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## Graduate Student Handbook

*Rev. 8-2-2022*

**UC SANTA BARBARA**  
Department of Political Science

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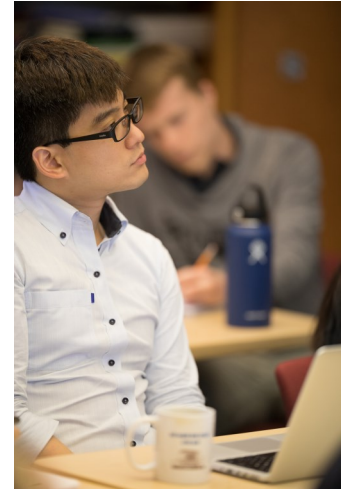
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# General Information

## The Department, Faculty, and Students

[The Department of Political Science](#) at UC Santa Barbara offers a diversified and flexible program of graduate study leading to the Master of Arts<sup>1</sup> and Doctor of Philosophy degrees. The faculty, currently consisting of twenty-one regular members and nine affiliated faculty members in other departments, has wide-ranging interests and expertise in the study of political science. Approximately fifty-five students from all over the world are enrolled in the graduate program. There are about 850 undergraduate majors in Political Science.

Graduate students have the opportunity to organize various activities, discuss common problems, debate departmental and university issues, and formulate their own recommendations through the Political Science Graduate Student Association (PSGSA), a voluntary membership organization with ties to the university-wide Graduate Student Association (GSA). This connection is maintained through the PSGSA representative to the GSA and enables political science graduate students to stay aware of university-wide decisions and policies. In addition, the PSGSA represents the graduate population in departmental affairs. For example, the PSGSA has two standing representatives to the Graduate Committee and is able to nominate representatives to various departmental faculty committees.



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<sup>1</sup>The Department does not admit students for the pursuit of a terminal master's degree.

## Seminars

The Department offers graduate seminars in six fields of study in political science: American Politics (AP), Comparative Politics (CP), International Relations (IR), Political Theory (PT), Politics of the Environment (EP), and Politics of Identity (IP). In addition, it offers training in political methodology.

The number and kinds of seminars offered in a given quarter or year vary according to the availability of faculty and the fluctuating levels of student interest in various subjects. The methodology sequence and research seminar sequence are offered every year. In addition, typically at least one seminar is offered in each field. Students are encouraged to take seminars as they are offered in their fields of interest regardless of the specific focus, rather than deferring in order to wait for a potential future offering of a preferred seminar. The current list of graduate courses and their instructors is available from the Staff Graduate Program Advisor and posted on the department's website. Students normally take a full load of 12 units—that is, three seminars—except when working as a Teaching Assistant, when taking two seminars is more typical. Students must maintain full-time status by registering for at least 8 units in every quarter.

Where seminars offered in the Department do not meet their curricular needs, students may take appropriate courses in other departments at UC Santa Barbara, subject to the approval of the Graduate Advisor. They may also take, with the approval of the Graduate Advisor and the Graduate Dean, graduate-level courses at other University of California campuses under the University's Intercampus Exchange Program.



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# Facilities



Shared office space is provided to graduate students who serve as Teaching Assistants, Research Assistants or Teaching Associates, and in most years shared offices are also available to all students. A graduate student lounge located in Ellison Hall 2803 is available to graduate students and includes two computers with Internet access. A conference room, known informally as the “M. Kent Jennings Study Shack” or “MKJSS” is dedicated to graduate students. Additional computers, printers, photo-copying machines, and a fax machine are available for graduate student use on the third floor of Ellison Hall.

Computing facilities, including instructional space, are available to graduate students, primarily through the Letters & Science Information Technology Labs. Located in Social Sciences/Media Studies Bldg. 1005 and Humanities/ Social Science Bldg. 1203, LSIT labs offer access to various Apple and PC computers with many tools and software packages, including various statistical tools. Many software packages are available to graduate students under a site license for a fee that is generally much lower than the retail price. Information about available titles may be found at <http://www.software.ucsb.edu/>. General information about LSIT labs may be found at <https://it.ucsb.edu/services/labs/open-access-labs>. The Department provides mail service for graduate students through centrally located mail folders.



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# The Ph.D. Program

## Admission to the Program

Applicants must have at least a bachelor's degree in order to apply for the M.A./Ph.D. program. Criteria for admission include evidence of intellectual achievement and promise, academic records, and fit between the applicant's interests and our program. Evidence of promise may include, but is not limited to: grade point average at the undergraduate/graduate level, recommendations from people familiar with the applicant's capabilities, experiences (academic or otherwise), maturity and clarity of focus as expressed in the Statement of Purpose, and—in the case of applicants whose first language is not English—evidence of English language proficiency.

UC Santa Barbara and the Department of Political Science is deeply committed to recruiting and supporting a diverse graduate student body and to developing scholarship, leadership, and professionalism of graduate students from all backgrounds, including underrepresented minorities, first generation college students, students who identify as LGBTQ, women, veterans, disabled students, or any other students from non-traditional backgrounds. We admit applicants coming directly from undergraduate study, those with some work experience, and those with masters degrees or other post-graduate training.

## Applying to the Ph.D. Program

Those interested in applying for admission to the Graduate Program must apply online by going to the Graduate Division home page at <http://www.graddiv.ucsb.edu/>. Information about the graduate program in political science may be requested from:

The Staff Graduate Program Advisor  
Department of Political Science, MC 9420  
University of California  
Santa Barbara, California 93106-9420

The Department home page is <http://www.polsci.ucsb.edu>.

If you have any questions about the political science graduate program, or if you need this material in another format or have special requests due to a disability, please don't hesitate to contact the Graduate Program Advisor via:

Phone: (805) 893-3626  
E-mail: [kathryn@polsci.ucsb.edu](mailto:kathryn@polsci.ucsb.edu).



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# A Complete Application

All applicants must submit the following application materials on-line:

1. A Statement of Purpose

The statement of purpose should outline the student's Ph.D. study plans, personal achievements/contributions, and resume. It should include a clear statement of the student's career goals, identification of the intended fields of specialization, and a plan for completion of all requirements except the thesis by the end of their third year.

2. Official Copy of Transcript(s)

The transcript(s) should come from all post-secondary institutions previously attended. You are required to upload an official transcript created by your university. This transcript will be used to review and evaluate your application. Final, official transcripts sent directly to UC Santa Barbara from the institution will be required for all applicants who are admitted and have indicated their intent to enroll at UC Santa Barbara by submitting a Statement of Intent to Register. The transcripts should come from all post-secondary institutions previously attended (the Department only considers an applicant's grades from his/her junior and senior years at the institution from which the BA was received).

3. Three Letters of Recommendation

The letters of recommendation should include at least two from previous instructors.

4. A Non-refundable Application Fee

5. Test of English as a Foreign Language (TOEFL) Scores (for foreign applicants)

The Department requires a minimum score of 600 for the written test or 80 for the internet-based test. Applicants may substitute the International English Language Testing System (IELTS) for the TOEFL. The Department requires a minimum score of 7 on the IELTS.

6. Example of Written Work

This may be an undergraduate paper (for those with only a B.A.), an M.A. thesis, or a paper prepared for a graduate course.

Applications for admission are ordinarily accepted for enrollment only in the Fall quarter. **The Department begins reviewing applications shortly after the December 1st application deadline. The Department will cease admissions when the slots in its entering class are filled.** Within the Department, each application is reviewed by faculty members of the Graduate Committee only after all the required forms and other materials mentioned above are received by the Department.

Applicants should complete an electronic application (available on the Graduate Division's website at <https://www.graddiv.ucsb.edu/eapp/>) well in advance of the December application deadline and submit all the requested forms and materials as promptly as possible. If applicants change their plans during the application process or after notification of admission, they should immediately inform the Department's Staff Graduate Program Advisor.



## Ph.D. Program Rules and University Requirements

Each new student will be assigned an individual faculty advisor to advise the student on matters pertaining to his or her academic work. Students should regularly meet with their advisors throughout the year, and at a minimum this should occur twice per year. Students may also wish to seek advice from the Graduate Advisor who oversees the Department's graduate program. When students assemble their dissertation committee,

they have the opportunity to select a new faculty advisor or to continue working with the one assigned to them originally.

All doctoral students must conform to the university-wide regulations and requirements of the Graduate Division, including the following:

1. Students in doctoral programs must spend at least six regular academic quarters, exclusive of summer sessions, in residence on the UCSB campus. Three consecutive quarters of residence must be completed prior to taking the Ph.D. oral qualifying exam. Quarters in residence on other UC campuses count toward the required three quarters.
2. Students must register continuously for all regular quarter sessions until advancing to candidacy. Students who are neither registered nor on an approved leave of absence lose all status and privileges as students, cannot hold fellowships or other forms of financial support, and must apply for reinstatement or readmission and, where applicable, re-advancement to candidacy.
3. Credit units earned in other graduate programs in political science or in a related discipline may be transferred subject to the limitations specified by the Graduate Division and with the approval of the Department Graduate Advisor.
4. Students must advance to Ph.D. candidacy within four years of beginning their graduate studies at UCSB.

The doctoral program in political science is designed to take about five to six years of effort. The “normative time” for the Ph.D. in Political Science is seven years, meaning that students taking longer than this will be considered behind, will become ineligible for some kinds of financial aid, and will be subject to further sanctions and possibly dismissal.

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# Department Requirements for Ph.D.

1. Choose Primary and Secondary Fields and complete 4 graduate seminars in each.
  - A. The Primary Field must come from the following list: American Politics, Comparative Politics, International Relations, or Political Theory.
  - B. The Secondary Field must come from the following list: American Politics, Comparative Politics, International Relations, Political Theory, Environmental Politics, Politics of Identity. Students may by petition request that a field not on this list serve as a self-defined field. The requirements for a self-defined field are discussed below.
  - C. For students studying IR, POLS 225 is a required course. For students studying CP, POLS 230 is a required course.
2. Complete the TA Training workshop (PS 501).
3. Complete the core methodology sequence: PS 205, 206, 207. For students whose Primary Field is Political Theory this requirement is optional. If they choose not to take it, they must take three additional, substantive courses in political philosophy (or a related field). These additional courses may be taken in Political Science or in a field other than Political Science with the approval of the student's PT advisor. PT students who choose not to complete the methods sequence should begin meeting their breadth requirements in their first year, when other students are completing their methods sequence. These students can finish their remaining three PT courses in their third year.
4. Complete the Research Seminar series: PS 210 & 211. For students whose Primary Field is Political Theory this requirement is optional. If they choose not to take these courses, they must take two quarters of independent research study directed by a member of the Political Theory faculty.
5. Qualify in the Primary and Secondary Fields during Summer after the second year.
  - A. Qualification in the Primary Field occurs by completing a written exam with a grade of PASS or better. This exam should be taken in the *Early Summer Exam Offering* after completion of the second year of study.
  - B. Qualification in the Secondary Field varies by field and the requirement may be either by written exam or by field paper, both with a grade of PASS or better. Qualification should be completed before the first day of Fall Quarter in the student's third year, either by sitting for the *Late Summer Exam Offering* or submitting the completed field paper by that date.

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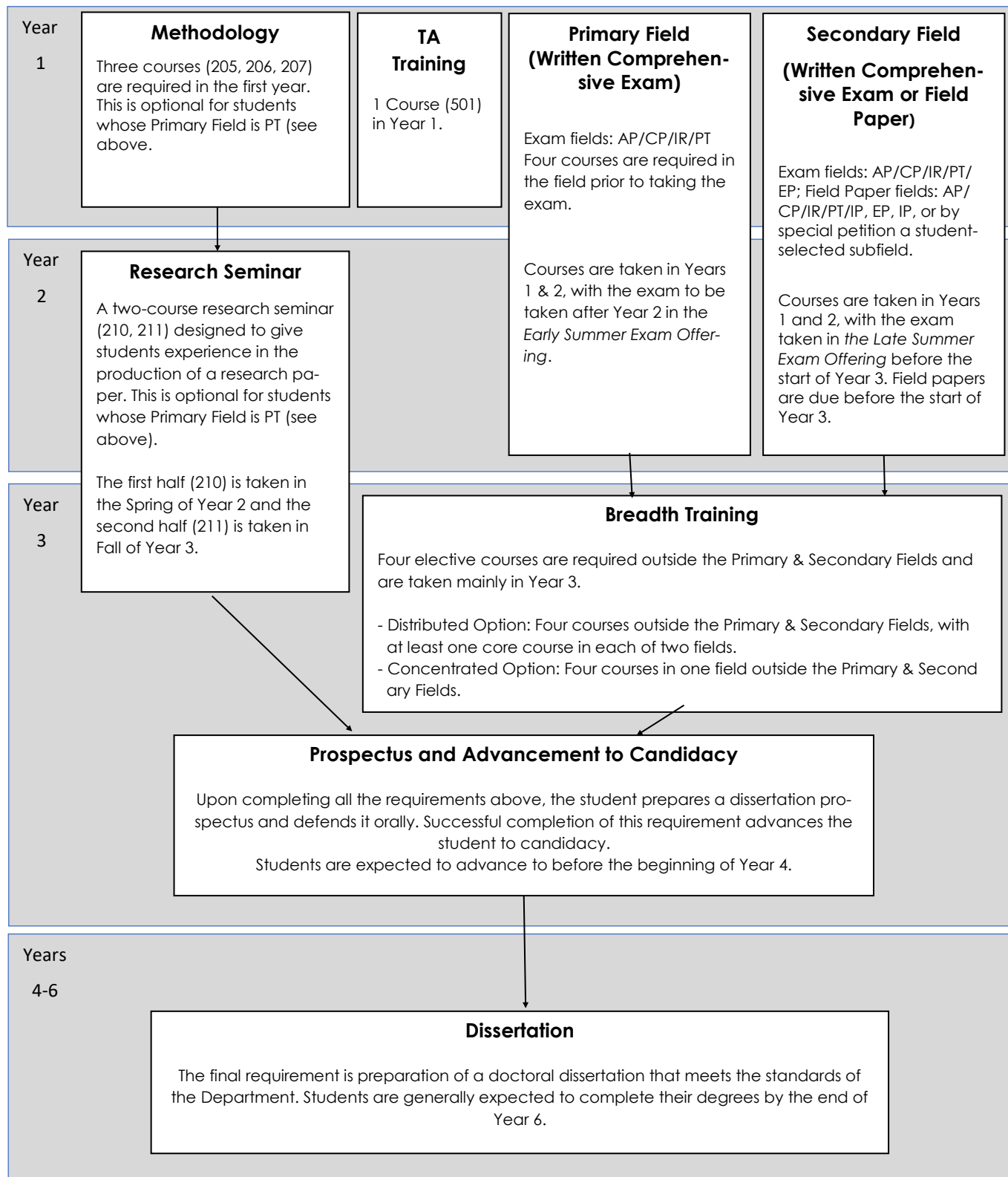
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## Department Requirements for Ph.D. - *continued*

- C. Students wishing to defer the exam in the Primary Field to the *Late Summer Exam Offering* may do so by notifying the Staff Graduate Advisor. In that case, qualification in both Primary and Secondary Fields should occur together before the start of Fall Quarter in the third year.
- 6. Complete a breadth requirement by taking four courses as follows.
  - A. Distributed Breadth Option: Four courses total from any field other than the Primary and Secondary Fields, with at least one core course in each of two fields. The 2 non-core courses may be outside the Department, and by advance petition may be language courses. To petition please contact the Staff Graduate Advisor. If a student is pursuing a Ph.D. Emphasis (see below), no more than one of the courses in the Ph.D. Emphasis can count toward the breadth requirement.
  - B. Concentrated Breadth Option: Four courses in one field outside the Primary and Secondary Fields. For students who require language training for their dissertations, up to two language courses in other departments may count toward the breadth requirement. Please contact the Staff Graduate Advisor if you are considering language classes for your breadth requirement.
  - C. If the student's Secondary Field is IP or EP, the Breadth Requirement must be fulfilled as follows. For the Concentrated Breadth Option, by choosing courses in AP, CP, IR or PT. For the Distributed Breadth Option, by choosing the two core courses from AP, CP, IR or PT.
  - D. Students may take two methods courses for their breadth requirement, subject to approval by the Graduate Advisor. Please contact the Staff Graduate Program Advisor with questions.
  - E. For those who enter the program with a Masters degree, they can potentially use up to two courses from their degree towards their breadth requirement. The courses will not show up on their transcript since they were used to obtain another degree, but rather two of the breadth requirement courses would be waived.
    - 1. If a student wants to use graduate level coursework to waive up to two breadth courses, they should first seek the approval from a faculty member in the subfield for which the course was completed. They should provide a syllabus and their transcript indicating the grade they received and the number of units the course was worth. They should have received a B or better in the course.
    - 2. If the subfield faculty member endorses the student's request, then the request should be sent to the Director of Graduate Studies for approval. The approval will be saved in the student's file with the Staff Graduate Program Advisor.
- 7. Pass an oral qualifying examination of the dissertation prospectus, also known informally as the "prospectus defense." This is to be completed before the start of Year 4.
- 8. Pay the "Advancement to Candidacy" fee to the Cashier's Office and take the receipt to the Graduate Division.
- 9. Complete the dissertation to the satisfaction of the student's dissertation committee.

## Overview of Political Science Ph.D. Program

18 graduate courses are required, involving methods, research design, qualification in two fields, a breadth requirement, and TA Training with candidacy achieved by the beginning of Year 4.



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## Second Year Review

All students must meet with a Review Committee during the Spring quarter of their second year. Each student's Committee, consisting of the student's faculty advisor and one other faculty member appointed by the Graduate Advisor, will review the student's progress and plans, and offer the student advice and guidance. If the Committee feels that the student is not succeeding in the program, the Committee may counsel the student to leave the program. The Review Committee will write a brief report assessing the student's status for the Graduate Committee.

## Qualifying Examinations

### Preparation for Exams

Although the work that students have done in seminars will no doubt be very useful in their preparation for qualifying exams, students should not plan to rely solely on what they have learned in these courses. Qualifying exams are aimed at testing a student's knowledge about an entire field of the discipline; hence students are responsible for the entire corpus of knowledge in a particular field, whether or not it has been covered in specific seminars. In preparing for the exams, students should confer with all departmental faculty working in the particular field. Core reading lists are available for each examination field.

Consulting previous Ph.D. written exam questions (which are available in the graduate student Box folder) is also useful.



*Note that students are not eligible to qualify in a field if their transcripts show any no-grades, incompletes, or lapsed incompletes.*

### Grading of Exams

Written exam questions are written and graded by a field exam committee composed of faculty members in the field, which are described at the Department's web site. Students uncertain as to which faculty members work in each field should consult their faculty advisor, the Graduate Advisor, or the Staff Graduate Advisor. The chairship of the field exam committee rotates among all members of the field. Normally, the faculty on the committee meet together to discuss their individual grading of each exam and to arrive at a consensus grade for each student.

Written exams are graded anonymously (student names are removed from the exams) according to the following five categories: Distinction, High Pass, Pass, Not Passing, and Fail. Exam results are normally communicated to the student within ten days unless special circumstances (such as faculty being on leave, ill, out of town, or otherwise not readily available) prevent grading in a timely basis.

A score below "Pass" on any exam is considered a failure.

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## Grading of Exams - *continued*

Students failing a Ph.D. Examination in the first sitting are automatically eligible for re-examination. Students who seek to re-take a written exam must do so in the next exam cycle. A student who fails an *Early Summer Exam* will be expected to qualify in the Secondary Field on time, which means taking the Primary Field re-exam simultaneously with the exam or field paper in the Secondary Field. A student who fails an exam for the first time in the *Late Summer Exam Offering* and wishes to re-take it, must do so in the following *Early Summer* exam cycle.

The department will recommend monitoring status to the graduate division when a student fails an exam in the primary or secondary field on their first exam attempt. Students failing their first attempt in their secondary field may petition to write a field paper in the same field for which they took and failed their exam. Switching to a field paper will be considered the second attempt at clearing the field requirement. The petition to write a field paper must be turned in within 60 days of taking the exam. The field paper must be turned in within 8 months from when the student took and failed their exam or result in a second fail.

Students who fail an examination a second time will be subject to a status review by the Graduate Committee. The graduate student's faculty advisor should be invited to the meeting called to adjudicate on the graduate student's behalf. That review may result in a recommendation concerning additional remedial preparation or recommendation to the Graduate Dean to dismiss the student. If a third attempt is permitted, it must be made in the following exam cycle. If there is a third failure, the Committee will normally recommend to the Graduate Dean the student's dismissal.

## Field Papers in the Secondary Field

A field paper is a critical review of a substantial subsection of the literature in a given field, not original research. It should demonstrate broad competence in that field, as an alternative to demonstrating mastery on an exam. A field paper can be either in a standing field (AP, CP, IR, PT, EP, IP) or in a self-defined field. In either case, the student is required to consult his or her Primary Field Advisor and the Graduate Advisor in selecting the Chair of the Field Paper Committee. A student's Primary Field Advisor cannot serve as Chair of the Field Paper. The student should then consult his or her Primary Field Advisor and the Field Paper Chair before nominating a second committee member for approval by the Graduate Advisor. A student's Primary Field Advisor can serve as the second member of the Field Committee.

Once the Field Paper Committee has been established, the student must submit to the Staff Graduate Program Advisor a Field Paper Form and a proposal for the field paper. The field paper proposal must be approved by the Field Paper Chair, the second member of the Field Paper Committee, the student's Primary Field Advisor, and the Graduate Advisor. The field paper proposal must include:



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1. The topic of the paper and a one page abstract.
2. In a standing field, a list of the four graduate courses that will count towards the field paper.
3. In a self-defined field, a statement explaining how four graduate seminars fit together into an intellectually coherent field in political science.
4. In both a standing field and in a self-defined field, the four graduate seminars must be completed by the end of the student's second year.
5. In both a standing field and in a self-defined field, none of the four graduate seminars for the field paper may be used for the Primary Field or Breadth Requirement.



In both a standing field and in a self-defined field, the field paper will be due no later than the beginning of the fall quarter of the student's third year. During the period of preparation for the field paper, students may enroll in PS 597, M.A./Ph.D. Examination Preparation.

A field paper in either a standing or self-defined field may be developed out of a seminar paper. Describing what constitutes a "substantial subsection of a field" is difficult, and each student must work with his or her committee to outline mutually agreed expectations before the student begins work on the paper. In general, we expect that papers will be substantially broader than seminar papers and should demonstrate that the student is broadly competent in the field.

In the case of self-defined fields, some overlap between the material covered in traditional exams and student-defined fields is inevitable. If a student wishes to prepare a self-defined field that overlaps with the Primary Field, there must be a substantial amount of material included in the self-defined field which would fall outside of the exam field. If we were to state overlap in terms of a percentage, at least 50 percent of the material should be outside of the student's Primary Field. For example, a student could not test in American politics as a Primary Field and then select as a self-defined field US Congressional Studies, but may be successful with a self-defined field that is Comparative Legislative Studies. Likewise, a self-defined field may be a subset of a field of other than the Primary Field. For instance, a Primary Field in Comparative Politics might be accompanied by a Secondary Field in International Political Economy.



It is expected that students will work under the supervision and receive guidance from their Field Paper Committee, whether in a standing or alternative field, as they write the field paper. The student and the Field Paper Committee will together decide on the extent of this guidance.

## Grading of Field Papers

Field papers must be completed by the beginning of a student's third year of study (although we expect students to finish well before this deadline). A field paper that is not submitted by the beginning of Fall quarter of a student's third year will be marked as a failure. In such cases, students will automatically have till the beginning *more...*

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## “Grading of Field Papers” *continued...*

of Winter quarter to submit it. If the second deadline is missed, this will result in another automatic Fail, a review by the Graduate Committee and probably dismissal from the program.

Upon completion, the field paper will be submitted to the Staff Graduate Program Advisor, who will then distribute it to the Field Paper Committee for evaluation.

Field papers will typically be graded and the results communicated to the student within one month of the submission of the field paper.

Field papers will be graded using the same categories as exams -- Distinction, High Pass, Pass, No Pass, and Fail. Just as with exam grades, field paper grades will be recorded in the student's file and considered in the annual graduate student review.

Students who do not pass the first attempt at the field paper will have three months from the date they are informed of their grade to revise and resubmit the field paper. The graduate committee will recommend monitoring status for the student to the graduate division. Students who do not pass the field paper a second time will be subject to a status review by the Graduate Committee and probable dismissal from the program.

## Oral Examination of the Dissertation Prospectus

### “Prospectus Defense”

Having fulfilled the requirements for the written comprehensive exams, the core methodology requirements, and the breadth requirement, a student then prepares the dissertation prospectus and defends it in an oral qualifying examination. Successful completion of this exam marks “advancement to candidacy.” The prospective dissertation advisor will signal when the prospectus is adequate for the student to undergo the exam, also known as the “prospectus defense” and only with concurrence of the prospective advisor will the exam be scheduled.

A minimum of three UC ladder faculty members is required for the oral exam committee. The prospective dissertation chair and at least one prospective dissertation committee member (note there is no official dissertation committee at this point, until after the oral exam defending the prospectus is successful) will be proposed by the student. After consulting the student, the Graduate Advisor will appoint a UCSB faculty member

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## “Prospectus Defense” - *continued*

from within or outside the Department to serve on the examining committee as an outside member. This appointment does not block the outside member from serving as a future member of the dissertation committee. The composition of this committee is subject to approval by the Graduate Advisor, the Department Chair, and the Graduate Dean as to the appropriateness of the members in light of the proposed subject matter and satisfaction of Graduate Council rules. A majority of passing votes is required for advancement to candidacy. Graduate Division regulations specify that students must advance to candidacy by the end of their fourth year.

Graduate Division regulations require that three consecutive quarters of residence must be completed prior to taking the oral qualifying exam. Unless a student makes an explicit written request to the contrary, the degree of Candidate in Philosophy (C. Phil.) will be awarded at this time. The C. Phil. is not really a degree in the same sense as an M.A. or Ph.D., but it is the University’s (and Department’s) way of verifying the completion of all Ph.D. requirements (excluding the dissertation) and the expectation of finishing the dissertation in due course of time. In other words, it is the official designation for the time-honored ABD (“All But Dissertation”) status.

## The International Doctoral Recruitment Fellowship (IDRF)

The International Doctoral Recruitment Fellowship (IDRF) is automatically awarded to all new international doctoral students, which pays for a significant portion of the non-resident supplemental tuition (NRST) that international doctoral students are charged. This fellowship commenced with the incoming class of Fall 2015.

Doctoral students who are neither US citizens nor Permanent Residents, (i.e., international students) are charged non-resident supplemental tuition (NRST) until they advance to candidacy. Currently this charge is \$15,102 annually. The IDRF pays non-resident supplemental tuition (NRST) in full, commencing in the student’s fourth quarter of enrollment – typically the start of their second year – and continues until the student has advanced to candidacy, provided that the student stays within their program’s official time-to-advancement standards approved by the Graduate Council and remains in good academic standing. Once advanced to candidacy, international students receive a waiver of non-resident supplemental tuition (NRST) for up to three calendar years while completing their degree.

Note that the IDRF does not cover NRST charged during the first year of doctoral study; however, many doctoral students receive other fellowships from either the Graduate Division or their academic departments that pays this cost.

## Once You Are ABD

Once students are advanced to candidacy, they are eligible for a faculty library card, which carries with it more extensive library borrowing privileges. In order to take advantage of this, students must pay the advancement fee and take the receipt to the circulation desk in the library. The advantages of having a faculty library card include access to Library of Congress materials, four-day loan period on periodicals, and an unlimited loan on books (as long as periodic renewal inquiries are answered).





## Preparation of Doctoral Dissertation

Upon advancement to candidacy, the student proposes a dissertation committee of three faculty members who will guide the research and the preparation of the dissertation. One, designated as chair, has primary responsibility for supervision of the work, but all are expected to assist with the work. At least two of the committee members, including the committee chair, must be from the UCSB Political Science Department (or Department affiliated faculty). The composition of the committee must be approved by both the Graduate Advisor and the Department Chair. Additional members, including non-UC faculty, may be added to the committee subject to the approval of the dissertation committee chair, Department Chair, and the Graduate Dean. Their approval indicates their belief that the designated faculty are willing to serve, and that all committee members are appropriate specialists qualified to guide the proposed research.

Students must take responsibility for keeping all members of the dissertation committee apprised of their progress throughout the dissertation process. Typically, this means submitting chapters as they are completed, such that the committee is able to advise and give direction throughout, rather than only at the end.

Students should expect that the committee will require substantial time to read chapters as well as the whole draft and that changes are likely to be required to the first whole draft. Students should notify all committee members at least one quarter in advance of their intended filing deadline and should aim to submit a completed whole draft to the committee about six weeks prior to their filing deadline. Students should be aware that submission of a filing fee to the university does not obligate the committee to approve a dissertation or to do so without requests for substantial changes that cannot be completed quickly. Students first presenting a dissertation within a few weeks of their intended filing deadline run the risk of not obtaining approval of the dissertation by that deadline.

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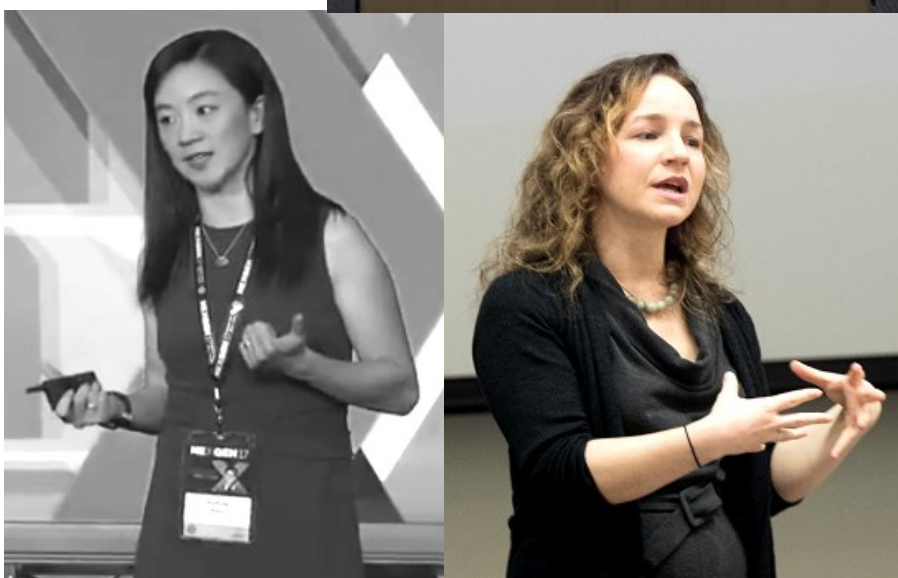
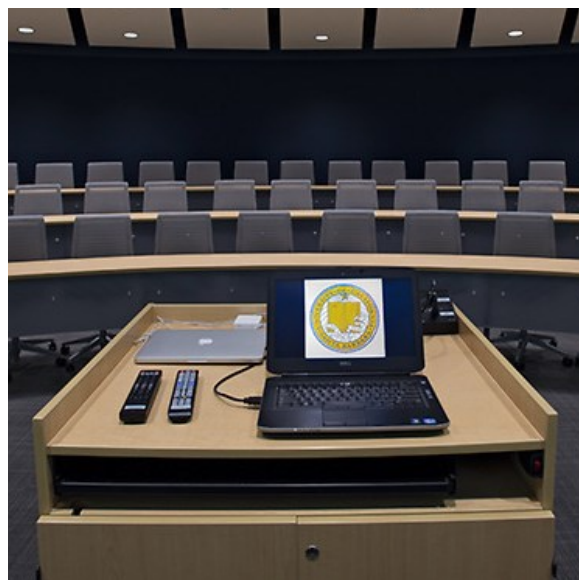
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## Preparation of Doctoral Dissertation - *continued*

The dissertation must be filed within seven years after the date of the student's entrance into a graduate program in the Department, whether the initial entrance was into the Ph.D. or the M.A./Ph.D. program. If the student finds that more time is necessary, it is possible to petition the Graduate Council for an extension of time provided that: 1) good cause can be shown for the delay; 2) there is continued progress on the dissertation despite the delay; and 3) both the dissertation committee chair and the Graduate Advisor approve of the extension.

Either before or immediately following completion and approval of the dissertation, a public lecture is required to present the results of the doctoral research to colleagues and the entire University community. This can be in the form of a conference presentation or a work-in-progress talk in the Department. Following successful completion of the final oral defense, the student is eligible to receive the degree of Doctor of Philosophy. The dissertation defense may be waived by the student's doctoral committee members upon petition.

Students interested in adding an interdisciplinary emphasis or certificate to their Primary Ph.D. field should first consult with their dissertation advisor and Department Graduate Advisor. Both the program leader of the interdisciplinary emphasis and the Department Graduate Advisor in the student's Primary Field must approve the Graduate Student Petition used to add an interdisciplinary emphasis or certificate.



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## Optional Ph.D. Emphases

Students pursuing doctoral degrees in political science may choose to undertake additional studies involving Optional Ph.D. Emphases offered by the university. The completion of an emphasis certifies the student as trained in an additional area beyond the Department's own degree requirements. This certification appears on the student's transcript (but not diploma). Optional Ph.D. Emphases are akin to doctoral minors outside the Department.



### Quantitative Methods in the Social Sciences

[Quantitative Methods in the Social Sciences \(QMSS\)](http://www.qmss.ucsb.edu) 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 speak-

ers 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.

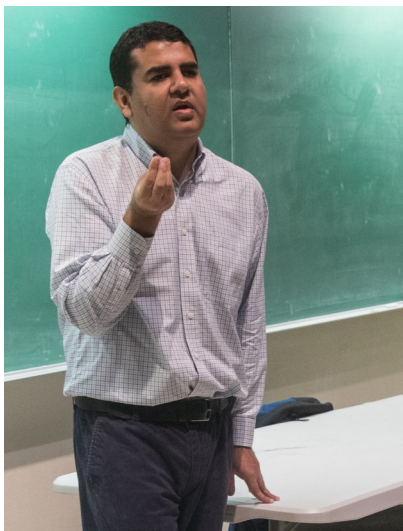
Any student admitted to the Ph.D. program of a participating department may apply to add the Quantitative Methods in the Social Sciences Ph.D. emphasis. Applications for admission to the emphasis must be endorsed by a member of the QMSS core faculty in the student's home department. Applications for admission are accepted at any time, and should be submitted to the chair of the QMSS coordinating committee.

*For more information, please consult the QMSS website at <http://www.qmss.ucsb.edu>.*



# Global

[The Global Emphasis](#) allows students to design a course of study focused on international and transnational issues, processes, and flows. Ph.D. Emphasis students may receive guidance and mentoring from the Global Studies faculty as they prepare their dissertations, and the Global Emphasis is recognized within the student's transcripts when they are awarded the doctorate. The Ph.D. Emphasis is managed by a director, Jan Nederveen-Pieterse, and an emphasis coordinating committee comprised of directors from other participating departments. Please email Dr. Jan Nederveen-Pieterse ([jnp@global.ucsb.edu](mailto:jnp@global.ucsb.edu)) in Global Studies or the Graduate Advisor, Martiza Fuljencio ([martiza@global.ucsb.edu](mailto:martiza@global.ucsb.edu)) with any questions.



The Global Emphasis requires five components: a gateway, three qualifying courses, and a capstone paper. The gateway seminar, GLOBL 201, reviews the perspectives, methodology, core works and essential issues of the field, and is currently offered winter quarter each year. Students take three qualifying courses: one in the student's home department, one in the Department of Global Studies, and one from a different participating department selected from the attached Course List (this list is a partial list--other courses may qualify).

When the student constitutes a dissertation committee, at least one member of the committee should be a Global Studies faculty member, faculty affiliate, or member of the Global Ph.D. Emphasis Coordinating Committee. During the academic year the student completes the dissertation, s/he completes a Global Emphasis capstone paper in consultation with the Global Studies Emphasis

Director. The capstone paper is an original paper with a 4,000 word minimum that relates the student's research to globalization.

To declare your intention to pursue the Emphasis, please register with the Global Studies Graduate Program Advisor and download the Change of Degree Status petition and follow the Instructions link.





# Information Technology and Society (CITS)

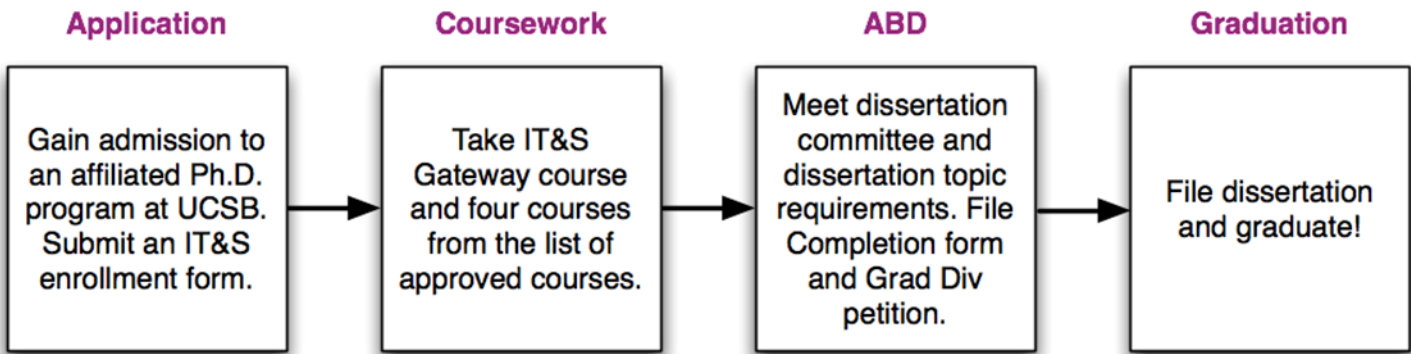
[CITS](#) coordinates the optional [Information Technology & Society Ph.D. Emphasis](#) program for students enrolled in participating departments at UCSB. The emphasis is a degree supplement that provides multi-disciplinary training for graduate students in participating departments planning dissertations dealing with the societal implications of information technology.

The study of information technology and society is inherently multi-disciplinary. Most scholars working in this area ground their investigations and claims in a home discipline and methodology, but find themselves of necessity exploring literatures and paradigms from other disciplines as well. In some cases, the tools necessary for understanding problems fully are spread across disciplines, and in others it is simply the case that many scholars have arrived at an examination of the same phenomenon from different directions.



To complete the Ph.D. Emphasis in Information Technology and Society (IT&S), students already enrolled in participating UCSB departments must complete the following actions:

For more information:



Visit the Program Requirements page or contact the Information Technology & Society Ph.D. Emphasis Director, Prof. Miriam Metzger at [metzger@comm.ucsb.edu](mailto:metzger@comm.ucsb.edu).

Interested students should also subscribe to the CITS student listserv which can be found on the CITS website.

# Feminist Studies

[The Department of Feminist Studies](#), with over sixty core and affiliated faculty members in nineteen departments, serves as a model of interdisciplinary work and scholarly collaboration at UCSB. Through Spring 2012, almost 70 students have graduated from UCSB having completed the doctoral emphasis. More than 50 other students currently participate in the emphasis. Feminist Studies doctoral emphasis students are required to complete successfully four seminars designed to develop critical and analytic understanding of feminist theory and pedagogy as well as the study of women, gender, and sexuality. Feminist Studies as an inter-departmental set of conversations and intellectual questions also supports a multifaceted undergraduate curriculum at UCSB; doctoral emphasis students are encouraged to apply to teach Feminist Studies courses as teaching assistants and associates as part of their training.

Students enrolled in an affiliated program can submit an application for the doctoral emphasis at any stage of their work, though we encourage early application. Applications will be considered throughout the year.

Students pursuing the emphasis in Feminist Studies will successfully complete a program of four graduate courses that has been approved by the Director of the Doctoral Emphasis and will also include a member of the Feminist Studies departmental or affiliated faculty on their dissertation committees. Courses must fulfill the following requirements:

1. Feminist Theories. A one quarter graduate seminar in interdisciplinary feminist theory offered by any department, including Feminist Studies 250 AA-ZZ.
2. Issues in Feminist Epistemology and Pedagogy (Feminist Studies 270). A one quarter seminar that considers Feminist Studies as a distinct field. It offers an interdisciplinary exploration of feminist theories of knowledge production and teaching practices. Readings cover past and present critical debates and provide theoretical approaches through which to analyze interdisciplinary epistemological and pedagogical issues.
3. Graduate Seminar in Feminist Studies (Feminist Studies 200-290 or 594 AA-ZZ). A one quarter seminar offered by a Feminist Studies faculty member on topics of central concern to the field.

Or Research Seminar in Feminist Studies (Feminist Studies 280A-B). A one or two quarter seminar designed to provide experience in the research, writing, and critique of scholarly papers based on original research in the interdisciplinary area of feminist studies. Doctoral emphasis students may satisfy this requirement by taking either A or B or both.

4. Topical Seminar. A one quarter graduate seminar that addresses topics relevant to the study of women, gender, and/or sexuality. This seminar must be taken outside the student's home department; it may be fulfilled either by another graduate seminar in Feminist Studies or a seminar in another department.

For additional information and how to apply: <http://www.femst.ucsb.edu/graduate/doctoral-emphasis>

## Environment and Society

The University of California, Santa Barbara offers an [Interdepartmental Ph.D. Emphasis in Environment and Society](#). Doctoral students from over fifteen departments may add the emphasis to the Ph.D. in their home department. The goal of the Ph.D. Emphasis in Environment and Society is to provide UCSB doctoral students training and mentorship in interdisciplinary environmental studies and sciences beyond the scope of their normal degree programs. Students who meet the requirements of the Ph.D. Emphasis in Environment and Society will graduate with a Ph.D. from their home department, along with wording on their transcript stating they have earned an Emphasis in Environment and Society.

Through the emphasis, students also join the growing network of scholars at UCSB, whose research focuses at the intersection of environment and society. Enrolling in the emphasis will connect graduate students to their peers in other departments and to a diverse group of participating faculty.

The core requirements are:

1. **Core Seminar:** All students in the emphasis must register for the Core Seminar (ENV S 200). The seminar is offered each winter quarter. The purpose of the seminar is to bring together graduate students at UCSB who share an interest in research at the intersection of environment and society. Students who are **considering** applying to emphasis are encouraged to enroll in the Core Seminar or attend sessions. This year's Core Seminar is scheduled for **Winter Quarter Tuesdays 2:00 - 4:00pm**.
2. **Course Electives:** All students in the emphasis must take **three** elective courses in departments and disciplines other than their own. The purpose of the electives is to enable students to develop expertise in an area that complements their disciplinary training. Electives should be selected strategically and with careful planning. Students are strongly encouraged to choose electives in consultation with the outside member of their dissertation committee or the emphasis program director.
3. **Outside Member on Dissertation Committee:** All students in the emphasis must have one outside member on their dissertation committees selected from the list of faculty participating in the emphasis.
4. **IPEES Symposium:** All students must present at least once in the annual IPEES Symposium. All students in the emphasis are strongly encouraged to participate in and attend the IPEES Symposium throughout their time at UCSB, where beginning and continuing students will present their research.
5. **Interdisciplinarity:** All students must include some aspect of interdisciplinary environmental studies as a substantial component of their dissertations. There are many ways to fulfill this final requirement, and students will do so with the guidance of their outside committee members.

Note that in addition to the emphasis requirements, students must satisfy all requirements in their home departments. Please feel free to send any questions about the Ph.D. Emphasis in Environment and Society to Martin Rodriguez, Program Coordinator, at [mrodriguez@es.ucsb.edu](mailto:mrodriguez@es.ucsb.edu).

Join the Program here: <http://www.es.ucsb.edu/phd/emphasis/join>.





# Black Studies

General Requirements: Students are required to successfully complete five (5) courses, designed to develop a critical and analytical understanding of racial theory and pedagogy as well as the study of Black people in local and global contexts.

The Black Studies Department at the University of California at Santa Barbara has launched the [Black Studies Emphasis \(BSE\)](#) for students enrolled in doctoral programs in the departments of Communication, History, Feminist Studies, Political Science, Sociology, and Chicana and Chicano Studies (in the College of Letters and Science), and the department of Education (in the Gevirtz Graduate School of Education). Faculties in these units routinely work together exchanging scholarly perspectives, launching interdisciplinary projects, and training graduate students. The BSE builds on our university's great strengths in Race Studies, Comparative Ethnicity, and the Black experience, and positions UCSB as a leader in Black Studies and Social Justice research and pedagogy.

Admission to the BSE is highly selective. In addition to course work, candidates must select a Black Studies faculty member to serve on their dissertation committee. Applications may be submitted at any stage in a candidates' doctoral work and will be considered throughout the academic year. Black Studies Emphasis students are encouraged to apply to TA Black Studies undergraduate courses as part of their training in Black Studies pedagogies, methodologies, and subject matter.

The Black Studies Emphasis focuses on five broad areas of inquiry:

1. Race Studies, including local, national, and transnational regimes
2. The Black Studies traditions of criticality, activism, social justice, sustainability, and transgressive epistemology
3. Sexual and Gender Studies
4. African Culture and Identity in America and throughout the Diaspora
5. Comparative Ethnic Studies Likely

## *Likely Course Offerings*

### Fall Quarter:

- SOC 216D: Special Topics in Race, Ethnicity, and Nation

### Winter Quarter:

- BLST 208: Black Studies Epistemologies and Pedagogies

### Spring Quarter:

- BLST 206: Graduate Proseminar
- SOC 214A-C: Introduction to Race, Ethnicity, and Nation

\* Notes courses that are required as part of the Black Studies Emphasis.

For additional information and how to apply: <http://www.blackstudies.ucsb.edu/graduate>.

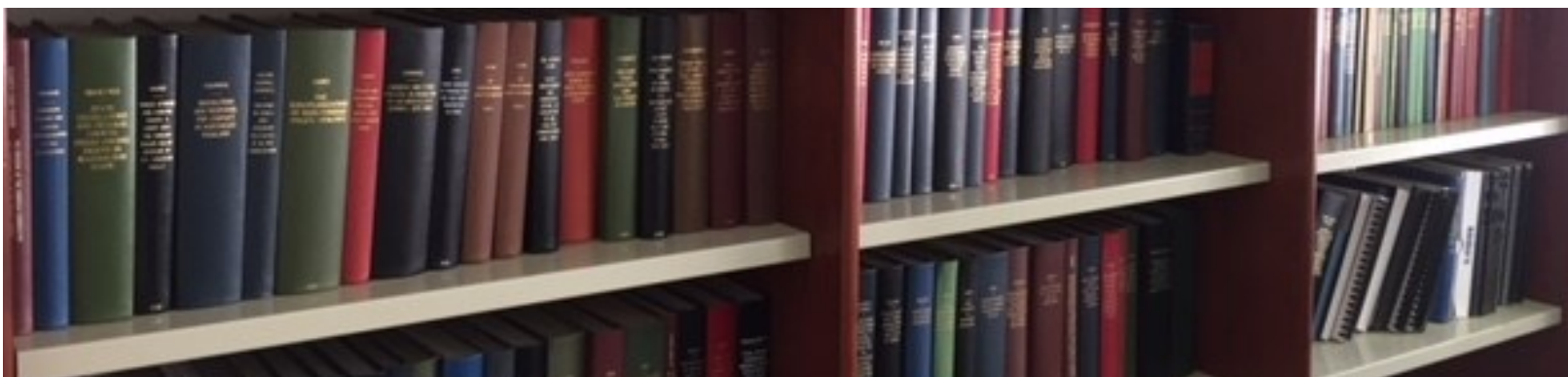
# Placement

The Department is committed to assisting its Ph.D.s in securing suitable employment. Before or after completion of the graduate program, the student may call upon any members of the Department's faculty and UCSB's Career Services for advice and assistance in the search for employment. Each spring quarter, the Department conducts a job placement workshop for all interested students, particularly those expecting to be on the job market during the next academic year. The Department has a strong placement record, placing our Ph.D.s at teaching and research institutions both in the US and throughout the world, and in non-academic jobs in both the public and private sector. Visit <http://www.polsci.ucsb.edu/graduate/placements> to see a list of our recent placements.



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# The M.A. Degree



The M.A. degree at UCSB is not designed as a terminal professional degree, but as an interim step toward the Ph.D. degree. To earn the degree, an M.A. candidate must complete one of the two plans of study listed below (also see the section headed “Seminars,” page 4). Most students progressing towards the Ph.D. degree will earn their M.A. through the Comprehensive Examination Plan.

## Thesis Plan

Under this plan, a candidate completes at least nine regular courses (36 units) and one PS 598 course (Master’s Thesis Research and Preparation), and then submits an M.A. thesis. At least six of the nine courses (24 units) must be in regular graduate seminars in political science. The additional three courses may include upper-division undergraduate courses (subject to prior approval by the Graduate Advisor), or up to two graduate reading courses in political science (PS 596, subject to prior approval by the Graduate Advisor), or graduate or upper-division undergraduate courses in a related discipline approved by the Graduate Advisor. In taking an undergraduate course, an M.A. candidate is expected to undertake additional work to be assigned by the instructor. Candidates must distribute their course work so that they take at least three courses each from any three fields of political science (note that some fields have specific course requirements).

The thesis itself is a major scholarly undertaking reflecting extensive research and original analysis. It is

prepared under the supervision of a faculty committee with which the candidate is expected to work closely. The supervising committee must judge the thesis to be of passing quality before the candidate can attain the M.A. degree. In addition to determining whether or not the thesis is passable, the supervising committee shall make a consensus recommendation about admission to the Ph.D. program in all cases, independent of the student’s current intent to continue or not, when the thesis is completed.

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# Comprehensive Examination Plan

Under this plan, a candidate must complete ten regular courses (40 units of course work). At least seven of the ten courses must be in regular graduate seminars in political science. The additional three courses may include upper-division undergraduate courses (subject to prior approval by the Graduate Advisor), or up to two graduate reading courses in political science (PS 596, subject to prior approval by the Graduate Advisor), or graduate or upper-division undergraduate courses in a related discipline approved by the Graduate Advisor. In taking an undergraduate course, an M.A. candidate is expected to undertake additional work to be assigned by the instructor.

Candidates must also show mastery of one of the traditional sub-fields in political science or a special approved sub-field. This may be done by either passing a written comprehensive examination, or completing a passing field paper. Field papers are comprehensive, critical reviews of the literature in a sub-field. Note that in order to advance to Ph.D. candidacy candidates must either pass two comprehensive exams, or pass one exam and write one passing field paper, while the M.A. can be attained with just one of these qualifications. Both exams and field papers are graded on the following scale: Distinction, High Pass, Pass, Not Passing, or Fail. The candidate must receive a grade of Pass or above in order to attain the M.A. degree. In addition to assigning an overall grade for the performance, the examining faculty shall make a consensus recommendation about admission to the Ph.D. program in all cases, independent of the student's current intent to continue or not.

Candidates must distribute their course work so that they take at least four courses in the exam field or, if they are pursuing the field paper option, four courses in the field that is serving as the basis for their field paper. They must also take three seminars in any two fields of political science (note that some fields have specific course requirements).



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# Policies

## Standards of Scholarship

Only regular upper-division and graduate courses in which a student earns grades of A, B, C, or S may be counted in satisfaction of the unit requirements for graduate degrees under university-wide rules. In courses specifically required for the Political Science graduate program, a grade of A or B must be earned and the Graduate Division requires that students maintain a GPA above 3.0. The Department considers a grade of B+ to signal need for improvement, and a grade of B or worse signals that a student's work is substantially below expectations for success in the program. Excessive incompletes also signal that a student's work is substantially below expectations. The Graduate Division will not allow any student with an incomplete/no grade on his or her record to receive an M.A. or a Ph.D.

Students showing signs of academic problems should discuss their programs with the Graduate Advisor. In some cases, students may be asked to prepare written statements to indicate how they will resolve their incompletes or other academic problems.

## Grievances

The Department is committed to resolving problems as quickly and amicably as possible. If a student has a complaint about the graduate program or any faculty, staff or other graduate student, he or she may do one of the following. 1) Talk to one of the PSGSA Leadership. The information discussed in this confidential meeting will (upon request) be anonymously conveyed to the Graduate Advisor, who will try to resolve the issue. 2) Give a written statement explaining the grievance to the Department Chair and Vice Chair, who will act as the Department grievance committee. If the complaint is about either of those two people, the Graduate Advisor will replace the subject of the grievance. The committee will inform the subject of the complaint and seek to resolve it informally.

Alternatively, students have the right to make formal complaints with a variety of administrative agencies. Students should contact the [Graduate Division](#) or the [University Ombudsman's Office](#) for details.

*more...*

# Leave of Absence

Students are required to register continuously. The Graduate Division will grant leaves of absence on a quarter by quarter basis for up to one year for the following categories only:

1. Medical/health difficulties
2. Pregnancy and/or parenting needs
3. Family emergencies
4. Military duties
5. Research leave
6. Filing fee quarter

More information about Graduate Division's leave policies is available at <http://www.graddiv.ucsb.edu/academic/forms-petitions/leave-of-absence>.

A student completing a terminal M.A. may turn in the thesis or take the comprehensive examination, assuming all course work has been completed, and pay only the filing fee. The filing fee terminates graduate standing at the time of payment.

A student who does not take a leave of absence or who fails to pay fees and to register by the third week of the quarter loses student status. Students who have a break in registration must petition for reinstatement. The request may be reviewed by the Department with the same attention as an application. Reinstatement to the program is not guaranteed.

In general, foreign students are not allowed to take leave until they have either advanced to candidacy for the Ph.D. or completed their course work and need to work on a master's thesis or study for the master's comprehensive examinations. For visa purposes they are not supposed to take leaves for personal or financial reasons if they stay in the U.S. for the duration of the leave. Foreign students who do not register jeopardize their visas if they fail to get an approved leave of absence.

## In Absentia Petition and Requirements

Graduate students whose research or study requires them to remain outside California for the duration of a full quarter can take advantage of in absentia registration. The research or study must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of California. This includes students holding a fellowship, internship, or having a graduate student researcher appointment. Students who are approved for in absentia registration will receive a reduction of 85% of the combined registration, educational, and campus fees. Other fees, notably the nonresident tuition and graduate student health insurance fees remain unchanged.

Doctoral students must have advanced to candidacy by the time in absentia status would begin. Doctoral students may be granted up to two years, with the second year requiring special approval by the Graduate Dean. Master's students must have completed one year of coursework by the time in absentia status would begin. Master's students may be granted up to one year in absentia registration. Please consult the Graduate Division Policies and Procedures Handbook for the petition procedures.





## Tuition, Fees, and Residency

There are two types of fees at UC Santa Barbara. One is a combination of miscellaneous fees, which all graduate students must pay. The other is the non-resident tuition fee, which non-residents must also pay. A student who is either a U.S. citizen or a resident alien who has established residence in California for at least one year immediately preceding his or her enrollment at the University and can show financial independence from parents who reside outside the state for the three years previous to enrollment, may petition to be classified as a resident for tuition purposes. If the petition is approved, the student pays only the miscellaneous fees.

A student must also prove his/her intent to remain a resident of California. Even if a student has worked, studied and paid taxes in the State for over a year, he/she may be required to pay non-resident tuition if the registrar can establish that s/he intends to leave the state after receiving a degree. Establishing intent to reside in California upon arrival in the state is essential. Intent to remain in California will be evidenced by taking as many of the following actions as possible:

1. Registration to vote in California, and to actually vote
2. Use of a California permanent address
3. Employment in California
4. California vehicle registration
5. Possession of a California driver's license
6. Lease or rental agreement for more than one academic year
7. Continuous presence in California, through summer months
8. Payment and filing of California income taxes



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# Tuition, Fees, and Residency - *continued*

9. Savings and/or checking account in California
10. Membership in service or social club
11. Licensing for professional practice
12. Buying property or establishing a business in California

The “intent” clause is not necessarily satisfied by evidence that one intends to stay; any evidence to the contrary could adversely affect one’s residency status. Foreign students often have a difficult time in establishing intent to stay. To apply for residency one must fill out the appropriate form provided by the [Registrar’s Office](#).

*Any question regarding residency should be directed to the [Office of the Registrar](#) at (805) 893-3033.*

# Financial Aid



Financing of the graduate career is primarily the student's responsibility. The Department provides a modest level of support for five years. All domestic students and permanent residents who wish to be considered for any type of financial support are required to file the [FAFSA \(Free Application for Federal Student Aid\) form](#) and provide the Financial Aid Office with any supplemental information they request. While merit-based fellowships are awarded regardless of financial need, filing of the FAFSA form is still required of all U.S. citizens and permanent residents.

Students must register continuously for all regular quarter sessions until advancing to candidacy. Students who are neither registered nor on an approved leave of absence lose all status and privileges as students including guarantees made by the Department for continued funding.

## Central Campus Fellowships

Funds are awarded on the basis of merit and promise of productive scholarship. Types of university awards and funding sources include centrally administered fellowships, department and campus gift and endowment funds, and departmental block grants. Fellowship funds could provide payment of any of the following: tuition and fees, health insurance, non-resident supplemental tuition, and stipend. A fellowship is any payment to a student that is not salary or direct reimbursement for out-of-pocket expenses such as travel costs. All fellowships must be processed and disbursed by the Graduate Division.

Except for a selection of continuing fellowships, graduate students do not apply directly for central campus fellowships. Central fellowship awards are based on nomination by departments and selection by a central faculty fellowship committee. Departments may also award department-specific fellowships to incoming students based on their application materials or to continuing students based on nomination. Please contact your department's Staff Graduate Program Advisor or Graduate Advisor for information about fellowships available to you.

Continuing graduate students may apply directly to the following central awards described in detail at: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>. Applications are typically due in March for the following academic year.

- Broida-Hirschfelder Dissertation Awards
- Brython Davis Graduate Fellowship
- Olivia Long Converse Graduate Fellowship
- James D. Kline Fund for International Studies Award
- Humanities/Social Science Research Grant

## Extramural Funding

There is a variety of extramural funding available to graduate students including academic fellowships, dissertation research grants, conference support, postdoctoral fellowships, and more. Besides the potential for substantial funding, the process of applying for fellowships is valuable professional training. The resources at <http://www.graddiv.ucsb.edu/financial/extramural-funding> will help you find and apply for these funding sources.

## Other Campus Fellowships and Funding

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Many campus centers and departments offer funding specifically for UCSB graduate students. Please see the relevant websites for the most up-to-date information, full application materials, deadlines, and summary details at: <http://www.graddiv.ucsb.edu/financial/other-ucsb-fellowships>. Awards include:

- Academic Senate Doctoral Student Travel Grant
- Chicano Studies Institute Dissertation Grants
- CNS Graduate Fellowships - Humanities and Social Science
- Coastal Fund
- Graduate Students Association Childcare Grant
- Graduate Student Association Conference Travel Grant
- Institute for Social, Behavioral and Economic Research (ISBER) Graduate Research Award for Social Science Surveys (GRASSS)
- Interdisciplinary Humanities Center Pre-doctoral Fellowships
- Interdisciplinary Humanities Center Graduate Collaborative Awards
- Interdisciplinary Humanities Center UC Graduate Fellows in the Humanities
- Technology Management Program Young Innovator Scholar
- The Green Initiative Fund
- Steve and Barbara Mendell Graduate Fellowship in Cultural Literacy

## UC Fellowships and Funding

Many fellowships and other funding from the University of California and affiliated research units are available specifically for UC graduate students. Summary details are available at: <http://www.graddiv.ucsb.edu/financial/uc-fellowships> - please see the relevant websites for the most up-to-date information, full application materials, and deadlines. Participating units include:

- Center for U.S.-Mexican Studies (USMEX)
- Institute for European Studies
- Natural Reserve System
- UC Humanities Research Institute
- UC MEXUS

## Loans and Grants

UCSB participates in the Federal Direct Loan program, whose information is available at: <https://www.finaid.ucsb.edu/loans?filter=graduate>. Funds for Direct Loans are provided by the U.S. government directly to students. These loans have low interest rates and do not require credit checks or collateral. Direct loans also provide a variety of deferment options and extended repayment. We strongly encourage students to use the Financial Awareness Counseling available through the Department of Education's student loans site (see link above). Loan programs include:

- Federal Direct Student Loan
- Graduate PLUS Loan
- Private Loans
- Short Term Emergency Loan
- Teaching Assistant (TA) Loans
- Deferment and Forbearance

# Employment

## Teaching Assistantships

The College of Letters and Science distributes to departments an annual allocation of Teaching Assistantships, which the Department provides to students. Financial aid packages typically include two Teaching Assistantships per year, except in cases where fellowships provide support. Occasionally students may be offered a third Teaching Assistantship, based on performance and curricular needs. In determining performance, the Department considers grade point averages, applicants' records of scholarly achievement, and proven performance as classroom instructors, based in part on teaching evaluations. Offers of TAs are typically made at the time of admission.



All incoming graduate students are required to enroll in our TA Training seminar (PS 501) in their first year. Foreign students granted Teaching Assistantships will be asked to demonstrate oral competency in English before a panel consisting of representatives from the English for Multilingual Students (EMS) program and the Graduate Division, and a Political Science faculty member. For this examination, students must prepare an oral presentation on a topic of their choice and respond to questions from the panel.

Assignments to specific classes are typically announced during the quarter prior to when the student is serving as a TA. Graduate students may also seek other means of support from both within the Department and outside. For example, there are a number of interdisciplinary programs on campus that hire political science graduate students to serve as Teaching Assistants for their courses. These programs include Black Studies, Chicano Studies, Environmental Studies, Global and International Studies, Feminist Studies, and Film Studies. Students should contact these programs directly the quarter prior to entering the program. Application deadlines are usually in April/May.

## Research Assistantships

Usually a few Research Assistant positions become available each year as individual faculty members receive research funding. Interested students should apply directly to the faculty members concerned. Check also with the Staff Graduate Advisor for information about Research Assistant positions or other employment opportunities.

## Graduate Readers

Graduate students are recruited by individual faculty members and appointed each year to help with reading and grading in undergraduate courses. You may contact the Staff Graduate Program Advisor for information. Faculty make their selections each quarter in light of class enrollment and availability of individual graduate students.

## Teaching Associateships

A few students who have been advanced to candidacy in the Ph.D. program may be appointed as Teaching Associates to teach certain undergraduate courses. These appointments are made in order to fill gaps in the undergraduate curriculum, which arise, for example, when members of the faculty take administrative posts. Interested students should consult the Chair or Vice Chair of the Department.

## Foreign Student Employment

A small number of graduate non-immigrant foreign students are allowed to engage in part-time, off-campus jobs, which require a work permit from the Immigration and Naturalization Service *more...*

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(with the exception of “J” visa holders, in which case permission to work on or off-campus is issued by the sponsor). It is unlikely that the Immigration Service will authorize off-campus employment at all during the first academic year in the United States. In addition, part-time job opportunities are extremely limited.

## Employment Policy

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,<sup>1</sup> physical or mental disability (actual or perceived), medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).<sup>2</sup> This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. Individuals protected by this policy also include persons who assist someone with a complaint of discrimination or harassment, or participate in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation may include threats, intimidation, reprisals, and/or adverse actions related to employment.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of unlawful harassment. Every member of the University community should be aware that the University will not tolerate sexual harassment, and that such behavior is prohibited by both University policy and state and federal law.

The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Inquiries regarding the University’s employment nondiscrimination and sexual harassment policy may be directed to: The Office of Equal Opportunity & Sexual Harassment/Title IX Compliance, University of California, 3217 Phelps Hall, Santa Barbara, CA 93106-2060; telephone (805) 893-5410.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective and current students are entitled to request and receive a copy of the security report of any university or college campus. A copy of the UCSB report is available online as an Annual Report on the resources page of the UCSB Police website (<https://www.police.ucsb.edu/resources/useful-links>).

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<sup>1</sup>Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup>As defined by the Uniformed Services Employment and Reemployment Rights Act of 1994.

# Housing

## On-Campus Housing

One should plan to sign up for university housing as soon as admission is confirmed or at least six months prior to the beginning of fall quarter. University-owned housing of varying types is available to graduate students. The webpage for Community Housing Services can be found at:

<http://www.housing.ucsb.edu/community-housing-services-general-information>.



### Graduate Apartments

#### San Clemente Villages

Campus: Storke

Units: 316 apartments

Style: Three quads of 3-story buildings

Single graduate students are eligible to rent furnished apartments in the San Clemente Graduate Housing complex.



### Family Student Apartments

#### Storke

Campus: Storke

Units: 342 Apartments

Style: 1 to 3-story buildings

Family Student Housing is available in the University-owned Storke Apartments and West Campus Apartments (single parents and unmarried partners are also eligible).

#### West Campus

Campus: West Campus

Units: 250 Apartments

Style: 2-story buildings

The *Orfalea Family Children's Center*, located on West Campus, and the *University Children's Center*, located in the Student Resource Building, provide child care for student, staff and faculty families within the University community. For more information visit:

- <https://childrenscenter.sa.ucsb.edu/> or
- <http://childcare.sa.ucsb.edu/EarlyCare/Orfalea.aspx>

## Off-Campus Housing

The campus Community Housing Office provides lists of all types of housing (on-campus, off campus, houses, apartments, rooms in Isla Vista, Goleta, and Santa Barbara). Visit the University & Community Housing Services Rental Listing page for information: <https://rentallistings.housing.ucsb.edu/>

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# Transportation



Daily campus parking permits on campus are available for purchase, but students living within two miles of the campus may not buy them. If you drive frequently, you'll want a parking permit. One can be purchased for the academic year or for the entire year. Contact the Transportation and Parking Services Office at (805) 893-2346 for information, or visit their website, <http://www.tps.ucsb.edu/>.

The Metropolitan Transit District (MTD) runs the local bus system. The bus service is frequent and can take you almost anywhere you want to go within the bounds of Isla Vista, Goleta, and Santa Barbara. **During the academic year, there is no fee for registered students.** Schedules can be picked up in the Community Housing Office, in the Library, on the buses, or in the bus terminal in Santa Barbara (downtown at Chapala and Carrillo).

There is a bike path throughout the campus, and from the campus to the university-owned apartment complexes. The city-county bike routes run throughout Santa Barbara. There is plenty of space provided on campus for parking bicycles--a good chain and lock are essential. It is a good idea to register your bicycle with the Community Service Organization in case your bicycle gets lost or stolen.



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