessary to contact other individual departments as well.

Sociology Listservs

As a graduate student in Sociology, your U-Mail address will be added to the following department mailing listservs: socgrad, socdept, and socforum.

- “**Socgrad**” goes out to all graduate students in the Department of Sociology. It is for official programmatic announcements regarding the graduate program and enrollment is mandatory.
- “**Socdept**” goes out to everyone on socgrad, socfac, and socstaff. It is for official announcements regarding the Department of Sociology and enrollment is mandatory.
- “**Socforum**” goes out to most faculty, graduates, staff, and alumni in the Sociology Department, plus some other individuals who are interested in sociological matters. Use “*socforum*” for calls to action, UAW-related emails, or sociology-related announcements or events, etc. “Socforum” membership is voluntary; persons who do not wish to receive

these types of emails can opt out. Please contact the staff 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 8:30 am to noon and 1:00 pm to 4:45 pm. The office is always closed between noon and 1:00 pm for staff lunch hour.

Key Policy

Keys are issued to graduate students by our Main Office staff personnel. A key to an office will be issued to you and if you are employed as a Teaching Assistant (TA) 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 the graduate 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 for 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

A copy machine is available to everyone in the department for scanning purposes. Instructors and TAs may make copies for the course when they are teaching, but we encourage the use of Canvas (previously 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 four *PrintSpot* locations. Students may also use the department copy machine to print a reasonable number of research-related work by inserting a flash or thumb drive directly into the copy machine. Files must be in PDF format. Note that staff cannot print materials on behalf of students and extra thumb drives are not available for distribution for student use. Students need to plan accordingly.

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

Fax Policy

The Department of Sociology 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 document.

Outgoing Faxes:

You may send faxes from the Department of Sociology 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 that 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 1,900 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 and FERPA-related policies, students 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 the 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 TA'ing or teaching a class, you must inform the Main Office staff member of your office hours by the end of the first week of classes. Teaching Assistants must also provide the time and location of their finalized discussion sections. A quarterly email notification will be sent to you to request this information. If you change your office hours, or need to cancel them at any time during the quarter, you must notify the Main Office (805) 893-3118 as soon as possible.

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 email, 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 the department rooms, contact the Main Office staff member or the Undergraduate Office staff.

TA Resource for Undergraduate Student Concerns

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

Evaluations

The Main Office staff work with the office of Instructional Development to request online evaluations that students use to assess their faculty and TAs at the end of each quarter. If you are a TA with a discussion section, your students will automatically receive the online evaluation form close to the end of the quarter. When evaluation results are tabulated, you will receive the results via email from the Main Office staff member.

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) to request access, or they can also be accessed online within the “Syllabus Archives” Box folder. You may make photocopies as needed, however, we ask that you be extremely careful not to lose, delete, 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 within our library archive.

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 about the procedure; we can only process a limited number of letters. If a letter must be printed, most faculty print their own. There is also a service offered through UCSB Career Services. For more information, please visit: <https://career.ucsb.edu/explore-grad-school/letters-of-recommendation/request-your-letters>

Sociology Conference Room Reservations

The Sociology staff will be happy to assist you in reserving the sociology conference room (SSMS 3017). If you need to reserve a room for your thesis or dissertation defense, contact the staff Graduate Program Advisor directly so they can simultaneously inform you of the required defense paperwork.

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: https://www.research.ucsb.edu/graduate-student-resources](https://www.research.ucsb.edu/graduate-student-resources)

The Sociology Financial Office

The Financial Coordinator is responsible for the hiring of graduate students in the following titles: Graduate Student Researcher (GSR), Reader, and Student Assistants. The Financial Office (SSMS 3115) also handles reimbursements for travel, petty cash, and entertainment.

Timecards

All students on hourly appointments in the Department of Sociology must submit an electric timesheet in KRONOS (<https://timekeeping.ucsb.edu/>). If you do not want direct deposit and prefer to opt for a physical check, please speak with the Financial Coordinator (SSMS 3115). When direct deposit is not used, a check will be mailed directly to the student's address on-file on the 1st of the month. It is imperative that students keep their address up-to-date in GOLD and UC Path (if you are holding employment); failure to do so may result in your check being mailed to your permanent address, which may be out-of-state or out of the country.

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 paperwork for grant proposals. See pg. 27-30 for additional grant information, including contacting ISBER for grant processing.

Computer Resources

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

- GauchoSpace support (soon to be Canvas)
- 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

Media Equipment

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

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 assigned First Year Faculty Mentor. The second is the Director of Graduate Studies (DGS) in 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, most 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., thesis or dissertation 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 sometimes 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 unsure whether a particular form requires your faculty advisor's signature or the DGS signature, ask the staff 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 the 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 sometimes chaired by the Director of Graduate Studies, although this is subject to change annually.

Annual Reviews

Graduate student progress is 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 the extent of engagement in the intellectual life of the department, academic progress to-date, and future plans in all facets of the professional development of the student, including but not exclusively related to progress on coursework, the MA thesis, PhD qualifying exams, and the dissertation. A copy of these reports are submitted to the Graduate Program Office and are placed in the student's file. **NOTE:** 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, although students can petition to drop the PhD portion of the program if it's no longer in their best interests.

This handbook details program requirements that are specific to your student cohort. Please refer to the Graduate Division's website for the minimum University requirements for the [Plan 1 – Thesis Option](#) as well. Students should contact the staff Graduate Program Advisor to discuss and obtain required paperwork and for paperwork processing instructions.

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 may be satisfactorily passed. Students cannot use the same course to satisfy multiple coursework requirements.

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

CORE COURSE REQUIREMENTS:

Theory (three courses required)

- SOC 207A – Sociological Theory
- SOC 207B – Sociological Theory
- Advanced theory: take ***one*** of the following theory-intensive courses from the approved list (in lieu of SOC 207C):
 - SOC 214A – Introduction to Race, Ethnicity, Nation
 - SOC 215A Chicana/o and Latina/o Sociology
 - SOC 218C – Sociology of Culture
 - SOC 226 – Immigration
 - SOC 232 – Marx Seminar
 - SOC 233 – Problems in Radical Thought

- SOC 233R – Radical Social Theory and Revolutionary Practice in the 20th Century
- SOC 234 – Social Inequalities
- SOC 236 – The Analysis of Conversational Interaction
- SOC 239 – Sociology of Law
- SOC 240 – Sociology of Health
- SOC 245A – Seminar on Gender
- SOC 245D – Sociology of Masculinities
- SOC 255R – Seminar on Gender, Race, and Class
- SOC 256S – Seminar on Sexualities
- SOC 265 – Development and its Alternatives
- SOC 265G – Sociology of Globalization
- SOC 265GS – Global Political Economy
- SOC 272 – Race, Crime, and Punishment

Methods (four courses required)

a) Quantitative Analysis (two courses required)

- SOC 205A - Data Analysis in Sociology
- SOC 205B - Data Analysis in Sociology

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

- SOC 211A and SOC 211B – Field Research in Sociology
- SOC 212A and SOC 212B – Comparative-Historical Sociology
- SOC 212R – Introduction to the Analysis of Recorded Interaction
- SOC 213 – The Practice of Critical Ethnography
- SOC 236 – The Analysis of Conversational Interaction
- SOC 236C – Social Categories in Interaction
- SOC 236I – Analysis of Interaction in Institutional Settings
- SOC 236V – Video Study of Social Interaction

Professional Development Seminar

- SOC 290A

REQUIRED SEMINAR ELECTIVES (3 courses required)

- Graduate students are required to take three substantive seminars offered in the Department of 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 through completed substitution paperwork. Directed Readings (i.e. SOC 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 approved thesis, receives a grade of "Pass" on the thesis defense, and completes all of the required paperwork.

MA Thesis and Defense

The MA thesis is a critical component of completing the MA degree within the Department of Sociology. The MA thesis requires students to take on a focused empirical research project from start to finish. Theses should pursue research questions answerable within the scope of an empirical research article in a sociological scholarly journal. Indeed, the MA thesis is your first structured opportunity within the program to produce a research manuscript that you could submit for publication in a scholarly journal. The challenge of the MA thesis is two-fold. First, students are encouraged to find a question specific enough to be suitable to this format. Second, students need to factor in time for data collection and/or analysis, thereby allowing them to complete a defensible thesis by the beginning of their third year in the program.

Students are encouraged to meet with diverse faculty in their areas, to discuss their research interests, and potential ideas for their thesis topic. Initially, your goals are to: (1) find a chair for your committee, (2) consider whom else to add to your committee, and (3) identify a research question and project that your committee agrees are sufficiently focused to enable you to conduct this work alongside your other work in the program within the first two years. Before embarking on the research, you should formally nominate a chair and committee members by completing the required committee nomination paperwork.

Students will work with their committee chair and committee member(s) during their project and will formally submit a finished thesis to them at least three weeks prior to the defense, or by an alternative date agreed upon by all committee members. Once you submit a draft of your full thesis to your committee, your chair will help you organize a time to formally “defend” the thesis. The “thesis defense” constitutes a meeting with the entire committee. During the meeting, students will be asked to formally present their project and findings, and to field questions from committee members. This presents students with the opportunity to defend their work, discuss the relative merits and issues with the project, and consider revisions and next steps. The student’s entire MA committee must attend the thesis defense. If a committee member must be away from the Santa Barbara area or is unable to participate in-person due to extenuating circumstances, they may participate via Zoom, Skype, or other live video conferencing method.

Successfully completing the MA thesis requires that all members of the student’s MA thesis committee formally agree to a “pass” decision, that the student has completed all post-defense revisions required by their committee, that they file their thesis electronically via ProQuest, and that all required paperwork and/or documentation is completed and submitted to the Department of Sociology and the Graduate Division by the filing deadline. Post-MA students are strongly encouraged, but not required, to revise their MA thesis for publication as a journal article or book chapter.

MA from Another Institution

Students admitted into the graduate program with a Master’s degree 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 the majority of their MA coursework at UCSB. Students may request to use previous graduate coursework in Sociology to waive up to four courses (16 units) at UCSB. If their MA degree is from another UC campus, they may request to waive up to five courses (20 units). 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 needs for units. Establishing the “equivalent” of a UCSB MA thesis is determined

by the Director of Graduate Studies in consultation with a minimum of two sociology faculty reviewers. The Director of Graduate Studies establishes the “equivalent” of UCSB coursework is by examining syllabi and consulting with UCSB faculty in relevant areas. Once determined, students need to complete waiver paperwork and provide supporting documentation in order to make the course waiver(s) official.

Students admitted with an MA degree in Sociology may begin post-MA coursework only after they have been certified by the Director of Graduate Studies as having fulfilled the course requirements of the UCSB Department of Sociology’s MA program. Students may request their MA thesis and/or prior coursework be evaluated during the summer before beginning their first year in the program.

Students admitted with an MA degree 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 to complete 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 by January of their third year in the program will be placed on academic monitoring and will need to work with their faculty advisor to submit a completed Academic Progress Plan to the Graduate Program Office. If a student repeatedly fails to submit an Academic Progress Plan, the department may consider elevating the student’s academic-standing to probation, which may result in negative financial implications (students on probation are unable to hold campus employment).

MA Chair and Committee Nomination

Students are required to formally nominate a Master’s committee. A Committee Nomination Form I & COI (available at <https://www.graddiv.ucsb.edu/academic-services/forms-petitions>), should be submitted by the end of the student’s first year, but must not be submitted later than their fifth 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, who is a teaching faculty appointed in the home department, rather than an affiliated faculty. 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 the student forms a dissertation committee. Students must satisfy all Department of Sociology 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), one advanced methods course, and two graduate courses in Sociology to fulfill the Area Exam coursework requirements. All required courses must be taken for a letter grade and passed with a grade of “B” or better, with the exception of SOC 290B, which may be passed satisfactorily. Students cannot use the same course to satisfy multiple coursework requirements.

In addition, PhD students are required to teach a minimum of 4 academic quarters at UCSB either as a Teaching Assistant or Associate. Students must enroll in SOC 501 (Apprentice Teaching) every time they serve as a Teaching Assistant and/or Associate. Teaching during the summer does not count towards fulfilling the PhD teaching requirement. Holding outside, non-Sociology Teaching Assistant or Associate positions also do not count toward the PhD teaching requirement

CORE COURSE REQUIREMENTS:

Professional Development Seminar

- SOC 290B (must be completed post-MA*)

Logics of Inquiry

- SOC 203 (can be completed pre-MA)

* Students admitted with an MA in Sociology earned at a comparable institution may begin post-MA coursework only after they have been certified by the Director of Graduate Studies as having fulfilled the course requirements for the UCSB Department of Sociology’s MA program.

Advanced Methods

Take one of the following required courses from the approved list):

- SOC 211A and SOC 211B – Field Research in Sociology
- SOC 212A and SOC 212B – Comparative-Historical Sociology
- SOC 212R – Introduction to the Analysis of Recorded Interaction
- SOC 213 – The Practice of Critical Ethnography
- SOC 236 – The Analysis of Conversational Interaction
- SOC 236C – Social Categories in Interaction
- SOC 236I – Analysis of Interaction in Institutional Settings
- SOC 236V – Video Study of Social Interaction
- SOC 294 – Advanced Quantitative Methods for Sociological Research
- SOC 294 – Survey Methods
- GEOG 254 – Population Geography

PhD AREA EXAMS

Students must complete **two** area exams in two established, broad, and distinct fields of sociological inquiry of their choosing. Area examinations are designed to ensure that students will obtain a broad and deep knowledge of the intellectual history and the key theoretical and methodological approaches in these subfields. Examinations are offered in the 10 subject areas listed below. With the approval from the Director of Graduate Studies, students may also elect to complete one of the two area exams in an area not listed; see below for details.

Exams are based on a combination of coursework (one required course with optional additional recommended courses) and completion of an approved reading list. Faculty groups in each exam area will compile a reading list and an essay question bank (per option 1 below). The reading lists and question bank will be made available to students and faculty in Box. After completing the required coursework for a given area, students complete the reading list with the guidance of one lead reader, who is a faculty member in the Department of Sociology (typically, though not necessarily, a dissertation committee member). This lead reader meets with the student to discuss the readings. In consultation with the lead reader, students may choose to focus 30% of their readings on a subtopic of special interest within the subfield. Students may work together to read and discuss the materials on the comprehensive reading lists (and in fact they are encouraged to do so). They may also consult with faculty members as they study for the exams. However, once students begin their exam, all collaboration and consultation with faculty and other students must stop, and students should work independently.

Exam Structure: For each exam, students may select **one** of the following options: field essays or a special fields paper.

(1) **Field Essays:** The field essays option requires students to write essay responses to questions related to the selected sociological subfield(s). The lead reader will present the student with a list of 4 to 5 questions from the question bank and will then be required to select **two** of these questions to answer. Responses should demonstrate a familiarity with the subfield reading list and an understanding of associated sociological perspectives. Essays should focus centrally on the readings on the reading lists and are expected to not make substantial use of other works. Each essay question response should be 2,000 to 2,500 words or about 10 pages), not including references. Standard ASA formatting is expected. Students will have exactly one week to complete their exam from the date and time when they are given the questions. Area exams will be taken in week 2 of fall, winter, and spring quarters, or in the second week of summer session A, if agreed upon by the two readers. Exceptions on duration and timing can be made for personal, medical, or other extenuating circumstances.

(2) **Special Fields Paper:** The special fields paper option requires students to write a paper with a recommended length of 5,000 words or less or about 18 pages, not including references, that critically analyzes scholarship in the subfield. The paper must not only synthesize research in the area, but also develop a theoretical contribution, such as identifying new gaps, new directions, a model for thinking about the topic, etc. The student must demonstrate development of their own perspective on the subfield's core empirical and theoretical claims, the evolution of the subfield over time, areas of current debate and consensus, and ideas about future directions for research.

Exam Evaluation: Once completed, the exam(s) will be read by the lead reader and by a second reader, who is a faculty member in the Sociology Department and who is selected by the student and approved by the lead reader. Each faculty reader will then complete a rubric

developed by GPAC and assign the exam a “pass” or “fail.” Students who do not pass the exam will be placed on academic monitoring and have one additional quarter to revise the exam, and have it reassessed. If an exam is failed a second time, the student will be placed on academic probation. A third failure will result in dismissal from the program. Regardless of the final outcome, it is important for students to bear in mind that the area exams are one piece of information that the faculty consider in deciding whether to advance a student to candidacy. Once each exam is approved by both faculty readers, the exams and accompanying paperwork must be filed in the Graduate Program Office.

Exam Areas:

Sociology of Culture

Required course: SOC 218C

Recommended courses: SOC 218CP, SOC 218P

Global Sociology

Required course (one of the following): SOC 265GS, SOC 265SD, SOC 265W, SOC 265I, or SOC 265G

Recommended courses: SOC 265G, SOC 265GS, SOC 265SD, SOC 265W, SOC 265I

Sociology of Gender

Required course: SOC 245A

Recommended courses: SOC 234, SOC 245D, SOC 255R, SOC 265W

Sociology of Sexualities

Required course: SOC 256S

Recommended course: SOC 245D

Conversation Analysis

Required course: SOC 236

Recommended courses: SOC 212R, SOC 236C, SOC 236V, SOC 273A, SOC 273B, SOC 274

Race, Ethnicity, and Nation (REN)

Required course: SOC 214A

Recommended courses: SOC 214B, SOC 215A, SOC 216D, SOC 255R, SOC 265N, SOC 272, SOC 234

Sociology of Health

Required course: SOC 240

Migration

Required course: SOC 226

Recommended courses: SOC 215A, SOC 265G, SOC 266LA

Justice, Law, and Human Rights

Required course: SOC 239

Recommended course: SOC 272

Sociology of the Environment and Climate Change

Required course: 265SD

Elective area

** With approval from the Director of Graduate Studies and their Faculty Advisor, students may also choose to complete **one** of the two exams in an area not listed above. Areas may include (but are not limited to): Social Movements; Political Sociology; Social Psychology, Sociology of Human Rights; Organizations, Occupations and Work; or Socioeconomic Inequality. To complete such an exam, students must complete a SOC 596 (Directed Reading & Research) course and accompanying paperwork (i.e. Proposal for Directed Reading - SOC 596) with the lead reader for the exam, which involves reading and discussing an approved list of readings by the faculty member. This list must be similar in length and scope to existing reading lists for other exam areas offered in the department, and they should be filed in the department as a resource for future students.

Substitutions

In the event that a course required for a particular area exam is not offered within the necessary time frame, students may substitute the course with a SOC 596 (Directed Reading & Research) course, with approval of the Director of Graduate Studies and the student's doctoral committee chair, through completion of a Substitution Form with accompanying paperwork (i.e., Proposal for Directed Reading - SOC 596) included.

Advancement to Candidacy for the PhD

After completion of all doctoral coursework, other preparatory work, the two Area Exams, and fulfillment of the teaching requirement,* students may advance to candidacy by taking and passing their oral qualifying exam, which is the Dissertation Proposal defense.

The first step in the process of advancing to candidacy is for students to formally nominate their doctoral committee and dissertation chair (who serves as the student's major advisor).

Doctoral 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, who is a teaching faculty appointed in the home department, rather than an affiliated faculty. 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.

Once a committee has been selected, a doctoral [Committee Nomination Form I & COI](#) must be filed with the Graduate Division after receiving departmental approval. Students should contact the staff Graduate Program Advisor to complete the requisite paperwork and obtain the DGS and Department Chair signatures.

The second step towards advancing to candidacy is to prepare and defend a Dissertation Proposal. The Dissertation Proposal defense must occur by the end of the fourth year in the program.

The Dissertation Proposal is a 15-20 page plan for research, similar in form to a research grant proposal. It describes the proposed project, relates it to the field of inquiry, specifies the methodology, and discusses its significance. Specifically, it must 1) identify a significant research problem, 2) locate it within an existing research literature, 3) specify a research design

4) provide a detailed and feasible plan for data collection, and 5) specify the anticipated ways in which it will contribute to knowledge. It is recommended that students meet regularly with all members of their doctoral committee as they are developing and writing their proposal. Students are encouraged to consult examples of Dissertation Proposals, which are located in the Graduate Program Office (SSMS 3111).

The oral defense of the Dissertation Proposal is chaired by the Dissertation Committee Chair, with the other committee members in attendance. During the defense, it is conventional for the student to provide a short overview of their research plan. Next, the student fields questions from committee members regarding possible problems with the proposed research or analysis and ways to improve the project. At the end of the discussion, the student will be excused and the committee will then formally decide whether to advance the student to the dissertation phase of the program. Even when a positive decision is made, the committee will invariably identify ways in which the dissertation research can be improved. This information will be conveyed to the student by the committee at the end of the defense. After the oral defense, the student should revise the proposal, if requested.

Prior to the defense of the Dissertation Proposal, students should consult with the staff Graduate Program Advisor to inquire about the required advancement to candidacy paperwork, including the PhD Form-II (Report on Doctoral Degree Qualifying Examinations), for committee signatures. Once the student has passed the written qualifying examinations (i.e. the two Area Exams) and has completed the oral Dissertation Proposal defense, the PhD Form-II must be signed and submitted to the Graduate Division (the \$50.00 advancement to candidacy fee will automatically be applied to the student's BARC account). All required advancement to candidacy paperwork needs to be submitted to the Sociology Graduate Program Office prior to submitting the completed the Form-II to the Graduate Division. Failure to do so may result in the student being placed on academic monitoring, which requires that a completed Academic Progress Plan be submitted to the Graduate Division.

Please refer to Graduate Division's website for specific University requirements in regards to Doctoral Committees and Doctoral Advancement.

*An exception to department policy, to allow completion of the Teaching Requirement after advancement to candidacy, may be granted for students with multi-year fellowships. Contact the Graduate Program Office for additional details.

The Dissertation

The doctoral dissertation must be an original work based on independent research in the candidate's field of specialization. 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 staff Graduate Program Advisor an email to confirm the dissertation committee members and provide them with the dissertation title for preparation of the PhD Form-III (Report on Doctoral Degree Final Defense) paperwork, which is required to be submitted to Graduate Division upon filing. For details, consult the Graduate Division's website "Filing Your Thesis, Dissertation, or DMA Supporting Document" available online at: <https://www.graddiv.ucsb.edu/academic-services/filing>.

PhD Dissertation Defense

The student's entire dissertation committee must attend the defense in person. If a committee member must be away from the area or is unable to participate due to extenuating circumstances, they may participate via Zoom, Skype, or other live video conferencing method. The department encourages students to notify the staff Graduate Program Advisor at least two weeks in advance of the defense to ensure adequate time for all of the necessary preparations to be made (i.e., reserve a room, discuss requisite paperwork, etc.).

The procedure for the PhD dissertation defense is similar to the procedure described for the MA defense above. During the meeting, you will be asked to formally present your project and findings, and to field questions from committee members. This presents you with the opportunity to defend your work, discuss the relative merits and issues with the project, and consider revisions and next steps.

Completing the PhD requires that all members of your PhD Committee formally agree to a "pass" decision, that you complete all post-defense revisions required by your committee, and that you file your dissertation and accompanying paperwork with the Department of Sociology and the Graduate Division.

It is strongly recommended that students obtain the Filing Checklist and reference the filing information within the Graduate Division's website prior to the final dissertation defense.

Academic Residence

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

If you are a U.S. Citizen or permanent resident but not a legal resident of the state of California, you must complete residency procedures according to University instructions. This will allow you to establish California residency and become exempt from supplemental nonresident tuition after your first year. For more reclassification information, please consult the residency section of the Office of the Registrar website at <https://registrar.sa.ucsb.edu/fees-residency/residency>

Only Residence Staff in the Office of the Registrar are authorized to supply information regarding residence requirements for tuition. Email: residency@sa.ucsb.edu

Academic Standards of Scholarship

To remain in good [academic 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 academic progress towards degree completion. This entails the satisfactory completion of all coursework and degree requirements, in addition to completing program milestones in a timely fashion. These criteria determine eligibility for various funding sources and employment, including many fellowships and Teaching Assistant and/or Associate positions.

Students are considered to be making unacceptable progress toward degree completion and become subject to academic monitoring, probation, or dismissal when one of the following occurs: their cumulative GPA is below 3.0, they have 12 or more units of unfinished coursework, they are unable to form an acceptable MA or PhD committee, they have not improved their grade when retaking a previously failed required graduate course, 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 they do not file their final dissertation proposal (i.e. if the student's committee requires that additional revisions be made) with the Graduate Program Office by the end of the second quarter after advancing to candidacy.

Please refer to the Graduate Division's website 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, review information within the Graduate Division's website:

<https://www.graddiv.ucsb.edu/policy-procedure/policy-coi-education>

Foreign Language Requirement

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 Department degree requirements which were in effect during the specific academic year in which they were admitted to graduate school, as stated in the UCSB General Catalog and departmental materials. Before a student can be awarded a Master's degree or become advanced to candidacy, or secure the doctorate, they must remove any deficiencies (e.g., Incompletes or No Grades 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 requirements or changing to the revised curriculum, depending on which alternative appears more appropriate for their interests. However, it is mandatory that students notify the Graduate Program Office in writing if choosing to follow new requirements. Otherwise, students will automatically be held to the program requirements for the specific year in which they were admitted.

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

Time-to-Degree Standards

Time-to-degree is the number of years considered to be reasonable by the faculty of an individual department for completion of the master's and doctorate degrees 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. In the Sociology Graduate Program, the expected time-to-degree to complete a master's is **2 years**. Doctoral students must advance to candidacy **within 4 years** from the quarter admitted. Completion of the doctorate is **7 years**.

<http://www.graddiv.ucsb.edu/academic/academic-performance/time-to-degree/doctoral-ttd-post-f10>

The University also sets maximum time limits for degree completion. The University requires that master's degree candidates satisfy all requirements for the degree within **four years** after admission to the graduate program. Doctoral degree candidates must satisfy all requirements for the degree within three years after advancing to candidacy, but cannot exceed **seven years** after admission into the doctoral program. The seven-year time limit for completion of a doctorate is monitored by the Graduate Division and the Graduate Program Office. Note however, that these time to degree limits may be extended in certain circumstances, such as for students with parenting demands or for students on approved Leave of Absence (excluding a filing leave); see <https://www.graddiv.ucsb.edu/academic/parenting-academic> for more information. Students with extended absences need to prove that they are current in the scholarship of their chosen field prior to their return, in order to continue in the Sociology Graduate Program.

Students who exceed time-to-degree standards will be placed on academic monitoring or probation (subject to further elevation to academic dismissal), which requires completion of a quarterly Academic Progress Plan by the student, which is then reviewed by the Department and submitted to the Graduate Division. Failure to comply and complete a requested Academic Progress Plan in a timely manner will result in the student's academic-standing being elevated to either monitoring, probation, or potentially academic dismissal for continued failure to comply.

Fee Status for Graduate Degree Awards

The University requires that graduate students be in a fee relationship with the University the quarter they wish to have a graduate degree awarded. Students have the 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, petitions, and/or other paperwork that are required throughout a student's graduate career. Many of the forms are required to be completed and filed with the Graduate Division and the Sociology Department as a student reaches certain milestones in their degree program (e.g. committee nomination, advancement to candidacy, dissertation defense, etc.). Please see <http://www.graddiv.ucsb.edu/academic/forms-petitions> for a description of the various forms. Students should contact the staff 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 the Graduate Division's approval (e.g. MA comp exam and defense courses, area exam paperwork, dissertation proposal approval form, etc.). Students should inquire with the staff Graduate Program Advisor about necessary paperwork **prior** to completing these program milestones.

When a student makes a request that involves an exception to departmental policy, a departmental memo will normally suffice. Memos placed in a student's 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 staff Graduate Program Advisor, Director of Graduate Studies, or the Graduate Division.

Committee Requirements

Please refer to Graduate Division's website for information on University committee requirements. Department-specific committee requirements also need to be followed and are outlined within pages 15 (for the M.A.) and 19 (for the Ph.D.) of this handbook. Once you have established your proposed master's or doctoral committee, make sure to notify the staff Graduate Program Advisor so they can verify that the proposed committee meets all of the University and Department committee requirements.

The Committee Nomination Form I and Conflict of Interest form is required to officially nominate a master's and/or a doctoral committee. This form is filed in the Graduate Division and within the student's departmental file for documentation purposes. To make changes to your master's or doctoral committee, please notify the staff Graduate Program Advisor for the proper procedure and paperwork. The form is available here: <http://www.graddiv.ucsb.edu/academic/forms-petitions>.

Interdisciplinary Emphases

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 the departments of History, Sociology, and Chicana and Chicano Studies in the College of Letters and Science, and the Department of Education in the Girvetz 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 see <https://www.blackstudies.ucsb.edu/graduate>

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.

For more information see <https://broomcenter.ucsb.edu/training/demography-phd-emphasis> and contact Professor Maria Charles: 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. For more information, see <http://www.es.ucsb.edu/phd>

Contact Administrative Advisor, Martin Rodriguez, at martin_rodriguez@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.

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://ucsbqmss.weebly.com/>

Interdisciplinary Emphasis in Information 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 <https://www.cits.ucsb.edu/education>

Change of Degree Objective or Adding an Emphasis

Continuing graduate students may petition for a change of degree objective or add/drop an emphasis after discussing their intentions with their faculty advisor and the intended emphasis department (if applicable). Final approval for a change in status comes from the Graduate Division.

Students should complete the following steps when petitioning to add or drop a degree objective or to add/drop an emphasis:

- 1) After discussing the possibility of a change with your faculty advisor, obtain a Change of Degree Status Petition from the Graduate Division's website <http://www.graddiv.ucsb.edu/academic/forms-petitions>
- 2) Bring the completed form to the Sociology staff Graduate Program Advisor to route for the Director of Graduate Studies' signature.

- 3) Obtain additional signature (if needed) and submit the finalized form to the Graduate Division. Students should also pay the fee, which is automatically assessed to their BARC account

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 can seek a waiver of the mandatory GHI through UCSB Student Health <http://studenthealth.sa.ucsb.edu/insurance/waiving-unwaiving-health-insurance>.

The normal course load for graduate students is 12 units (8-12 units is considered full-time depending on your residency status) per quarter, which may include units for independent studies. Registering in at least 8 units per quarter will render you 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 support (financial aid may require 12-units), and to be eligible for student housing. To receive TA or Associate fee remission benefits, students must be enrolled in a minimum of 8-units every quarter. Please refer to the [Registration Expectations](#) website for additional information.

Registration using Gaucho Online Data (GOLD)

Students should obtain their individual registration pass times by logging into GOLD, accessible here <https://my.sa.ucsb.edu/gold/login.aspx>. Graduate students always need to be in a fee-relationship with the University and therefore, must enroll every quarter by the [deadlines](#) posted within the Office of the Registrar's website; the only exceptions are cases of an approved Leave of Absence. The enrollment process must include online (GOLD) registration of 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:** students can enroll in an unlimited number of units
- **Second pass time:** students can enroll in an unlimited number of units
- **Third pass time:** students can 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 Adjustments

Graduate students use the online Gaucho Online 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 5th day of instruction; if approved, an add code is required.

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

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 can 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 they need 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 require a copy of the course syllabi accompanied by the substitution/waiver form; see additional information on pg. 14 within "MA From Another Institution."

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 reviews and approves 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 it will be 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 a Personal Leave of Absence and/or a one-time Filing Leave of Absence (during the final quarter before graduating) or a summer filing quarter (for international students only). Students should consult with their faculty advisor and thoroughly review all of the

terms and conditions within the leave petition on the Graduate Division's website before beginning the process to petition for a [Leave of Absence](#). Students should also notify the Graduate Program Office in advance of taking a leave quarter(s).

An approved Leave of Absence guarantees the student a position in the program upon return. Students on approved leave retain some student privileges whereas some have a fee attached (i.e. health insurance). While on leave, students are *not* eligible to hold student academic appointments (e.g. TA, GSR, Reader, etc.) or other student appointment titles (e.g. Associate), in addition to not being able to receive most forms of University financial support.

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

Students who are neither enrolled nor on an 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 and reinstatement back into the program is not guaranteed.

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 time 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 propose reinstatement, the student must complete a Reinstatement to Graduate Status Petition, which is located here: <https://www.graddiv.ucsb.edu/academic/forms-petitions>. The completed petition must be submitted 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 denial of reinstatement to the Director of Graduate Studies. All requests for reinstatement must be approved by the Director of Graduate Studies.

Students seeking to reinstate who have exceeded one or more of the time-to-degree requirements must formulate an academic progress 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 not been registered for a long period of time will 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 along with the Reinstatement Petition. If the Director of Graduate Studies approves the Reinstatement Petition, the timetable for completion must be forwarded to Graduate Division along with the petition. Once a student is reinstated, they must maintain continuous enrollment. The Sociology 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 in counties outside the local campus region (this excludes Santa Barbara, San Luis Obispo, and Ventura).

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, they must plan ahead and select travel dates that will enable their return to campus to complete required hiring paperwork at least 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. As a reminder, all degree-unit coursework must be taken for a letter grade – the only exceptions are SOC 290A and SOC 290B.

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 an "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, they must 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. If a student does not earn a passing grade after the repetition of a failed course, the student will be placed on academic monitoring or probation, depending on their current academic standing.

Retroactive Changes to Student Records

Students are responsible for ensuring 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 only made to correct an administrative or clerical error, not to "clean up" or improve a student's 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, only a generic course title. Therefore, it is important that students retain copies of the course syllabi; especially if they plan on using a SOC 596 or SOC 294 course to count as a PhD area seminar (to help distinguish its correlation to their chosen area). Any time a student takes a SOC 596 course, they must submit approved SOC 596 proposal paperwork to the Graduate Program Office.

Funding Information

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

All U.S citizens and permanent resident graduate students at UCSB are required to file the Free Application for Federal Student Aid (FAFSA) annually in order to be considered for financial support. The FAFSA is available at 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 graduate application must be received by DECEMBER 1st. 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 and employs a Funding Peer Advisor to help guide students in seeking out funding opportunities.

Non-resident admissions applications received by December 1 are automatically considered for the limited number of out-of-state fellowships. A separate application is not required for consideration purposes. 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 or those who have advanced to candidacy, 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.

Every winter quarter, the Sociology Graduate Program Office issues a request for continuing fellowship applications from graduate students. Only complete 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 website for information directly related to Sociology Graduate Students <https://www.soc.ucsb.edu/graduate/financial> and Graduate Division's website for available central and external fellowships (<https://www.graddiv.ucsb.edu/fellowships>).

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, those who remain within time-to-degree, those maintaining a 3.0 GPA, and students without 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 email account, accessing the internet, and visiting the Graduate Division's website located at <https://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. Students can also consult with the [Graduate Student Funding Peer Advisor](#) for funding searches, guidance, and support.

IMPORTANT: Students who are planning to apply for fellowships or grants outside of the UCSB campus need to notify the Sociology Department of their intended application(s) prior to applying. Some fellowships and grants require verifications and/or authorization from the student's home department as part of the application process. This paperwork should be given to the staff Graduate Program Advisor to route through the appropriate channels for approval. Students also need to contact and work with [ISBER](#) when applying for grant funding (including on-campus grants).

Students 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 Funding Options section of the Graduate Division's website (<https://www.graddiv.ucsb.edu/funding-options>). Information can also be found within the Office of Financial Aid & Scholarships website (<https://www.finaid.ucsb.edu/>).

IMPORTANT: To be eligible for departmental funding and/or University fellowships, all domestic or permanent resident students must submit a FAFSA application by March 2nd every 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 making good academic progress, who are not receiving any other form of University support. 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, which 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 standards and remain in good academic standing.

IMPORTANT: Beginning Fall 2020 quarter, students in [P3 status](#) (9 quarters past advancement quarter) are now eligible for central campus fellowships. In addition, they may continue to receive Block Grant funding as long as they remain within the time-to-degree standards for their academic program. *Check with the Graduate Program Office if you are unsure of your quarter count.*

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 make sure to check eligibility requirements for each individual fellowship you are applying to.

Conference Travel Funding

Various sources of funding support are available for graduate student travel to conferences and associated registration fees:

GSA Conference Travel Grants

The GSA Conference Travel Grant is intended to help offset the costs of travel or registration fees at professional conferences in which a graduate student is presenting original research findings. It is designed to provide financial assistance to ALL graduate students. Eligible students will receive up to \$200 in reimbursement for registration or travel costs related to conference travel. Additional information about the application process and eligibility are located here <https://gsa.ucsb.edu/funding/travel-grant>.

Doctoral Student Travel Grants

The Doctoral Student Travel Grant awards travel funds to graduate students who have been invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. The grants are awarded to eligible students on a first-come, first-served basis each fiscal year. Applicants must be doctoral students who have advanced to candidacy. Students are eligible to receive one Doctoral Student Travel Grant during their graduate career at UCSB. There are two separate pools for consideration and a completed application must be submitted 21 days in advance of travel for consideration purposes. Complete details are located here <https://senate.ucsb.edu/grants/doctoral-student-travel/>.

Sociology Conference Travel Grants

Contingent upon available funding, the Sociology Department will send out an email call(s) for travel grant opportunities. This small departmental travel grant is available to help defray the costs for current graduate students traveling to and/or participating in a professional conference.

To apply for a grant, submissions should be sent via email to the Director of Graduate Studies with the staff Graduate Program Advisor copied on the email. Please include "Sociology Conference Travel Grant " in the subject line. Applications should be submitted no later than one month before the conference and include a one-page description of the conference, including the student's participation and/or presentation, and a brief travel budget to show how the funds will be used. Each grant recipient is strongly encouraged to do a work-in-progress presentation before going to the conference.

Proposals will be reviewed by the Graduate Program & Admissions Committee. Awards will be based on academic performance and the availability of funds.

NOTE: Students are not eligible for this grant if they have already been awarded a GSA Conference Travel Grant for the same conference. Please see additional details here: <https://gsa.ucsb.edu/funding/travel-grant>

Employment - Teaching & Research

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

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

The Department and the Sociology Graduate Program most commonly offer TAships, Associate positions, and Graduate Student Researcher (GSR) appointments. Please refer to the "[Academic Appointments](#)" link within the Graduate Division's "Funding Options" website (<https://www.graddiv.ucsb.edu/funding-options>) for detailed descriptions of academic appointment employment 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 and involve a staff member who completes the hire.

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, equity in course assignments with sections amongst graduate students, 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 based on course enrollments, the type of class, and are dependent upon 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-6) in conjunction with University policy:
 - Currently registered and enrolled in at least 8 units (12 units are 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 combined TAship and Associate positions is four years (12 quarters). University policy does not permit graduate student appointments beyond 18 quarters. An Exception to Employment Policy form must be completed for TAship and Associate employment held during the 13th – 15th quarters, or for employment between 51 to 75% time each quarter. These exceptions are reviewed and approved on a case-by-case basis and require approval of the Department Chair or the Director of Graduate Studies. Any appointment of a TA or Associate during the 16th – 18th quarters, for students beyond time-to-degree or time-to-advance (along with a completed Academic Progress Plan), employment beyond 75% time, and for dual appointments must be forwarded to the Graduate Division for review and approval. For complete information, visit the Graduate Division’s website <http://www.graddiv.ucsb.edu/financial/employment/academic-appointments>.

Associates in Sociology

Students who have received a master’s degree 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. Promised TAships and/or Associate positions are only guaranteed for the specific academic year as specified within the student’s financial offer letter awarded at the time of admission.
- Students cannot “bank” unused TAships or Associate positions. Guaranteed TAships are forfeited during any quarter a student files In-Absentia, during fellowship stipend-years, or when serving as a TA or Associate outside of Sociology.
- If a student secures fellowship funding (Regent’s, Chancellor’s, Eugene Cota-Robles Fellowships, NSF, etc.), students without funding support are given priority consideration for TAships or Associate positions during fellowship stipend-years.

- Students need to complete required 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>).
- 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 the initial notification of the TA and/or Associate assignment.
- The Department requires that TAs attend at least 2 or more TA training workshops during the academic year to secure future ASE appointments in cases of inadequate performance. Students should notify the staff Graduate Advisor and DGS when they complete any workshops.
- The Department is not obligated to provide any additional employment to graduate students beyond what was promised in the 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.

Graduate Student Researcher & Student Assistant Positions

Graduate students are encouraged to seek out Graduate Student Researcher (GSR) and Student Assistant positions. Faculty research projects that have employed students 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.

GSR and Student Assistant positions 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, which are dependent upon the availability of faculty grant funding (non-department funds). If a student will be employed as a GSR or Student Assistant, the faculty member and student need to submit a completed Employment Request Form to the Financial Coordinator (SSMS 3115) **PRIOR** to beginning any work.

ASE Representation & Mentoring

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

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html>.

The Department of Sociology is committed to mentoring graduate student Teaching Assistants and Associates. If any questions arise regarding instructional issues or concerns, graduate students are encouraged to discuss them with the course instructor and the Director of Graduate Studies or Department Chair. As a reminder, students must enroll in SOC 501 (Apprentice Teaching) every time they serve as a Teaching Assistant or Associate.

Employment and Degree Programs

Graduate Students employed in Teaching Assistant or Graduate Student Researcher 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 employment 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 staff Graduate Program Advisor for help requesting an exception to the employment policy.

NOTE: During summer and breaks in 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/student/current-students/current-j-1-students/working-\(j-1-students\)](http://oiss.sa.ucsb.edu/student/current-students/current-j-1-students/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 in valid F-1 status and is pursuing a full course of study. See details here:

<http://oiss.sa.ucsb.edu/student/current-students/current-f-1-students/f-1-employment>

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

Other Apprentice Appointments

Graduate students may also be employed as Readers, Tutors, or Associates. 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 student's 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 Allan 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, and peer advisors. There are additional resources for new, current, and international students. Students are encouraged to 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. These include (but not limited to): Sociology Graduate Students Association (SGSA), Graduate Students Association (GSA); Career Services; Counseling and Psychological Services (CAPS), Disabled Students Program (DSP), Graduate Student Resource Bldg. (cultural resources centers), Student Health Service; Physical Activities & Recreation, and the Women, Gender & Sexual Equity Center. <http://www.sa.ucsb.edu/departments>
<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://osl.sa.ucsb.edu/campus-organizations/getting-involved-at-ucsb/browse>

Graduate Student Association

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

The Sociology Graduate Student Association (SGSA) is 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 third point of contact is the Department Chair.

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

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. Alcaïno, Director of Equal Opportunity & Discrimination Prevention Office, Phelps Hall 3211, University of California, Santa Barbara, Santa Barbara, CA 93106-2060. T: (805) 893-4504. Please see <https://eodp.ucsb.edu/contacts>.

For Sexual Harassment or Title IX questions and concerns, please contact Ariana Alvarez, Director & Title IX Officer, email: ariana.alvarez@ucsb.edu / Phone: (805) 893-22546 / Fax: (805) 893-3724. Please see <https://titleix.ucsb.edu/about/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](#).

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 provide 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**, Director of Equal Opportunity & Discrimination Office, 3211 Phelps Hall, University of California, Santa Barbara, CA 93106-2060, email: ricardo.alcaino@ucsb.edu

For Sexual Harassment or Title IX questions and concerns, please contact **Ariana Alvarez**, Title IX & Sexual Harassment Policy Compliance Officer, email: 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://eodp.ucsb.edu/resources>).

Housing

www.housing.ucsb.edu

There are various types of housing available throughout the campus community, Goleta, and Santa Barbara. Contact [Community Housing Services](#) for more information on privately-owned housing. Contact Housing and Residential Services for university-owned housing <https://www.housing.ucsb.edu/housing-options>.

Description of Petitions and Forms

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

M.A. Form I – Nomination for Thesis Committee for Master’s Degree Candidates

Once a student has formulated their master’s committee, a Form I & COI is required to formally nominate that committee. Students should contact the Sociology Graduate Program Office in order to have this form processed and verify that the student’s committee meets all policy guidelines.

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 Form I & COI. 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 Office in order to have this form processed and verify that the student’s committee meets all policy guidelines.

Committee Form-IA - 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 the Qualifying Examination has been completed. There is a \$50.00 fee that will automatically be assessed to the student’s BARC account. The Ph.D. Form II should be obtained from the Sociology Graduate Program Office 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 Office prior to the 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 and signature page, and a copy of your dissertation 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 Area Exam – Field Essay Form
- PhD Area Exam – Special Fields Paper 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
rdaniel@soc.ucsb.edu

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

Sociology Department Chair
 Professor Lisa Hajjar
lhajjar@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, 3rd Floor
 (805) 893-2277

Department of Sociology
 3111 Social Sciences & Media Studies (Graduate Program Office)
 University of California
 Santa Barbara, CA 93106-9430
 FAX: (805) 893-3324
 Grad Student Mailing List: socgrad@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

