Department of Sociology
Graduate Program
Handbook and Guidelines
2017–2018

The Graduate Program Office
Department of Sociology Graduate Program
University of California, Santa Barbara
August 2017
Dear Student,

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

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

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

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

If you need these materials in an alternative format, or if you have other special needs, please contact the Graduate Program Office, Social Sciences and Media Studies 3117, (805) 893-3328.
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Welcome all new graduate students! These student guidelines, along with the Graduate Division’s Graduate Handbook, are intended to make your life as a graduate student easier by providing information on academic policy, financial support, and other opportunities in the Sociology Department and at UCSB.

Sociology Department

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

The Department of Sociology stresses diversity and innovation in its approach to research and learning. Consisting of 33 faculty, 70 graduate students, and 1200 undergraduate sociology majors, the department seeks to be a center of rigorous, sophisticated, and inspired searches for knowledge of social life.

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

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

Campus and Community

www.ucsb.edu

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

While UCSB’s physical environment is stunning, it is the conjunction of the natural environment and the learning environment that makes the campus unique. With about 23,000 students, 20,000 undergraduates and 3,000 graduates, and 1,100 faculty members, UCSB is large enough to offer the educational resources and research facilities of a world-class institution, but small enough to foster close relationships among faculty and students. The campus is home to eleven national research centers and two professional schools, and has received a prestigious Research I ranking
as one of American's top institutions by the Carnegie Foundation for the Advancement of Teaching. Nearly half of UCSB's academic departments and programs are ranked among the top 20 in the U.S. Because of these rankings and other indicators of academic excellence, UCSB is an elected member of the Association of American Universities (AAU), placing it among 61 leading institutions of higher learning in the U.S. and Canada.

### Excellence and Diversity

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

### The Graduate Program Office

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

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

### Student Mailboxes

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

### Sociology Graduate Photo Board

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

### E-Mail Address

We will use your UCSB u-mail account as our primary way of contacting you and sending out important announcements and information. Please make sure to check your u-mail account
regularly. To ensure that you receive e-mails sent from our department, please clean out your e-mail account periodically to prevent bounced or undeliverable e-mails. A complete list of our current graduate student e-mail addresses are posted directly outside the Undergraduate Affairs Office.

**Address & Contact Information**

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

**Sociology List Serves**

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

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

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**The Sociology Department - Main Office**

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

**Key Policy**

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

**Business Cards**

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

**Copies and Printing**

Copy machines are available to everyone for scanning purposes. Instructor's and TA's may make copies for the course they are teaching, but we encourage the use of GauchoSpace to conserve resources.
Enrolled students are allotted 200 black-and-white prints per quarter to use for their academic printing needs at any of the three PrintSpot locations. We also have a printer in the Grad Lounge that can be used for research related work, although there is a limit to the number of toners allocated to this printer per year.

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

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

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

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

**Drop Off Box**
If students need to hand deliver mail to you they can bring it to your mailbox in SS & MS 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 1100 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**
Also in the main office is the Student Pick-Up Box. 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 the University asks that you not leave corrected exams or assignments in boxes in the hallway, and likewise, you may not post grades.

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

**TA Office Hours**

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

**TA Telephones and Message Number**

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

**Classroom – Review Session**

If you need to schedule a room for a review session, use the following link: [https://registrar.sa.ucsb.edu/RoomRequest.aspx](https://registrar.sa.ucsb.edu/RoomRequest.aspx). If you would like to use one of our department rooms, contact the front desk coordinator or undergraduate advisor.

**Graduate Student Resource**

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

**Evaluations**

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

**Syllabi**

We keep archives of the syllabi from courses taught in our department. You may find them of use when, or if you are asked to teach a course. If you would like to review our archives of syllabi, please go to the main office. You may make photocopies as needed however, we ask that you be extremely careful not to lose or misfile them, as we do not have back-up copies. When you are hired to teach a course for the Sociology Department, you will be asked to provide a copy of your syllabus to be included in our library of archives.
Letters of Recommendation
Limited assistance is available to Sociology faculty who write letters of recommendation for our graduate students when they are on the job market. When you get close to that time, please consult with the main office to obtain information of the procedures; we can process only a limited number of letters. (Most faculty print their own, and there is also a service offered through UCSB Career Services). For more information, please visit: http://career.ucsb.edu/rls/index.html

Sociology Conference Room Reservations
The Sociology staff will be happy to assist you to reserve the sociology conference room (SS & MS 3017). Please contact the Graduate Program Advisor to reserve a room for your thesis or dissertation defense exams.

Involved in Human Subjects Research?
Please contact the faculty mentor who is supervising your research and request an ‘associate’ account for ORahs, the online human subjects application. Directions for issuing accounts can be found at ORahs Tutorials: http://www.research.ucsb.edu/students/graduate-students/

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

Timecards
All students on hourly appointments in the Sociology Department must submit a timesheet to the Financial Assistant. You are notified by e-mail of your deposit transaction on the 1st of the month. If you wish to not have direct deposit and a manual check is generated please speak with the Financial Assistant. When direct deposit is not used, a check may be picked up at our main office, also on the 1st of the month. Your signature is required and please be prepared to show identification.

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

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

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

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

Faculty Advisors and the Advising Process

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

The First Year Faculty Mentor
A student’s First Year Faculty Mentor plays a key role at the beginning of the student’s graduate career. The First Year Faculty Mentor guides and assists the student through 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 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. Should you wish to change your mentor to another faculty member, you may do so without prejudice. However, it is customary to wait and work with your mentor for the first year before requesting a change. Some students ask their First Year Faculty Mentor to serve as the chair of their MA thesis committee and/or the dissertation committee. Other students ask other faculty members to serve as the committee chair for their MA thesis or dissertation. Neither faculty nor graduate students should feel that they need to continue to work with one another after the first year.
Students who enter the graduate program should formally nominate a committee chair by the end of their first year and are required to do so by the end of their fifth quarter at UCSB. The MA committee chair, followed by the dissertation committee chair, becomes the student’s major research advisor.

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

**Sociology Director of Graduate Studies**

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

**Graduate Program and Admissions Committee**

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

**Annual Reviews**

Graduate students are reviewed annually by the Director of Graduate Studies and the Graduate Program and Admissions Committee. Each year graduate students and their faculty advisor complete an evaluation form that reports progress to-date and future plans in all facets of the professional development of the student, including but not exclusively progress on coursework, the MA thesis, the qualifying exams, and the dissertation. A copy of this report is filed with the Graduate Program Office.
Graduate Program Requirements and Policies

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

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

Master’s Requirements

All students are required to complete 44 graduate units selected in consultation with the student's faculty advisor and the Director of Graduate Studies (DGS). Core requirements include courses in theory, research methods, and professional development. All required core and elective seminar courses except for Soc. 290A must be taken for a letter grade and passed with a grade of “B” or better. Soc. 290A must be satisfactorily passed. The following courses are to be completed in the first year: Soc 205 A,B; 207 A,B,C; 290A.

CORE COURSE REQUIREMENTS:

Theory (three courses required)
- Sociology 207A
- Sociology 207B
- Sociology 207C

Methods (four courses required)

a) Quantitative Analysis (two courses required)
- Sociology 205A
- Sociology 205B

b) Qualitative (two courses required from the following list)
- Sociology 211A and 211B - Field Research
- Sociology 212A and 212B - Comparative-Historical Sociology
- Sociology 212R - Intro to the Analysis of Recorded Interaction
- Sociology 212F - Feminist Research Methods
- Sociology 213 – The Practice of Critical Ethnography
- Sociology 236I – Analysis of Interaction in Institutional Settings
- Sociology 236V - Video Study of Social Interaction
- Sociology 248MA - Social Network Analysis
Professional Development Seminar

- Sociology 290A

REQUIRED SEMINAR ELECTIVES (3 courses required)

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

COMPREHENSIVE EXAMINATION

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

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

MA From Another Institution

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

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

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

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

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

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

DOCTORAL REQUIREMENTS

The PhD requires 20 additional units of coursework beyond those required for the MA, including Soc. 290B, Logics of Inquiry and three seminars to fulfill the Comprehensive Exam One seminars. All required courses except for Soc. 290B must be taken for a letter grade and passed with a grade of “B” or better. Soc. 290B must be satisfactorily passed. In addition, PhD students are required to teach a minimum of 4 quarters either as a TA or Teaching Associate during which time they should also enroll in Soc. 501.

Professional Development Seminar

- Sociology 290B

Logics of Inquiry

- Sociology 203

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

Some examples of area seminars are (partial list):

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

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

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

PhD QUALIFYING EXAM 2 – Comprehensive Area Paper

- Qualifying Area Exam Paper. The student demonstrates current knowledge of some aspect of the dissertation research field by completing a comprehensive paper. Comprehensive paper topics must be approved by the Chair of the dissertation committee. Each comprehensive area exam paper must have two readers which typically includes the dissertation chair and another faculty member selected by the student and approved by the dissertation chair. When approved by both faculty, the comprehensive area paper is filed in the Graduate Program Office.

Advancement to Candidacy for the PhD

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

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

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

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

Please refer to Graduate Division’s Graduate Handbook for specific University requirements in regard to Doctoral Committees and Doctoral Advancement.
The Dissertation
The doctoral dissertation must be an original work based on independent research in the candidate’s field of specialization. The student’s research topic and plan must be approved by the student’s doctoral committee, which reviews and approves the dissertation proposal. The dissertation must meet the formatting and filing requirements of the Graduate Division and conform to norms of the field and requirements affecting content. The student will need to send the Graduate Program Advisor an email to confirm the Doctoral committee members and provide them with the dissertation title for preparation of the PhD Form III that is required to be turned in to Graduate Division upon filing. For details, consult the Graduate Division publication “Guide to Filing Theses and Dissertations” at UCSB available online at: http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document.

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

Academic Residence
https://my.sa.ucsb.edu/catalog/Current/GraduateEducation/AcademicResidence.aspx
For reclassification as a California resident see http://registrar.sa.ucsb.edu/residenc.aspx.

Academic Standards of Scholarship
To remain in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, all students must demonstrate acceptable progress toward degree completion. This entails the satisfactory completion of all coursework and other degree requirements in a timely fashion. This criteria applies to eligibility of various funding sources and employment including many fellowships and teaching assistant positions.

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

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

Conflict of Interest Policy

Please note that part of nominating both your Master’s and Doctoral committees also requires signing an agreement about the University’s conflict of interest policy. For further information about this subject, please review the portion of the Graduate Student Handbook available on the Graduate Division’s website http://www.graddiv.ucsb.edu/handbook. The information can also be found at: http://www.graddiv.ucsb.edu/academic/conflict-of-interest.
Foreign Language Requirements
The Sociology Graduate Program does not have a foreign language requirement.

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

Department and/or program requirements may change during the course of a student’s graduate career. If degree requirements change, students are usually given the option of continuing under the original program or changing to the revised curriculum depending on which alternative appears more appropriate for their interests. It is important that students notify the Graduate Program Office if choosing to follow new requirements.

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

Degree Time Limits & Normative Time
The University has set time limits for completion of the master’s and doctoral degrees. Students who exceed either degree deadline must petition for an extension of the degree deadline and prove they are current in the scholarship of their chosen field. The University time limits are:

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

Time to degree is the number of years considered to be reasonable by the faculty of an individual department for completion of the doctorate by a full-time student in that program. Time to degree varies by department and is measured from the time a student begins graduate study at any level at UCSB. The time to degree to complete a doctorate in the Sociology Graduate Program is seven (7) years. Please see http://www.graddiv.ucsb.edu/academic/time-to-degree/doctoral-ttd-post-f10.
Fee Status for Graduate Degree Awards
The University requires graduate students to be in a fee relationship with the University the quarter they wish to have a graduate degree awarded. Students have an option of enrolling the quarter of degree completion, or using the filing fee leave of absence. http://www.graddiv.ucsb.edu/academic/forms-petitions

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

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

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

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

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

The Black Studies Department has launched the Black Studies Emphasis (BSE) in the departments of History, Sociology, and Chicana and Chicano Studies in the College of Letters and Science, and the department of Education in the Gevirtz Graduate School of Education. Faculties in these units routinely work together exchanging scholarly perspectives, launching interdisciplinary projects, and training graduate students. The BSE builds on our university’s great strengths in Race Studies, Comparative Ethnicity, and the Black experience, and positions UCSB as a leader in Black Studies and Social Justice research and pedagogy.

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

Interdisciplinary Emphasis in Demography

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

Contact Professor Maria Charles: mcharles@soc.ucsb.edu

Interdisciplinary Emphasis in Environment and Society

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

Contact Administrative Advisor, Martin Rodriguez, at mrodriguez@es.ucsb.edu.

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://www.qmss.ucsb.edu/

Interdisciplinary Emphasis in Technology and Society

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

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

**Changing Degree Objective or Emphasis**

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

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

1) After discussing the possibility of a change with your faculty advisor, obtain a Change of Degree Status Petition from the Graduate Division (3117 Cheadle Hall) or http://www.graddiv.ucsb.edu/academic/forms-petitions

2) Bring completed form to Graduate Program Advisor to route for Director of Graduate Studies signature.

3) Obtain additional signature (if needed) and pay fee at the Cashier’s Office (1212 SAAS Building), submit petition to Graduate Division (3117 Cheadle Hall).

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

Continuous registration is expected of all graduate students. Enrollment means registering for the proper course load approved by your faculty advisor and paying all fees due to your billing and accounts receivable (BA/RC) bill in accordance with the dates published in the quarterly Schedule of Classes. You must also pay mandatory graduate student health insurance (GHI) each quarter. If you have comparable coverage through an outside source, you should seek a waiver of the mandatory GHI from the Student Health Service http://studenthealth.sa.ucsb.edu/gaucho-health-insurance.

The normal course load for graduate students is 12 units (8-12 units is considered full-time) per quarter, which may include units for independent studies. Registering in at least 8 units per quarter will enable you to be eligible for many campus and extramural benefits and services – e.g., to have academic apprentice appointments (TA or GSR), to qualify for various types of financial aid, and to be eligible for student housing. There are no reduced fees for graduate students taking a reduced course load. Please refer to the Academic Residence section for additional information.
Registration using Gaucho On-Line Data (GOLD)

Students should obtain their registration appointment days and times by using GOLD, accessible here https://my.sa.ucsb.edu/gold/login.aspx. Every graduate student must enroll each quarter according to deadlines posted on the Registrar’s website. The enrollment process must include on-line (GOLD) registration for courses, and payment of fees and all other outstanding financial obligations. Each step must be completed at a specific time or a $50 late fee will be assessed. Any questions regarding the registration process should be directed to the Graduate Program Office.

Schedule Adjustment

Graduate students use the on-line Gaucho On-Line Data (GOLD) to make schedule adjustments prior to and at the beginning of the quarters. However, students must file a petition to add or drop classes or to change grading options once GOLD deadlines have passed. Please refer to the Office of the Registrar quarterly schedule for the exact date each quarter when the petition requirements begin. There is a fee for each schedule adjustment made after the fifth day of instruction, whether it was accomplished by means of the GOLD or petition. Petitions require the review and signature of the course instructor and the Director of Graduate Studies. In some cases, an additional signature of the Dean of Graduate Division is required. Check with the Graduate Program Office for information.

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

Transferring and Substituting or Waiving Courses

If a student enters UCSB with a graduate degree awarded from another institution, none of those units can be transferred to the UCSB transcript (the courses count as being used to obtain a degree already). 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 be transferred to the UCSB transcript. Students must complete one graduate quarter at UCSB before they may petition to transfer units.

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

Students should always consult with and obtain their committee chair’s (MA or PhD) approval before beginning the substitution or waiver process. The Director of Graduate Studies will review and approve all requests for substitutions and/or waiver of courses. A Substitution/Waiver Form may be obtained from the Graduate Program Office, 3117 SS & MS. After the Substitution/Waiver Form is completed the form comes back to the Graduate Program Office to be reviewed and placed in the student’s academic file for documentation purposes once a decision has been made.
Please refer to Graduate Division’s Graduate Handbook for specific policy in regard to the Transfer of Credit, Transferring Units from Concurrent Enrollment or EAP, and Extension Credit.

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

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

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

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

Students who are neither enrolled nor on approved leave for a particular quarter are considered to have lapsed their status as a graduate student. Students who lapse status relinquish virtually all student privileges.

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

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

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

Students seeking to reinstate who have exceeded one or more of the time-to-degree requirements must formulate a plan and detailed timetable for completion of the relevant degree requirement. This includes students who have yet to advance to candidacy and/or complete the master’s degree within the four years allowed, or who have not completed the doctorate within the seven years allowed. In some cases, students who have been unregistered for a long period of time may be required to re-do one or both doctoral qualifying examinations following reinstatement to prove currency in the field.

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

Please refer to Graduate Division’s Graduate Handbook for detailed description University policy.

In Absentia Registration

In absentia registration may be approved for one to three quarters for students pursing graduate study or research outside the State of California. In absentia registration entitles the students to a significant reduction in the registration fee. Other fees, such as the education fee and out-of-state tuition, remain unaffected. To apply for the in absentia fee reduction, please see https://www.graddiv.ucsb.edu/academic/forms-petitions

Please refer to Graduate Division’s Graduate Handbook for detailed University policy.

Taking Care of Your Transcript

Satisfactory/Unsatisfactory & Pass/No Pass Grading

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

Incomplete Grades, No Grades and No Records

The Graduate Division monitors student records to ensure that students do not accumulate excessive incomplete grades, no grades, or no records. Graduate students who have accumulated 12 or more units of unfinished coursework are considered to be making insufficient progress toward the degree and will be sent a warning letter. With repeated occurrences of excessive unfinished coursework, students are placed on academic probation and are subject to dismissal.

Students must file an Incomplete Petition with the Office of the Registrar prior to the last day of the quarter to receive an Incomplete grade. If this petition is not on file, and an instructor submits an Incomplete, the Registrars’ computer will enter the grade as “F” or “U”.

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

After the coursework has been completed it is responsibility of the student to inform the instructor of record. If the student needs to extend an Incomplete, s/he should inform the Graduate Program Office who, upon approval from the course instructor, will submit an Incomplete Grade Extension Petition to the Registrar’s Office.

Please refer to Graduate Division’s Graduate Handbook for additional information.
Repetition of Courses
With departmental permission, graduate students may repeat a course to attempt to earn a better grade. Students who succeed in earning a better grade may attempt to retroactively drop the first effort via petition.

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

Seminar and/or Independent Research Study Courses
It is important that students keep copies of syllabi from all seminar and/or independent research study courses (e.g., SOC 596, SOC 294). Transcripts will not reflect the specific topic of the seminar or independent research study course, but will have a generic title. It is important that students retain copies of the course syllabi.

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<th>Funding Information</th>
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<td>UCSB provides three main types of support for graduate students: merit-based, need-based, and graduate academic appointments (e.g., Teaching Assistantships, Teaching Associateships and Graduate Student Researcher (GSR), which may include certain benefits of employment). In addition, students may seek employment as described later.</td>
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All U.S citizens and permanent resident graduate students at UCSB are required to file the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial support. The FAFSA is available at www.fafsa.ed.gov. 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. For incoming students to be eligible for fellowships and teaching assistantships, a complete application must be received by DECEMBER 1. 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 to any university. Information about these may be obtained by writing directly to individual agencies and foundations. Your university financial aid office may be able to advise you about other extramural sources. In addition, the UCSB Graduate Division maintains a website for funding sources.

Non-resident applications received by December 1 are automatically considered for the limited number of out-of-state fellowships. No separate application is required. These fellowships are awarded on the basis of exceptional academic excellence, and they may be awarded separately or occasionally in conjunction with a teaching assistantship.
For continuing students, a variety of fellowships are available, many of which are awarded through an annual campus-wide competition. Continuing student fellowships are awarded on the basis of academic merit, financial need, scholarly achievement, and promise. To be eligible, students must be enrolled in full-time program of study and must have filed the Free Application for Federal Student Aid (FAFSA). Some fellowships are restricted to doctoral candidates, while others are awarded to both master’s and doctoral students. In general, preference is given to doctoral or combined master/doctoral candidates. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well.

Each Winter quarter, the Sociology Graduate Program Office issues a request for applications for continuing fellowships from the graduate students. Completed applications are evaluated by the Graduate Program & Admissions Committee (GPAC) with the most competitive forwarded to Graduate Division for the campus-wide competition. Students are encouraged to visit the Financial Support section of the Sociology web site for information directly related to Sociology Graduate Students and Graduate Division’s web site for available central and external 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 and are within normative time, are maintaining a 3.0 GPA, and do not have any “I”, “NR” or “NG” grades.

Extramural Funding
Numerous governmental and private-sector fellowships are available to graduate students. Students can begin funding searches by signing up for an e-mail account, gaining access to the Internet and visiting the Graduate Division’s website located at www.graddiv.ucsb.edu. It provides links to financial support informationhttp://www.graddiv.ucsb.edu/financial/extramural-funding. The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development.

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

For information on any aspect of graduate student financial support, please see the Financial Support section of the Graduate Division’s web site: http://www.graddiv.ucsb.edu/financial. Information can also be found at www.finaid.ucsb.edu. To be eligible for departmental support and/or university fellowships, all domestic students must submit a FAFSA by March 2nd each year.
Departmental and Sociology Graduate Program Fellowships
The Sociology Graduate Program receives funds from Graduate Division that are used in a variety of ways to support incoming and continuing students.

Block Grants
Because departmental funds for fellowships are extremely limited, awards tend to be offered to incoming students with unusual promise and to continuing students with good academic promise who are not receiving any other form of university support. Please contact your Graduate Program Office for more information.

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

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

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

Employment - Teaching & Research
Teaching Assistant (TA) and Graduate Student Research (GSR) appointments are offered through the Department and the Sociology Graduate Program. Please refer to the Graduate Division’s Graduate Handbook for detailed descriptions of the TA and GSR appointment titles and benefits (Student Academic Apprenticeships). GSR appointments are, in most instances, arranged with individual faculty members.

Department of Sociology Teaching Assistant Assignment Procedures
Teaching Assistantships are assigned by the Director of Graduate Studies who considers the methodological and substantive requirements of the courses, graduate student preferences and faculty recommendations. Graduate students who are interested in employment as a Teaching Assistant are required to complete an application. There are annual calls for applications for all projected TA positions. TAships are allocated pending course enrollments, type of class and available funding. The following procedure is outlined below in making these appointments:
1. Students may apply for a Teaching Assistantship by completing a Teaching Assistant Preference Form/Application.

2. To be eligible for a Teaching Assistantship, students must meet basic criteria set forth in the University’s Academic Personnel Manual (APM410) and in the Red Binder. These include:
   - Registered graduate student in full-time residence, enrolled in at least 8 units
   - In good academic standing, including maintenance of minimum 3.0 GPA
   - Making appropriate progress to degree
   - Evidence of academic excellence and promise as a teacher

3. In addition, the sociology department requires that Teaching Assistants have fewer than 12 units of incomplete grades and no “F grades.

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

**Teaching Associateships**
Students who have received the MA or have advanced to Ph.D. candidacy and have at least one year of teaching experience as a Teaching Assistant are eligible to apply for temporary teaching associate positions. Teaching associates are the instructor of record for their course. Associateships are considered on an individual basis with the criteria being the candidate’s teaching skills and expertise in a specialized area.

**Policy on Teaching Assistant & Teaching Associateships Outside of Sociology**
Teaching Assistant and Associate positions outside of the Sociology department must be approved by the Director of Graduate Studies. In general, these appointments will not be approved until the teaching support needs of the sociology department have been met. The only exception to this policy will be situations where a graduate student has been asked to TA or teach in a department where s/he has applied for a graduate emphasis (e.g., Feminist Studies, Global & International Studies). In these cases and all others, the applications of students to work outside of the department will be considered on a case-by-case basis by the Director of Graduate Studies.

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

ASE Representation
Teaching Assistants, Associates, and Readers, as Academic Student Employees (ASE), are covered by bargaining agreement. Visit the following website for more information: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html. The department is committed to mentoring graduate student Teaching Assistants and Teaching Associates. If any questions arise regarding instructional issues, graduate students are encouraged to discuss these with the Faculty Instructor or Director of Graduate Studies.

Employment and Degree Programs
Graduate Students employed in Teaching Assistant or Graduate Student Researchers titles are considered first and foremost students with academic apprenticeships who need to make timely progress toward degree completion. Graduate Students are normally limited to a maximum of 50% time employment during the academic year. In exceptional cases students may apply for employment beyond the 50% limit. An exception to policy request must be approved prior to employment by the student’s advisor, the Department Chair and the Sociology Director of Graduate Studies. Please contact the Graduate Program Advisor for help requesting an exception to the employment policy.

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

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

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

Additional Employment Opportunities
Some opportunities exist for part-time work on campus. Many of these jobs relate to the students’ academic interests. For example, the Associated Students Notetaking Services hires graduate students to take lecture notes in a wide variety of classes. Contact (805) 893-3374. http://publications.as.ucsb.edu/notetaking-services/
The Campus Learning Assistance Services (CLAS) Program recruits graduate students as tutors, especially for introductory, methods, and statistics courses. Contact (805) 893-3269 http://clas.sa.ucsb.edu/contact

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

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

Student Organizations and Sources of Assistance

Graduate school can be a stressful time. You are encouraged to seek out activities that will add enjoyment and variety to your life. Kiosk (www.kiosk.ucsb.edu) is a good place to begin when you want a source book of things to do. When you need the help of a specific organization or center, there are many available to you at UCSB including: Sociology Graduate Students Association (SGSA), Graduate Students Association (GSA); Career Services; Counseling and Psychological Services (CAPS), Student Health Service; Physical Activities & Recreation and the Women, Gender, & Sexual Equity Center http://wgse.sa.ucsb.edu/.

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

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

Graduate Students Association http://www.ucsbgsa.org/

All graduate students are automatically members of the Graduate Students Association (GSA), the elected representative government for UCSB graduate students. The GSA works to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions; and (2) provide graduate students with information concerning decisions that are relevant to student life.

The GSA welcomes the participation of anyone who is interested in becoming involved. Involvement in the GSA provides a greater understanding of how the university operates, a chance to affect policy and thereby improve the lives of graduate students, and a way to meet people outside of your department. There are several ways that you can become involved: (1) serve as the department’s representative to the General Council; (2) serve on one of the many campus committees that need graduate student representatives; or (3) attend the monthly General Council meetings to observe or speak out.
GSA recently drafted the “Graduate Student’s Bill of Rights,” which was approved by Graduate Council and is reproduced in Kiosk. For more detailed description of GSA activities and services, visit the GSA office on the 2nd floor MultiCultural Center Building.

**Sociology Graduate Students Association**

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

**Graduate Student Peer Advisors, Graduate Division**

The Graduate Student Peer Advisors provide advice and assistance to graduate students and develop workshops relevant to graduate student concerns. There are currently four peer advisors: Academic Peer, Diversity and Outreach Peer, Funding Peer and Writing 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.graddiv.ucsb.edu/resources/peer-advisors](http://www.graddiv.ucsb.edu/resources/peer-advisors)

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

**Appeals and Grievances**

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

Please see [http://www.graddiv.ucsb.edu/academic/formal-stages-of-appeal](http://www.graddiv.ucsb.edu/academic/formal-stages-of-appeal) for additional information and the Graduate Division’s Graduate Handbook.

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

Inquiries regarding the University’s student-related nondiscrimination policies may be directed to: Ricardo A. Alcaíno, Director of the Office of Equal Opportunity, Phelps Hall 3217A, University of
The Graduate Division is also a source for information for graduate students unsure about proper grievance procedures or who have questions about policies affecting their graduate careers. Please refer to Graduate Division’s Graduate Handbook.

The Office of the Ombuds

The Office of the Ombuds is a confidential, impartial, informal, and independent resource for conflict prevention, management, and resolution that serves all members of the UCSB community, including faculty, staff, students, and anyone with a campus-related concern. The Office assists those who seek guidance with the resolution of academic or administrative issues and disputes.

The Office is a safe, confidential, and impartial place to express concerns. The Office helps campus members identify serious issues, informally resolve disputes, manage conflict, and learn more productive ways of communicating. Discussing an issue with the Office is not notice to the University about the existence of a problem. For more information, please visit the web page: http://www.ombuds.ucsb.edu/. Contact & location Information:(805) 893-3285, 1205-K Girvetz Hall.

OFFICE OF EQUAL OPPORTUNITY AND SEXUAL HARASSMENT/TITLE IX COMPLIANCE

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

For more information on the Office of Equal Opportunity, please contact: Ricardo A. Alcaíno, Director, Equal Opportunity & Discrimination Prevention Office, 3211 Phelps Hall, University of California, Santa Barbara, CA 93106-2060, email: ricardo.alcaino@ucsb.edu

For Sexual Harassment or Title IX questions and concerns, please contact Ariana Alvarez, Director and Title IX 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://oeosh.ucsb.edu/resources/

HOUSING

www.housing.ucsb.edu

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

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

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

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

Ph.D. Form I-A- Changes in Thesis or Dissertation Committee
This form is used to modify a student’s existing thesis or dissertation committee and can be obtained from the Sociology Graduate Program.

Ph.D. Form II- Report on Qualifying Examinations (advance to doctoral candidacy)
In order to advance to doctoral candidacy, this form must be signed by the student’s committee once s/he has passed the Qualifying Examination. There is a $90.00 fee that must be paid prior to filling this form with the Graduate Division (student pays fee & takes form to Graduate Division). The Ph.D Form II should be obtained from the Sociology Graduate Program prior to the student’s oral qualifying examination.

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

Additional forms that can be obtained from the Sociology Graduate Program Office:
- Ph.D. Qualifying Exam 1 – 3 Area Seminars - Report Form
- Ph.D Qualifying Exam 2 – Comprehensive Exam - Report Form
- Dissertation Proposal Approval Form
- Course Substitution and Waiver Form
- Proposal for Individual Study Form
- Schedule Adjustment Petition

Petitions/Forms Obtained from Graduate Division and processed by the Sociology Graduate Program
- Graduate Student Petition
- Petition for Reinstatement to Graduate Status
- Request for Leave of Absence
- Filing Fee Form
- See http://www.graddiv.ucsb.edu/academic/forms-petitions for complete listing
CONTACTS

Sociology Department
Graduate Program Advisor (staff)
Sharon Applegate
(805) 893-3328
aplegate@soc.ucsb.edu

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

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

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

Campus Information/Directory
(805) 893-8000*

Graduate Division
Cheadle Hall, 3rd Floor
(805) 893-2277

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

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

International Office of Students & Scholars
Student Resource Building, Rm. 3130
(805) 893-2929
http://www.oiss.ucsb.edu

Disabled Students Program
2120 Student Resource Building
(805) 893-2668
gary.white@sa.ucsb.edu
http://dsp.sa.ucsb.edu/

Veteran’s Educational Benefits
(805) 893-8905
http://registrar.sa.ucsb.edu/veteran.aspx
1103 SAASB
http://www.sa.ucsb.edu/veterans/home

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If you need these materials in an alternative format, or if you have other special needs, please contact the Graduate Program Office, SS & MS 3117, (805)893-3328