



GRADUATE STUDENT HANDBOOK

DEPARTMENT OF CHICANA/O STUDIES

UNIVERSITY OF CALIFORNIA
SANTA BARBARA

2007-2008

Version 2.0 updated and revised in 2007 by Prof. Gerardo Aldana and Katherine Morales
Original version created in 2005 by Profs Maria Herrera-Sobek and Guisela Latorre, with
Yasmine Dominguez-Whitehead

Table of Contents

I.	GRADUATE STUDY IN CHICAN@ STUDIES AT UCSB	
I.A	Important Contact Information	1
I.B	The Ph.D. Program	2
I.C	Chicano@ Studies Department Faculty	4
I.D	Chicano@ Studies Affiliated Faculty	6
II.	PROGRAM REQUIREMENTS	
II.A	The Master of Arts Degree	9
II.B	Foreign/Indigenous Language Requirement	11
II.C	The Doctorate of Philosophy	12
II.D	Graduate Courses	18
II.E	The Job Search And Placement Committee	21
III.	ADMINISTRATION OF THE GRADUATE PROGRAM	
III.A	The university Graduate Council	24
III.B	The Graduate Division	24
III.C	The Faculty Graduate Advisor	24
III.D	The Staff Graduate Advisor	25
III.E	The Department Graduate Council	25
III.F	Individual Faculty Advisors	25
III.G	Problems and Dispute Resolution	26
IV.	UNIVERSITY POLICIES	
IV.A	Registration	28
IV.B	Schedule Adjustment	28
IV.C	Leaves of Absence	28
IV.D	Deadlines	29
V.	FINANCIAL SUPPORT	
V.A	Loans	30
V.B	Work Study	31
V.C	Fellowships	31
V.D	Non-teaching Employment	36
V.E	Teaching	37
V.F	Out-of-State Tuition	41
V.G	Budgets	41
VI.	ACADEMIC RESOURCES AVAILABLE TO PH.D. STUDENTS	
VI.A	Colección Tloque Nahuaque	44
VI.B	California Ethnic and Multicultural Archive	44
VI.C	Center for Chicano Studies	45

VII.	STUDENT HEALTH SERVICES	45
VIII.	HOUSING AND FAMILY RESOURCES	47
VIII.A	Housing and Residential Services	47
VIII.B	Community Housing Office	47
VIII.C	Family Housing	47
VIII.D	Child Care	48
Appendix:	Forms	49

I. GRADUATE STUDY IN CHICAN@ STUDIES AT UCSB

Welcome to the Department of Chican@ Studies at the University of California, Santa Barbara (UCSB). This guide contains much of the academic and administrative information you will need while you pursue graduate work in the department.

I.A Important Contact Information

You will be provided with a u-mail account upon matriculating. We ask that you check this account (or forward mail to your preferred account) on a regular basis as a substantial amount of department business is conducted electronically.

Department of Chican@ Studies

(805) 893-5546, 893-8880

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

Juan Vicente Palerm, Acting Chair

(805) 893-3601

palerm@anthro.ucsb.edu

Kristine Fernandez, Business Officer

(805) 893-8807

kfernandez@chicst.ucsb.edu

Katherine Morales

(805) 893-5269

kmorales@chicst.ucsb.edu

Sonya Baker

(805) 893-5450

sbaker@chicst.ucsb.edu

Graduate Division

(805) 893-2277

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

Student Health Services and Counseling

(805) 893-5361

<http://www.sa.ucsb.edu/studenthealth/>

1.B The Ph.D. Program

From an interdisciplinary approach, the Department of Chicana@ Studies offers a combined M.A./Ph.D. program that studies Chicanaidad in its broadest and most comprehensive sense; i.e. through the study of its politics, philosophy, history, literature, religion, art, psychology, sociology, education, oral traditions, anthropology, mass media, film, environment, health, and music, as well as other intellectual, scholarly, and artistic traditions. It responds to, and builds upon, the critical inquiry of traditional disciplines, as well as upon a host of innovative bodies of knowledge that have surfaced over the last few decades, most notably in cultural, gender, ethnic, sexuality, and global studies. Key to the Chicana@ Studies approach is the perception that language, gender, race, sexuality, nationality, and class organize identities, complex social relations, and cultural objects. Also key, is the assumption that the study of Chicana@s/Latina@s in all their complexity requires cross-disciplinary work. The program therefore actively advocates the crossing of disciplinary boundaries and encourages the creative and rigorous interweaving of methods, providing a unique alternative to traditional forms of intellectual inquiry.

The Ph.D. training provided concentrates on methodological and theoretical issues having to do with the integration of disciplinary areas, and fosters a historical, political, social, and cultural understanding of the heterogeneous Chicana@ experience. Interest is focused on conceptual clusters and problems in the human and social sciences rather than on disciplines. Within the Aesthetic and Cultural Studies Cluster, the emphasis is on the study of cultural production and the processes by which meaning is maintained. Global and Transnational Studies considers the social, economic, and political forces influencing, and sometimes shaping, cultural expressions and identities. The Social and Political Institutions cluster takes up the (infra)structural constraints on human activity along with the reactions they often provoke. Critical Race, Gender, and Sexuality Studies follows through with the investigation of the forms and ramifications of and the limitations on social constructivism in non-majoritarian (and also majoritarian) identity and community. Specific doctoral investigations will lie within combinations of or at interfaces of these various clusters.

The Chicana@ Ph.D. program of study trains scholars as interdisciplinary researchers equipped to work from a broad range of perspectives, approaches, and methodologies. Chicana@ Studies graduate work foregrounds theoretical research and structures a curriculum that centralizes the multiplicity of Chicana@ identities. Graduate training in Chicana@ Studies empowers students to challenge traditional research paradigms that assume objectivity and neutrality while ignoring layers of race, gender, class, and other privileges. The Ph.D. degree in Chicana@ Studies furthers the struggle toward social justice by linking theory with practice, scholarship with teaching, and the academy with the community.

1.C Chicana@ Studies Department Faculty

Expertise in the department ranges topically and methodologically. Students will identify three faculty members from among Department and affiliate faculty to act as advisors in the development of the dissertation.

GERARDO ALDANA (Ph.D., Harvard University), Associate Professor. Maya hieroglyphic history, Mesoamerican art, Experimental archaeology, Science Studies, Culture Theory. Courses: 200A, 220, 251A, 252A-C

RALPH ARMBRUSTER-SANDOVAL (Ph.D., UC Riverside), Associate Professor. Globalization, Labor, Social Movements, Racism, and Latin American Studies. Courses: 200A, 200C, 270, 281

EDWINA BARVOSA-CARTER (Ph.D., Harvard University), Associate Professor. Contemporary, Social and Political Theory, Intellectual History, and Chicana@ Studies. Courses: 200C, 210, 262B, 262C

D. INÉS CASILLAS (Ph.D., University of Michigan), Assistant Professor. U.S. Spanish-language media, Radio/Sound Practices, Language studies, Immigration policy, Gender and Popular Culture. Courses: 200C, 210, 220

MARIO T. GARCÍA (Ph.D., UC San Diego), Professor. Chicano History, Race and Ethnicity, Southwestern History. Courses: 200A, 260A, 260B

MARÍA HERRERA-SOBEK (Ph.D., UC Los Angeles), Professor. Chicana@ literature, Feminists theories, Cultural Studies, Folklore (Oral Traditions), and Colonial Literature of the Southwest. Courses: 210, 250A-E, 255A

JONATHAN XAVIER INDA (Ph.D., UC Berkeley), Associate Professor. Power and the Body, Nations, Migrant and Diasporic Cultures, and Race, Science, and Medicine. Courses: 200B, 240, 262A, 262D, 271

GUISELA LATORRE (Ph.D., University of Illinois, Urbana), Assistant Professor. Chicano and Latin American art history, Chicana creative expressions, and Latina/o Public Art. Courses: 200B, 275, 276, 277, 278

FRANCISCO A. LOMELÍ (Ph.D., University of New Mexico), Professor. American Studies and Chicano Literature, Cultural Theory, Border Studies, Literary History of the Southwest, and Central American Literature. Courses: 200A, 210, 250A, 250B, 250E, 594FL

HORACIO N. ROQUE RAMÍREZ (Ph.D., UC Berkeley), Assistant Professor. Queer/LGBT Community History and Theory, Central American Studies, Oral History Theories and Methods, Popular Cultures, Creative Writing and Narrative. Courses: 200A, 220, 273, 274A, 274B, 283, 284

CHELA SANDOVAL (Ph.D., UC Santa Cruz), Associate Professor. Cultural Theory, Gender/Sexuality, Cyber Studies and History of Consciousness. Courses: 200B, 210, 220, 253A, 255A, 272, 273, 282, 595CS,

TARAJ. YOSSO (Ph.D., UC Los Angeles), Associate Professor. Sociology of Education, Critical Race Theory, Latina/o Critical Race Theory, and Visual Sociology. Courses: 200C, 261A, 261B, 280

1.D Chican@ Studies Affiliated Faculty

RUDY V. BUSTO, Ph.D., *University of California, Berkeley*, Religious Studies Department

Research Interests: Asian American/Pacific Islander and Chicano/Latino Religious Traditions, Evangelical Christianity.

LEO CABRANES-GRANT, Ph.D., *Harvard University*, Dramatic Art Department

Research Interests: Spanish and Latin-American Drama and theatre history and "minority" theatre.

MANUEL J. CASAS, Ph.D., *Stanford University*, Givertz Graduate School of Education

Research Interests: Racial/ethnic minority groups, cross-cultural counseling, and the family dynamics of diverse populations.

SARAH CLINE, Ph.D., *University of California, Los Angeles*, History Department

Research Interests: Latin American social and cultural history, colonial Mexican history, Atlantic world history, and comparative studies of gender, race, ethnicity, and colonialism.

RICHARD DURÁN, Ph.D., *University of California, Berkeley* Gervitz Graduate School of Education

Research Interests: Learning and instruction; assessment; construction of culture through interaction; and bilingualism; cognitive science; language interaction and social organization.

CARL GUTIÉRREZ-JONES, Ph.D., *Cornell University*, English Department

Research Interests: Contemporary American fiction, critical race studies, Chicano studies and literature of the Americas.

ELLIE HERNÁNDEZ, Ph.D., *University of California, Berkeley*, Women's Studies Program

Research Interests: Cultural studies, 20th century American literature, Chican@ and Latina/o literature and cultural production, Gay/Lesbian

studies and Queer Theory, comparative sexualities: U.S. Pan-Latina/o formations, Marxist theory in humanities global and transnational.

GAYE THERESA JOHNSON, Ph.D., University of Minnesota, Black Studies Department

Research Interests: Twentieth century U.S. history; race and racism; social movements and identities, and cultural history with an emphasis on music.

CLAUDINE MICHEL, Ph.D., University of California, Santa Barbara, Black Studies Department

Research Interests: Multicultural education, children's literature; educational television and religion.

CARLOS MORTON, Ph.D., University of Texas, Austin, Dramatic Arts Department

Research Interests: Spanish and Latin-American Drama and theatre history and "minority" theatre.

DENISE SEQUERA, Ph.D., University of California, Berkeley, Sociology Department

Research Interests: Gender; feminist studies; Chicano/a studies; race relations; work and community studies.

GABRIELA SOTO-LAVEAGA, Ph.D. University of California, San Diego, History Department

Research Interests: History of Latin America, Modern Mexico, intersection of science and culture; bioprospecting, emerging identities and citizenships.

INÉS TALAMANTEZ, Ph.D., University of California, San Diego, Religious Studies Department

Research Interests: Native American Religious Traditions and Philosophies, Religions of Mexico and Chicano Religion, Women in Religion, Religion and Ecology, Religion and Healing in Native America

ZARAGOZA VARGAS, Ph.D., University of Michigan, History Department

Research Interests: Labor struggles and union organizing by Mexican Americans during the Great Depression, contemporary labor history focusing on englobalization and immiseration of the recomposed American working classes.

CRISTINA VENEGAS, Ph.D., *University of Southern California*, Film Studies Department

Research Interests: Latin American, U.S. Latino media and digital technologies.

HOWARD A. WINANT, Ph.D., *University of California, Santa Cruz*, Sociology Department

Research Interests: Race and racism, comparative historical sociology, political sociology, social theory, human rights

II. PROGRAM REQUIREMENTS

The MA/PhD program is broken up into two parts. The first part sets up eligibility to embark on a doctoral project; the second ensures readiness to begin the dissertation and enables completion of the degree. In the first part, students will satisfy the requirements of a Master of Arts degree, generally within two years. They are then expected to advance to candidacy for the PhD during their third year of residence. This should allow sufficient preparation to complete the program in normative time (i.e. within six years).

II.A The Master of Arts Degree

The Master of Arts program comprises both a unit requirement and a qualifying paper. The program is intended to introduce the student to the rigor of graduate work while providing a broad training in the field of Chican@ Studies.

Each student will form a Master's Committee by the beginning of their second year, composed of the student's faculty mentor, who will serve as chair, and two other faculty members, one of whom may be outside the department. The Master's Committee will assess the overall quality of the student's coursework and qualifying paper to determine whether his/her scholarship supports the granting of an M.A. degree and approval to continue on toward completion of the doctorate.

II.A.1 Course Requirements

The first year of a student's program is almost completely devoted to core courses that cultivate the language of advanced study in the social sciences and humanities. The second year emphasizes the development of a student's mastery over their chosen subfields. Under the guidance of a faculty mentor, each student will design a program of study that concentrates on two of the following subfields in Chican@ Studies: (1) aesthetic and cultural studies, (2) global and transnational studies, (3) social and political institutions, and (4) critical race, gender, and sexuality studies.

M.A. Requirements
<p>Core Courses (24 units)</p> <ol style="list-style-type: none"> 1. CHST 200 A-B-C (12 units) 2. CHST 210 Research Seminar (4 units) 3. CHST 220 Interdisciplinary Methods (4 units) 4. CHST 230 Teaching Practicum (4 units)
<p>Subfield Courses (16 units)</p> <ol style="list-style-type: none"> 5. CHST Subfield Seminars (4 courses, 16 units)
<p>Additional Requirements</p> <ol style="list-style-type: none"> 6. M.A. Qualifying Paper

To obtain the M.A. degree, students must successfully complete the department's core courses (CHST 200A-B-C, 210, 220, 230) and have taken at least 4 Chicana@ Studies subfield seminars (with a cumulative GPA of 3.0). Under certain circumstances, courses outside the Department may be substituted for a subfield seminar by petition. (See Appendix, Form D)

11.A.2 Master's Qualifying Paper

Beyond the coursework requirement and as a prelude to the dissertation, the candidate will submit a qualifying paper to satisfy the Master of Arts Degree.

The qualifying paper demonstrates the student's readiness to begin a doctoral project. It is not intended as a formal Master's Thesis because the department does not enroll students who intend on taking a terminal Master's degree. The specific form of a qualifying paper shall be determined by each student's Master's committee. In general, though, papers will:

- be interdisciplinary, bridging at least two of the Department's intellectual clusters;
- be based on an extensive and thorough bibliography;
- demonstrate sophisticated analytical skills; and

- be between 35 and 60 pages in length.

Examples of a qualifying paper include a publishable quality essay, and an expanded seminar paper requiring research and writing beyond the course description.

11.A.3 M.A. Evaluation

The Master's Committee will evaluate the student's submitted work at one of three possible levels: (1) Master's Pass-Doctoral Continuation; (2) Master's Only Pass; and (3) No Pass. A student who earns a "Master's Pass-Doctoral Continuation" will be awarded the Master of Arts degree and proceed in their course of studies for the doctorate. A student who earns a "Master's Only Pass" evaluation receives the Master of Arts degree but may not continue in the Department's Ph.D. program. A student who receives a "No Pass" evaluation does not receive the M.A. degree, and may not continue in the Ph.D. program. For either of the latter two evaluations, a student may consult with the Master's Committee as to whether s/he may file a petition to extend his/her program in order to re-take course requirements to raise their GPA, and/or re-write the qualifying paper. The Master's Committee will then make a recommendation on behalf of the student, but the final decision will be made by the Graduate Council and the Department Chair.

University regulations prohibit entering students who already have a Master's degree in Chicano Studies from receiving a second Master's degree. Nonetheless, students who are admitted to the Chicano@ Studies doctoral program with a Master's degree must complete all the requirements for the Chicano Studies Master of Arts degree. These students may, however, be able to transfer up to three graduate courses (12 units) from another institution toward the course requirements by formal petition. (See Section 11.D.3; and Appendix, Form D.)

11.B. Foreign/Indigenous Language Requirement

The objective of this requirement is to ensure that graduate students are proficient to conduct research and access resources written in a language besides English. Although Spanish may suffice for most cases, students may petition a different language germane to their research

interests provided an appropriate expert can be identified to test the student's reading knowledge.

Students must petition to satisfy the requirement during the normal instruction period of each academic quarter (excluding summer). The test will be administered once a quarter. The faculty Graduate Advisor will administer the test or handle the appropriate paperwork for waivers.

Students may satisfy the language requirement in one of the following ways:

1) By passing a written translation exam. The test will require the translation into English of a reading (minimum of 350 words) fairly close to the student's area of interest. Students will have two hours in which to perform the translation, and may have access only to a dictionary. No electronic mediums of communication will be allowed. The selection to be translated will be chosen by the Graduate Council from a text undisclosed to the student beforehand. The text is to be corrected by someone well versed in the original language.

2) By presenting a transcript as evidence of either a BA or MA in the language in question.

3) By having studied in the language of a foreign country as a regular student or as a study abroad participant for a minimum of one year.

4) By passing a language course specifically designed for graduate students with a B grade or better.

The Department strongly recommends that each student meet the language requirement prior to submission of the M.A. qualifying paper. The Language Requirement must be satisfied before a student may advance to candidacy.

11.C The Doctorate of Philosophy

Beyond the Master of Arts degree, the Ph.D. in Chicano@ Studies demonstrates a contribution of original knowledge to the field. This original contribution should draw from two of the intellectual clusters

defined above in a manner that is methodologically sensitive to epistemological concerns. Students should plan to advance to candidacy by the end of their third year in the program.

M.A./Ph.D. Requirements
Coursework (minimum of 56 units for Ph.D)
<p>Core Courses (24 units)</p> <ol style="list-style-type: none"> 1. CHST 200 A-B-C (12 units)* 2. CHST 210 Research Seminar (4 units)* 3. CHST 220 Interdisciplinary Methods (4 units)* 4. CHST 230 Teaching Practicum (4 units)*
<p>Subfield Courses (32 units)</p> <ol style="list-style-type: none"> 5. CHST Subfield Seminars (6 courses, 24 units)** 6. Seminars or Courses Outside CHST (2 courses, 8 units)
<p>Additional Requirements</p> <ol style="list-style-type: none"> 7. Proficiency in a Foreign /Indigenous Language 8. M.A. Qualifying Paper* 9. Ph.D. Qualifying Exam (Written and Oral) 10. Dissertation

* Satisfied through the Master of Arts Degree requirements

** Four of the six courses (16 of 24 units) are satisfied by the Master of Arts Degree requirements

11.C.1 Ph.D. Course Requirements

Most of the course requirements will be satisfied by successful completion of the Master of Arts degree. A candidate's total program for the Ph.D. degree must include at least 56 graduate units, including the Chicana@ Studies Core 200A-B-C, teaching, research, and methods seminars (CHST 210, 220, 230), at least six Chicana@ Studies subfield seminars, and two graduate seminars outside the Chicana@ Studies Department.

Students must maintain a minimum cumulative GPA of 3.0 throughout all graduate work at UCSB. A minimum grade of B must be earned for each of the core courses 200A-B-C, 210, and 220. For the Ph.D., six graduate subfield seminars within the department are required (24 units). In addition, two graduate seminars that complement students' chosen subfields, are to be taken outside the Department (8 units). The teaching practicum (230) course will be offered under S/U grading.

11.C.2 ADVANCEMENT TO CANDIDACY

11.C.2.a Doctoral Qualifying Examination

Upon satisfactorily passing the MA requirements, students will be eligible to take their doctoral qualifying examination. It is recommended that the student enroll in up to three-quarters of directed reading (CHST 596) in preparation. The qualifying exam is a written and oral assessment of students' knowledge in Chicana@ Studies. The written portion comprises three sections. Sections one and two focus on the student's two chosen subfields. These subfields are defined in consultation with the Ph.D. qualifying exam committee and approved by the chair of the exam committee. It is the responsibility of the chair to solicit the appropriate questions for the written exam and inform the other exam committee members of the thematic areas. The process of preparing for qualifying exams should be done as students seek out the guidance of their examination committee, consisting of at least three faculty members. Two members, including the chair, must be faculty in the Chicana@ Studies Department. The graduate advisor forwards the student's Ph.D. qualifying examination committee nominations to the Dean of the Graduate Division, who grants the final approval.

The third section of the written qualifying exam is the students' dissertation prospectus. A dissertation prospectus frames the purpose and scope of the proposed project, sets it in the context of relevant scholarship, provides an outline of each chapter, and includes a working bibliography.

The oral portion of the qualifying exam follows up on all three sections of the written exam. In general, the oral exam is an opportunity to answer any questions the Ph.D. qualifying examination committee may have about the student's written exam. The oral exam is also used to discuss the student's plans for dissertation research as outlined in the prospectus. Once a student has passed the written and oral examination and the language requirement, s/he is advanced to Ph.D. candidacy.

In order to formally request to be advanced to candidacy after successful completion of all qualifying examinations, students must secure the relevant paperwork from the Graduate Division and pay the \$65 advancement-to-candidacy fee at the Cashier's Office. After paying the advancement fee, the student brings the Cashier's receipt and Doctoral Form 11 (Graduate Division forms are available at www.graddiv.ucsb.edu/pubs) to the Graduate Division front desk, unless the department has already sent that form to Graduate Division. When Doctoral Form 11 and the fee receipt are in the Graduate Division, the passage of the qualifying exam(s) is recorded on the student's transcript along with the date of the oral exam. Once advanced, the student is eligible for doctoral candidate borrowing privileges at Davidson Library as long as they are in registered status or on approved leave of absence.

11.C.2.b The Dissertation and Dissertation Committee Members

When a student advances to candidacy, he or she, in consultation with the faculty mentor, proposes names for a dissertation committee of at least three members to the graduate advisor. At least two members, including the chair, must be ladder-rank faculty in the Chicana@ Studies Department. The Department of Chicana@ Studies submits a Doctoral Form 1 (Graduate Division forms are available at www.graddiv.ucsb.edu/pubs) to Graduate Division to nominate a doctoral committee for approval by the Dean. In many cases, the Ph.D. qualifying examination committee will also serve as the student's dissertation committee.

The dissertation should be an original contribution on a topic of significance to Chicana@ Studies. Dissertations in Chicana@ Studies are a minimum of 200 pages. Copies of all dissertations written at UCSB may be viewed in The Special Collections Department of the library.

Students may also wish to check Dissertation Abstracts in the Reference Department. Upon final acceptance of the dissertation as an original piece of scholarly research by each of the dissertation committee members and approval by the Dean of the Graduate Division, the Doctor of Philosophy degree is awarded.

11.C.2.c Normative Time

Expected time to Ph.D. candidacy would be no more than nine quarters. Full-time students in Chicana@ Studies would normally complete the requirements for a Ph.D. within 6 years of full-time work.

11.C.2.d Filing the Dissertation

For information on filing and the precise format for the dissertation (paper, margins, pagination, footnotes, etc.) consult the booklet "Guide to Filing Theses and Dissertations at UCSB" available from the Graduate Division online at

<http://www.graddiv.ucsb.edu/pubs/filingguide.shtml>.

First Year		Spring
Fall	Winter	
CHST 200A History and Narrativity (4 units) CHST 220 Interdisciplinary Methods (4 units) (8 quarter units)	CHST 200B Cultural Texts (4 units) CHST 210 Research Seminar (4 units) (8 quarter units)	CHST 200C Social Processes (4 units) CHST Subfield Seminar (4 units) (8 quarter units)
Second Year		Spring
Fall	Winter	
CHST 230 Teaching Practicum (4 units) CHST Subfield Seminar (4 units) Seminar Outside CHST (4 units) (12 quarter units)	CHST Subfield Seminar (4 units) CHST Subfield Seminar (4 units) Seminar Outside CHST (4 units) (12 quarter units)	CHST Subfield Seminar (4 units) CHST Subfield Seminar (4 units) (8 quarter units)
<i>M.A. Degree awarded and continuance in Ph.D. granted based on coursework (48 graduate units), qualifying paper, and M.A. Committee recommendation</i>		
Third Year		Spring
Fall	Winter	
Dissertation Reading, CHST 596 and/or Directed Reading 596 from outside CHST		
<i>Ideally, students should have finished all coursework (56 units). Students should be preparing for their qualifying exam and working on their dissertation prospectus.</i>		
Fourth, Fifth, Sixth Year		Spring
Fall	Winter	
Dissertation Research and Writing, CHST 599		
<i>Students should be in the process of conducting and completing their dissertation research.</i>		

11.D Graduate Courses

Graduate electives are organized within subfields. (See Course Catalog for course descriptions.)

AESTHETICS AND CULTURAL STUDIES

- CHST 250A Theory of the Chicano Novel
- CHST 250B Literary History in Chicano Literature
- CHST 250C Theory and Text: The Mexican/Chicano Ballad
- CHST 250D Feminist Theory and Chicano Writers
- CHST 250E Colonial Literature of the Southwest from 1521-1821
- CHST 251A Aztec Religion and Philosophy
- CHST 251B Impact of Mexican Religion on Chicano Religion
- CHST 252A Indigenous Texts
- CHST 252B Indigenous Science
- CHST 252C Indigenous Material Culture
- CHST 253A Techno Imaginaries
- CHST 255A Oral Traditions
- CHST 255B Perspectives in Popular Culture
- CHST 257 Performance and Gender
- CHST 258 Feminine Energy in Native America
- CHST 277 Photography and Digital Media in Chican@ Art
- CHST 278 Glyph and Signs: Mesoamerica in Chican@ Art

SOCIAL AND POLITICAL INSTITUTIONS

- CHST 260A Seminar in Chicano History
- CHST 260B Ethnicity and Community
- CHST 261A Chican@ Education
- CHST 261B Images of Chican@ Education
- CHST 262A Governing the Social
- CHST 262B Chicano/Latino Social and Political Theory
- CHST 262C Contemporary Problems in Chicano/Latino Ethics and Politics
- CHST 262D Bio-Power

GLOBAL AND TRANSNATIONAL STUDIES

- CHST 270 Globalization and Transnational Social Movements
- CHST 271 Globalization and Immigration
- CHST 272 Post Border Thought

CHST 273	Central American Displacement and Diasporas
CHST 274A	Oral History: Theories, Ethics and Methods
CHST 274B	Oral History: Fieldwork and Practice
CHST 275	Site and Interventions: Chicana@ Public Art

CRITICAL RACE, GENDER, AND SEXUALITY

CHST 276	The Body in Chicana@ Art
CHST 280	Critical Race Theory in Education
CHST 281	Chicano/Latino Metropolis: Race, Class, and Resistance
CHST 282	Sex, Gender and Feminist Theories
CHST 283	Queer/LGBTIQ Histories and Theories
CHST 284	Globalizing Sexualities in the Americas

11.D.1 Incomplete Courses

Filing for an incomplete requires the signature of the course instructor on an Incomplete petition, the return of the petition to the Registrar, and the deposit of a copy of the form with the Staff Graduate Advisor. Students can carry no more than eight units of "Incomplete" courses at a time. In keeping with the policy of Graduate Division to block further TA assignments when this number is exceeded, students carrying more than eight units of incompletes will lose their TAship until the quarter after they catch up. For reasons of fairness, students with more than eight units of incompletes who are on fellowship rather than TAship should expect to lose a commensurate amount of TAship in the future. In addition, incompletes taken prior to the first qualifying exam must be completed by the end of the quarter following passing the first qualifying examination. Failure to meet this condition will incur the same loss of TA assignments noted above. Beyond these absolute rules governing incompletes, it should be pointed out that students who technically stay within the bounds of the eight-unit-incomplete rule but let their incompletes lag on more than a year or who regularly carry the maximum number of incompletes will in times of funding exigency – as an unavoidable circumstance of practice rather than of policy have a lower priority for uninterrupted TAship support than students making normal progress. Students in such straits may thus want to avail themselves of the strategy of asking their instructor to change the grade-status of an incomplete course from letter grade to "S/U" (assuming that work performed in the course prior to the final paper was "satisfactory").

The advantage of such a strategy is that courses could be “completed” based on work already done; the disadvantage is that such courses would not count for credit toward the degree (see section 5.1). In addition, of course, students with legitimate academic, personal, or medical reasons may petition the Graduate Council for an exception to the rule.

Note: In general, the program has two reasons for linking incompletes to funding – neither of which is punitive. First, the program’s primary responsibility is to students as students, rather than as teaching assistants; where it is evident that a student is unable to complete a significant number of courses, the program is compelled to relieve the student of extra teaching work until coursework is back on track. Second, while the program tries to make its funding go as far as possible to as many students as possible, in a scarce-resource environment there must be some criteria for prioritizing funding; and the most ethical and rational criterion – as well as the one that gives students the most self-determination – is “normal progress.” The timely completion of coursework is a crucial factor in making normal progress in the program.

11.D.2 Independent Studies, Colloquia, Special Courses

Independent studies, colloquia and other special courses are designed to give students greater flexibility in planning their program of study. At the beginning of each quarter, petitions for these courses may be obtained from the Staff Graduate Advisor. After the instructor’s approval has been obtained for the proposed course and a written description of the project has been approved by the student’s advisor, students may enroll in the class by following the prescribed registration procedures.

11.D.3 Transfer Credit

Students may count some graduate work done in other departments and/or on other campuses toward their degrees in Chicana@ Studies at UCSB. Students will file the appropriate petition with the Graduate Advisor, who will pass it along to the Graduate Council for consideration.

Per university policy, courses that have been counted as requirements for another degree may not be transferred to UCSB. Otherwise, a total of 12

units are transferable, following the instructions available on FORM D. (See Appendix)

11.E The Job Search And Placement Committee

Each year an appointed faculty member serves as the Job Placement Officer with a committee of several other faculty to assist students with the current academic job search. Each student seeking a job is assigned to an individual placement supervisor who will oversee the student's search.

Early in the fall of each year and again in the spring quarter, the Placement Committee will call a meeting of all interested students, those completing the Ph.D. as well as those looking ahead to the time when they will be entering the scholarly marketplace. Subjects for discussion will include the drafting of a curriculum vita and cover letter (what to include? what to stress?), the preparation of a dossier (When to begin? From whom to seek letters of recommendation?), strategies for job interviews (what questions to expect? Common pitfalls?), how to determine what samples of work to send upon request (Dissertation chapter? Published offprint?), and how to make use of possible faculty contacts at other universities. Advice about the preparation and circulation of manuscripts will be shared at these meetings as well as advice about the submission of papers to be read at scholarly conferences.

In the spring quarter, students expecting to be on the job market in the following year should begin soliciting letters of recommendation from faculty in the Department of Chicana@ Studies. Also, a class visit by the student's thesis supervisor (or another person in their field) should be arranged, so that the supervisor can write a detailed account about the student's ability to teach material as close to her/his are of specialization as possible.

Several meetings are held in the fall quarter to cover application materials and interview techniques; students also have the opportunity for a mock interview with faculty.

11.E.1 Job Placement in the Field of Chicana@ Studies

The meta-disciplinary training of students will serve them well in the job market where academic departments with growing intensity are searching for scholars who can effectively transverse disciplinary boundaries. Job listings in recent years reveal a strong and growing interest in job candidates with interdisciplinary ethnic studies backgrounds. The Ph.D. program in Chicana@ Studies at UCSB is one of the most vibrant and intellectually exciting Ph.D. programs in the country.

The M.A./Ph.D. program produces students qualified to teach in a wide range of programs. These include: 1) Chicana@ and Latina@ Studies programs; 2) traditional humanities and social science departments such as Political Science, History, Spanish, Anthropology, Sociology, and English; and 3) interdisciplinary programs such as American Studies, Ethnic Studies, Women's Studies, and Cultural studies. Chicana@/Latina@ Studies programs have been institutionalized in many U.S. and European campuses; and they continue to be instituted in major universities, state universities, liberal arts colleges, and in community colleges. Positions are thus continually opening up and demand for qualified candidates continues to rise. Moreover, interdisciplinary departments, as well as traditional disciplines, are increasingly calling for candidates with training in Chicana@ and Latina@ Studies.

More evidence of the demand for Chicana@ and Latina@ studies scholars can be gleaned from the placement of our Chicana dissertation fellows. Each year from 1987 to 2005, the Chicana@ Studies Department awarded two dissertation fellowships. Eighty-three percent of dissertation fellows have completed their dissertations and are now employed in top universities throughout the country. (One unique dissertation fellow, Ana Castillo, has become a nationally and internationally acclaimed writer).

There are also opportunities for placing graduates outside academia. The Department of Chicana@ Studies has long operated on the premise that graduate education plays an important role in public and educational policy and does not serve only to produce professors. Our students may acquire jobs in the government, think tanks, research institutes, and policy institutes. Moreover, opportunities for M.A./Ph.D. candidates exist

in careers in administration, counseling, law, health, television, curating, and management in both for-profit and non-profit organizations.

11.E.2 Counseling and Career Services

Enrolled graduate students at UCSB are eligible for a wide variety of personal and career-related services at the Counseling and Career Services Center (Bldg. 599). Personal appointments may be scheduled with counselors at the Center to discuss topics such as vita writing, interviewing, job search strategies, and alternative careers for Ph.D.'s. Graduate students may also establish an "educational reference file" or placement file at the Center or stop by to review the job vacancy listings, employer directories and career literature available in the Resource Room.

III. ADMINISTRATION OF THE GRADUATE PROGRAM

III.A The University Graduate Council

The Graduate Council is an Academic Senate committee with jurisdiction over graduate education. It is composed of ten faculty members, the Graduate Dean (ex officio), and two members of the Graduate Student Association. Among other duties, the Graduate Council has responsibility for setting admissions criteria, approving and administering interdisciplinary degrees, reviewing requests for new graduate programs, approving graduate courses, and setting standards for graduate students who wish to be TAs, Teaching Fellows, or recipients of university fellowships. Petitions requesting waivers of requirements, leaves of absence, and extensions of time for degrees must be reviewed by the Council.

III.B The Graduate Division

Supervised by the Graduate Dean, the Graduate Division carries out the directives of the Graduate Council. The Graduate Division is divided into three sections that serve graduate students:

Graduate Outreach, Admissions and Retention answers inquiries from prospective students, assists departments in screening applicants, evaluates foreign transcripts, and maintains statistics.

Graduate Financial Support administers fellowships, grants, and fee waivers; handles on-campus employment forms for graduate students; and counsels students on preparation of grant applications and sources of extramural funds.

Academic Services maintains active student files, processes petitions, conducts degree checks, and interprets academic requirements and policies.

III.C The Faculty Graduate Advisor

The Faculty Graduate Advisor is an official deputy of the Graduate Dean in matters affecting graduate students or graduate programs in the department. The Graduate Advisor's signature is the only departmental signature, other than that of the Chair, recognized as official on Graduate Division petitions presented by graduate students.

III.D The Staff Graduate Advisor

The staff Graduate Advisor is responsible for the operation and management of the Department of Chicana@ Studies graduate program, including recruitment, and outreach efforts. The staff graduate advisor monitors academic progress of all Chicana@ Studies graduate students, interpreting and applying system wide and campus policy matters concerning their academic, professional and personal welfare in the program. The staff Graduate Advisor serves as academic administrator in overseeing the assignments of course TA's, graduate student employment, including management of annual TA allocation graduate recruitment funds and departmentally controlled graduate fellowship funds. Responsible for assuring compliance with relevant collective bargaining unit contracts pertaining to graduate students.

III.E The Department Graduate Council

The Faculty Graduate Advisor chairs a committee composed of faculty members appointed by the Department Chair. The committee meets regularly to review all matters concerned with the admission, financial support, teaching assignments, and academic progress of graduate students, as well as to consider any policy issues of concern to the department faculty, the student body, or the Graduate Division. The Graduate Committee is advisory to the Department Chair and to the Chicana@ Studies faculty as a whole on curricular matters. The committee reviews student reading lists and petitions concerning language requirements, course credits, examinations, and other such matters.

III.F Individual Faculty Advisors

Each student is assigned a faculty advisor throughout her or his career in the department. The student with the advisor formulates an overall plan, selects the most appropriate courses and determines the student's language requirement. The program is designed to be flexible. Students will be assigned one or more faculty advisors upon admission, but the assignment can be changed as the student's program develops.

1. The selection of advisors. Incoming students will be assigned advisors whose interests appear to match theirs. Both students and advisors may request a change of assignments at any time. This advisor remains in place as a source of advice until the student has found a chair for their qualifying exam and the dissertation committee. No faculty member should be expected to serve as an advisor to more than five students (including those whose dissertations he or she directs). Advisors on leave for more than one quarter should make arrangements for a temporary substitute.
2. The function of advisors. Advisors must approve their advisees' course schedules each quarter and must also approve any later modifications (drop/add or grading option change). Advisors should also be consulted about plans for satisfying the language requirements, for selecting a dissertation area and possible committee members, and for scheduling qualifying exams. At the beginning of the Fall and Spring quarters, students will submit a progress report signed by their individual advisors. This report will be based on a review of the student's file, on a conference with him or her, and, should meet both the student and the advisor wish, on a statement of progress written by the student. In any event, the advisor's report will be made available to the student along with additional comments (if any) by the Department Graduate Council. Whether authored by one or more than one person, the report should not exceed one page (a single paragraph will normally suffice).

III.G Problems and Dispute Resolution

Sometimes students experience problems in their academic work or in academic appointments. Resolutions to these problems should first be

sought within the department by using the resources of the student's faculty mentor, the Faculty Graduate Advisor, Staff Graduate Advisor and the Department Chair.

Some problems students face can be addressed outside of the Department of Chicano@ Studies. Numerous campus organizations exist that can be of help – they are listed in the Graduate Division's "Helping Hands" section of the Student Life and Services web page:
<http://www.graddiv.ucsb.edu/gradlife/essentials/>

The Graduate Division also stands willing to help mediate disputes that cannot be resolved at the departmental level. Call (805) 893-2277 for assistance. There is an established Student Grievance Procedure that can be followed in cases where resolutions are otherwise not possible. These procedures can be found at the Kiosk website:
<http://kiosk.ucsb.edu/StudentGrievances/index.asp?page=studentgrievances>

Disputes with Dissertation Committee

From time to time disagreements about decisions, deadlines, policies, procedures, and issues of academic judgment may arise between a student and members of their dissertation committee. As in all such disputes, involved parties should, in the spirit of collegiality, attempt to resolve these issues internally.

- A student should, therefore, first meet with the chair of the committee (usually her or his advisor) in an effort to resolve the dispute. If the student feels that she or he is unable to do this or if areas of disagreement still remain after this meeting, a written appeal describing the situation and requesting involvement should be addressed within 14 days to the Department Chair. If the Chair is a member of the committee, appeals should be made to the Faculty Graduate Advisor, or if a conflict of interest is also presented there, to the department's Graduate Committee as a whole.
- The department will act to resolve the issue, or declare it irresolvable, and inform the student in writing within 30 days.
- If the dispute cannot be resolved within the department, or if the student finds the department's resolution unacceptable, the

student may appeal to the Graduate Dean, who will attempt further resolution. This appeal must be made in writing within 14 days of the department's decision.

- If the Graduate Dean is unable to resolve the dispute to the parties' satisfaction within 30 days, the graduate student has 14 days to submit a written appeal to the Graduate Council. The Graduate Council must inform the student of its decision within 30 days. In this area, decisions of the Graduate Council are final.

Graduate students should also be aware that in any matter of dispute or substantial concern, they may consult with the University Ombuds Office without cost and under complete confidentiality.

(<http://www.ombuds.ucsb.edu/index.html>)

IV. UNIVERSITY POLICIES

IV.A Registration

Each graduate student must enroll in a minimum of 12.0 units each quarter by the relevant deadline (deadlines are published in the *Schedule of Classes*). The enrollment process includes online (GOLD) registration for courses and payment of fees and all other outstanding financial obligations. Complete details of registration procedures can be found on the following website: <http://www.registrar.ucsb.edu/welcome/welcomelet-newgrad.htm>

IV.B Schedule Adjustment

After registering for classes, students may adjust class schedules, up to certain deadlines, by adding and/or dropping classes and changing grading options. Changes are made through GOLD. During the first week of classes, students are allowed to adjust their schedule without paying a fee. After this week, three dollars is charged for each change.

IV.C Leaves of Absence

Continuous registration is expected of all graduate students. Under special circumstances, leaves of absence may be requested from the Dean of the Graduate Division. Petitions for leaves of absence may be obtained from the Graduate Division or the Staff Graduate Advisor and must be signed by the Faculty Graduate Advisor and the Graduate Division. A fee is charged for leaves of absence petitions.

Questions about leaves of absence may be answered at:
<http://www.graddiv.ucsb.edu/academic/petitions/leaves.htm>

The form itself is available at:
http://www.graddiv.ucsb.edu/forms/acad/pdf/Request_for_a_Leave_of_Absence.pdf

IV.D Deadlines

The *Schedule of Classes* includes the official calendar for each quarter. Consult it for the exact dates of all quarterly deadlines.

- Changing grading option: Last day of instruction
- Dropping a course: Last day of instruction
- Fee payment: \$50 fee assessed if fees are not paid on time
- Incomplete petitions (or extensions of incompletes): Last day of exams
- Leaves of absence: Petitions must be filled before the quarter begins
- M.A. Exams: Second year of study
- Ph.D. Exams: Fourth year of study
- Registration: Must be completed during appointment times on or before the deadline published in the *Schedule of Classes* or a \$50 late fee will be assessed. At the end of the first week of classes, a student who has not registered lapses status.

V. FINANCIAL SUPPORT

UCSB provides various types of support for graduate students: fellowship or merit-based support, academic apprentice personnel positions (e.g., Teaching Assistantships and Graduate Student Researchships, which may include certain benefits of employment), and need-based support,

which is offered through the Financial Aid Office. 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 Financial Aid Office, and/or Graduate Division. 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.

For up to date, extra-departmental financial support information, consult the Graduate Division's Web site: www.graddiv.ucsb.edu/financial - this website provides national fellowship competition announcements, campus competitions and deadlines, links to funding sources and databases, access to the IRIS database, including search capability.

Incoming out-of-state students are expected to take immediate steps to establish residency in California so they will not be required to pay out-of-state tuition after the first year of study. New residency laws stipulate not only continuous residence in California for a period of one year, but also financial independence from parents. Students wishing to establish residency are urged to see the Campus Residency Deputy in the Registrar's Office as soon as possible.

V.A LOANS

A maximum of \$8,500 per year in subsidized Direct Loans is available for eligible graduate students. Students who do not demonstrate need qualify for the unsubsidized Direct Loan. The maximum amount of money graduate students can borrow through both the subsidized and unsubsidized programs is \$18,500. The actual amount they can borrow will be determined by their financial need, based on their need-analysis. Eligibility for need-based financial support is affected by awards students receive from the Graduate Division, academic departments, or outside agencies. A reduction in the student's original need-based aid eligibility will occur if the student receives additional awards during the year. Students who do not file the FAFSA by the March 2 deadline will not receive priority consideration for need-based aid.

V.B Work Study

Student salaries are paid partly by the federal government and partly by the hiring department. Any on-campus employer or eligible nonprofit off-campus employer may employ students with Work-Study funding. Graduate students may apply their Work-Study allocation to their TAship or other academic appointment, if applicable.

V.C Fellowships

V.C.1 Departmental Fellowships

Departmental funds for fellowships are extremely limited, thus, awards tend to be offered to incoming students of unusual promise. Applications for fellowships are reviewed by the departmental Graduate Council. Fellowship applications are evaluated on the basis of the student's past academic record, Graduate Record Examination results, the writing sample, letters of support, and professional promise. In addition to fellowships awarded by the department, a number of other fellowships administered centrally by Graduate Division are available to incoming students on a competitive basis and on the nomination of the department. These include the Chancellor's Fellowship, Humanities Special Fellowship; the Regents Special Fellowship, Doctoral Scholar's Fellowship, Eugene Cota-Robles Fellowship, and Graduate Opportunity Fellowships. The last three named are diversity fellowships. All applicants for admission are automatically reviewed as possible candidates for these awards. No special application is required.

V.C.2 Graduate Student Fee Fellowships

These are awarded to continuing students based on both merit and financial need. Provides up to three quarters of fee payment in an academic year for eligible students. International students may also apply for this fellowship (for in-state fees only). A special financial need determination form is required of international students who apply for this fellowship. Apply in spring of the previous year for a three-quarter fellowship. The Department of Chicana@ Studies administers these fellowships.

V.C.3 Graduate Division Fellowships for Continuing Students

For more details and application forms for the following fellowships, please regularly monitor the Graduate Division web site:

<http://www.graddiv.ucsb.edu/financial>

- **DEAN'S FELLOWSHIP**

Award: For this 1-year award, the Graduate Division provides a stipend, plus payment of fees and health insurance for all awardees. Nonresident tuition is not included in the award package. However, departments may provide payment of nonresident tuition for international students. Departments may supplement with a TA appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment), or a GSR appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment).

Departments must nominate students for this fellowship. Nominations should be for doctoral or M.F.A. students, or academic master's students if the master's degree is the highest degree offered at UCSB in that department or program. Students may receive the fellowship twice during their academic careers, but must be re-nominated, as it is not an automatically renewable award.

- **GRADUATE OPPORTUNITY FELLOWSHIP (GOF)**

Award: For this 1-year award, the Graduate Division provides a stipend, plus payment of fees and health insurance for all awardees. Nonresident tuition is not provided as continuing students are expected to establish California residency by their second year. Departments may supplement with a TA appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment), or a GSR appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment). New and continuing domestic doctoral (or M.F.A.) students are eligible for nomination for this diversity fellowship. Students may receive the fellowship twice during their academic careers.

but must be re-nominated, as it is not an automatically renewable award.

- **SMALL DEPARTMENT REGENTS FELLOWSHIPS**

Award: For this 1-year award, the Graduate Division provides a stipend, plus payment of fees and health insurance for all awardees. Nonresident tuition is not included in the award package. However, departments may provide payment of nonresident tuition for international students. Departments may supplement with a TA appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment), or a GSR appointment up to an average of 35% time over the course of the academic year (with included benefits of appointment).

This fellowship is intended for departments with small graduate enrollments. (Note: A "small department" is a department or program with fewer than 30 enrolled graduate students.) Departments nominate doctoral or MFA students, or academic master's students if the master's degree is the highest degree offered at UCSB in that department or program. Students may receive the fellowship twice during their academic careers, but must be re-nominated, as it is not an automatically renewable award.

- **BRYTHON DAVIS GRADUATE FELLOWSHIP**

Award: One quarter or academic year stipend.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

For graduate students in good academic standing and registered or on leave of absence at the time of application, one of whose parents is or was a regular member of the United States Navy or Marine Corps.

- **GRADUATE DIVISION DISSERTATION AWARDS**

Award: Stipend, plus payment of in-state fees and health insurance for one quarter.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

Given to advanced graduate students in the final stages of writing the dissertation. Students receiving a dissertation

award are not allowed to hold an academic apprentice appointment the quarter in which they receive this award. Students must be advanced to candidacy at the time they apply, and are expected to complete their degrees within the fellowship period. This is a one-time award. Students receiving this award will not be considered for further central fellowship awards.

- GRADUATE RESEARCH MENTORSHIP PROGRAM (GRMP)

Award: Stipend, plus payment of in-state fees and health insurance. Nonresident tuition will not be provided.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

This diversity fellowship is available to continuing doctoral students who are not receiving other central fellowship support. Students who receive fellowships must have faculty mentors who will guide the students' research. During the academic year (fall, winter and spring) campus appointments may not exceed an average of 35% time.

- HUMANITIES AND SOCIAL SCIENCE RESEARCH GRANTS

Award: Grant.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

Grants may be used for travel or supplies, but not for stipend. Students may receive this award no more than two times during their academic career at UCSB.

- THE JAMES D. KLINE FUND FOR INTERNATIONAL STUDIES AWARD

Award: Stipend. If a Kline awardee is a UCSB graduate student, Graduate Division will also provide a one-to-one match to the Kline award.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

Candidates pursuing a graduate degree at any UC campus and residing in any part of the world are eligible for this award. Funding is available for projects or programs of studies that promote international understanding and world peace.

- PRESIDENT'S DISSERTATION YEAR FELLOWSHIP

Award: Stipend, plus payment of in-state fees, health insurance and an allowance for research expenses in the student's final year of study.

Application: <http://www.graddiv.ucsb.edu/pubs/#fn>

This diversity fellowship is funded by the Office of the President and is designed for meritorious students who plan careers in academia. Students are also required to present their research at another UC campus; travel funds are provided for this purpose. Students must be advanced to candidacy at the time they are nominated, and are expected to complete their degrees within the fellowship period. Students receiving this award will not be considered for further central fellowship awards and may hold no UCSB employment during the academic year.

V.C.4 Other UCSB Fellowships

- **COLLEGE OF LETTERS AND SCIENCE PRE-ABD RESEARCH GRANT**
Provides support for travel, archival work and other research needs that lead to the formulation of a dissertation topic. Students must be at the prospectus stage and have excellent records. Applications will consist of a three-page research plan and separate budget, with letter from the academic advisor attesting to the applicant's general academic potential, the appropriateness of the specific research proposed, the quality of the proposed dissertation topic. Date of application will be announced each year.
- **THE CONSORTIUM IN LITERATURE, THEORY AND CULTURE DISSERTATION STIPEND**
These awards between \$5,000 and \$15,000 are intended to help doctoral students in the humanities make substantial progress toward completing their dissertations. Nominees for the Dissertation Stipend should be advanced to candidacy, and working on a dissertation topic compatible with the Consortium's goal of advancing collaborative research in literary studies and encouraging interdisciplinary and theoretical reflections on literature and culture. The stipends are intended to provide

support for advanced graduate students working on their dissertations, and may also be used for purposes such as travel and research expenses.

- **INTERDISCIPLINARY HUMANITIES CENTER PRE-DOCTORAL FELLOWSHIP**

One-quarter, \$4,000 award plus payment of fees and health insurance, to promote research projects with an interdisciplinary focus. For students advanced to candidacy for the doctorate in an arts or humanities field or advanced MFA students. The call for applications comes in early Fall for Winter, Spring or Fall support, and again in Spring for the subsequent Fall, Winter or Spring support.

- **PACIFIC RIM RESEARCH PROGRAM**

Pacific Rim Research Program promotes the study of the Pacific Rim as a distinctive region. For the purpose of this Program, the term: "Pacific Rim" encompasses all states and nations that border the Pacific Ocean, including all of Southeast Asia. Recognizing that the interaction of peoples and states in the region has generated new issues of common concern, the program places priority on research that is new, specific to the region, and collaborative-reaching across national boundaries and bridging academic disciplines.

Web: <http://www.ucop.edu/research/pacrim/>

Applications may be obtained on campus from Carla Whitacre, Research Development, Office of Research (805) 893-3925, and the annual deadline is usually early in January of the previous year.

V.D Non-teaching Employment

Faculty members who have grants may employ students as research or clerical assistants. Students who are interested should give their names to the department's Staff Graduate Advisor and/or speak to faculty members individually.

V.E Teaching

various forms of teaching employment are available on campus, both as a source of funding and to provide training in the profession.

V.E.1 Tutorships

The Campus Learning Assistance Services (CLAS) offers positions as tutors of writing and other skills whenever possible. The position of tutor requires a commitment of 4 to 10 hours per week to assist composition instructors in writing workshops and in providing one-to-one tutorial assistance for students needing supplementary instruction. Unless stated otherwise, tutorships are awarded with the expectation that the appointment will continue for the entire academic year, but appointees may be dismissed with appropriate notice at any time for poor tutorial performance or unsatisfactory academic progress. Students wishing to apply for a tutorship should submit an application to CLAS.

V.E.2 Teaching Assistantships

A Teaching Assistantship is the most common form of financial aid for graduate students. Teaching Assistant (TA) appointments involve teaching courses in Chicana@ Studies and in other disciplines. TAs are required to attend a Campus-wide TA Orientation. The position of TA is crucial to the Department of Chicana@ Studies, as it allows graduate training, the undergraduate curriculum, and faculty teaching responsibilities to intersect.

V.E.2.a Teaching Assistant Duties and Workload

A TAship at the University of California is usually a half-time position. The university's contract with the ASE/UAW defines this as meaning a workload of up to 220 hours per quarter. The contract further specifies, "Workload is not measured strictly by actual hours worked. Rather, it is measured by how many hours the university could reasonably expect it to take a TA to satisfactorily complete the work assigned." Actual tasks may vary among courses, depending on whether they are upper- or lower-division and on the pedagogical decisions of the individual supervising faculty, but in no case may the number of hours and the distribution of

those hours exceed the limits laid out in the contract, which can be found online at

http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index/html

TAs in the Department of Chicana@ Studies may be assigned to large lecture courses. Duties include preparing for and attending all lectures for the course, leading one or more discussion sections per week, doing the required grading, holding weekly office hours, and meeting regularly with the faculty instructor and other TAs. TAs may also be asked to participate in formulating exam and paper topics; give plenary lectures or contribute in other ways to lectures; conduct review sections; or support the course in other ways.

If questions arise that cannot be solved by consulting with the supervising faculty member, TAs should consult the departmental TA Advisor. Specific duties of TAs appointed by other departments are determined by that department.

V.E.2.b Lead Teaching Assistant

The Department of Chicana@ Studies will put out a call for lead TA candidates in the summer. Interested graduate students will be required to submit their resume and a one-page cover letter addressing their qualifications and TA experience to the department Graduate Council. The department Graduate Council, the faculty TA coordinator and the chair of the department will select a lead TA.

The lead TA will be responsible for attending the lead TA Institute, which takes place in mid September. This will serve as preparation for her/him to become knowledgeable with regard to the duties and responsibilities of a lead TA.

The lead TA organizes, coordinates and implements the TA training day, which will take place at the beginning of each quarter. The lead TA will set and alter the content of each TA Training session in consultation with the faculty TA coordinator, and will take into consideration any suggestions/comments that have been identified by reviewing the filled out TA Training evaluation forms. It is the lead TA's

responsibility to notify all participants of the training; coordinate refreshments (when available) in conjunction with the staff Graduate Academic Advisor; and organize materials and activities with the faculty TA coordinator, including making copies of handouts and making copies of the TA Manual.

In addition the lead TA will generate a TA Manual and be responsible for updating the manual with current information. The lead TA will be responsible for making copies of the manual as needed and will be responsible for assisting TAs in utilizing the manual effectively.

Throughout the academic year the lead TA will work in conjunction with the faculty TA coordinator to address recurring TA issues including TA guidance, TA videotaping information, crisis management and other issues as they may arise. The lead TA maintains a log of TAs who have fulfilled the TA videotaping requirement and sends reminders to those TAs who have not yet fulfilled the videotaping requirements to make arrangements to be videotaped. The lead TA will also be responsible for making sure that TAs receive information on pedagogical seminars and workshops.

V.E.2.c Terms of Employment and Length of Service

TAships may be made available for one, two, or three quarters per academic year. In order to hold a TAship, a student must be regularly enrolled and maintain a 3.0 GPA, and have no more than eight units of incomplete coursework. The University of California sets a limit of 50% time on graduate student employment. In exceptional cases, it may be possible for a TA, in addition to the teaching assignment, to take on a relatively minor secondary assignment as a research assistant, or grader, or to perform some other limited function. Such cases require approval through a petition process initiated with the Graduate Advisor. (See Form H) In such cases, the Graduate Advisor may, in consultation with members of the Graduate Council, recommend to the Department Chair that an exception to the 50% rule be granted. Such exceptions will only be recommended when the student is in good standing and it is evident that the additional work will not jeopardize the student's timely progress toward the degree. The Department will then recommend the exemption, but the final decision will be made by the Dean of Graduate

Division. In any case, exemptions will not be recommended by the Department for students to undertake teaching duties in addition to their Department of Chicana@ Studies TAship. A student who wishes to accept an additional outside teaching assignment will have to resign the Department of Chicana@ Studies TAship in order to do so.

V.E.2.d Selection of Teaching Assistantships

Application Deadline: Potential openings for Teaching Assistant positions for the subsequent academic year will be posted in late winter or spring.

Initial TA appointments are based on the applicant's academic record and letters of recommendation. Added consideration is given to students with previous teaching and graduate school experience. Reappointment depends on satisfactory progress toward the degree and evaluations by the graduate faculty, teaching supervisors, and students. Graduate students with incomplete grades may be disadvantaged in the competition for TAships. Students interested in a TAship should file an application with the Staff Graduate Advisor. In all cases, after considering applications, the Graduate Committee sends recommendations to the Department Chair, who makes the appointments. If a vacancy occurs during the academic year, the files of all eligible students will be considered in filing the position.

V.E.2.e Teaching Assistantships in Other Departments on Campus

TA opportunities in other departments on campus exist. They can be found in departments or programs that do not have a graduate program or graduate students such as Asian-American Studies, Black Studies, the Law and Society Program, Women's Studies Program and Global Studies Program. These departments and programs usually put out a call each quarter for TAs to teach in their large lecture courses and more information can be found on the departmental websites or through a call to the departmental Business Officer.

V.E.3 Teaching Associateships

Graduate students become eligible to teach courses in the Department once they achieve ABD status and have worked as a Teaching Assistant for at least one course in the Department. Students may apply to teach during any quarter, including summer sessions. Applications (including teaching evaluations and a proposed syllabus for an existing course) will be reviewed by the Department Graduate Council, which then provides a recommended course of action to the Department Chair. The Dean of Graduate Division makes the final decision.

V.F Out-of-State Tuition

V.G Budgets

V.G.1 Sample Budgets for Graduate Students for 2006 - 2007

Budget: Graduate California Resident On-Campus	
Student Fees	\$6897
Other Graduate Fees	\$604
Books And Supplies	\$1505
Rent	\$6606
Food	\$2380
Utilities	\$525
Telephone	\$315
Transportation	\$1042
Health Care Allowance	\$1817
Personal Expenses	\$1539
Total:	\$23230

Budget: Graduate California Resident Off-Campus	
Health Care Allowance	\$1817
Personal Expenses	\$1756
Student Fees	\$6897
Other Graduate Fees	\$604
Books And Supplies	\$1505
Rent	\$12374
Food	\$2380
Utilities	\$525
Telephone	\$247
Transportation	\$1483
Total:	\$29588

Budget: Graduate Non-California Resident On-Campus	
Student Fees	\$6897
Other Graduate Fees	\$604
Books And Supplies	\$1505
Rent	\$6606
Food	\$2380

Utilities	\$525
Telephone	\$315
Transportation	\$1042
Health Care Allowance	\$1817
Personal Expenses	\$1539
Nonresident Tuition Fee	\$14694
Additional Nonresident Educational Fee	\$267
Total:	\$38191

Budget: Graduate Non-California Resident Off-Campus	
Student Fees	\$6897
Other Graduate Fees	\$604
Books And Supplies	\$1505
Rent	\$12374
Food	\$2380
Utilities	\$525
Telephone	\$247
Transportation	\$1483
Health Care Allowance	\$1817
Personal Expenses	\$1756
Nonresident Tuition Fee	\$14694

Additional Nonresident Educational Fee	\$267
Total:	\$44549

VI. ACADEMIC RESOURCES AVAILABLE TO PH.D. STUDENTS

VI.A Colección Tloque Nahuaque

Researchers, faculty, and Ph.D. students engaged in Chicana@ Studies at UCSB benefit from access to the Colección Tloque Nahuaque in the Davidson Library. It is an outstanding resource for comprehensive Chicana@/Latina@ information and specialized reference services. Visiting scholars from both this country and abroad consider it to be one of the finest collections of Chicana@ materials anywhere in the world. Established in 1971, the Colección specializes in the interdisciplinary field of Chicana@/Latina@ Studies. It is the only such collection in the U.S. operated as a discrete library unit within a major university library. As one of only several leading collections of its kind, the Colección serves as the university's major source of information on the cultural heritage and history of Chicana@s and other Latina@s in the United States. Its holdings of approximately 14,000 volumes and close to 500 journals and newspapers distinguish it as a national bibliographic resource on Chicana@s/Latina@s.

VI.B California Ethnic and Multicultural Archive

Ph.D. students in Chicana@ Studies have access to the California Ethnic and Multicultural Archive (CEMA) in the Donald C. Davidson Library. CEMA is a permanent program offering collections of primary research materials that document the cultural and political experiences of the African American, Asian American, Chicana@/Latina@, and Native American ethnic groups in California. The broad-based collection of materials represents the cultural, ethnic, and racial diversity that characterizes the state's population. Since 1988 CEMA has been building a highly successful program by which a number of organizations and

individuals have committed to by depositing their personal papers and other holdings in the Davidson Library.

VI.C Center for Chicano Studies

The Center for Chicano Studies is a UCSB research unit open to faculty and students. The Center for Chicano Studies' mission is to develop a research infrastructure that can further enhance the field of Chicana@ Studies at both the national and international levels. Attainment of this goal is fostered by activities that bring together faculty as well as students with diverse training in order to strengthen the development of an interdisciplinary research program. This interdisciplinary agenda builds upon a distinctive feature of the field—its intellectual evolution as a mosaic that engages methodologies and theoretical concerns that traverse diverse social science and humanities disciplines. The products of this mosaic often challenge conventional epistemologies while creating knowledge grounded in the lived experience of Chicana@/Latin@ communities. Hence, the Center's emphases on faculty work groups, collaborative projects, lectures, symposia, graduate and undergraduate student research projects and publications that reflect this cluster of concerns.

VII. STUDENT HEALTH SERVICES

Student Health provides high quality, accessible primary health care and health education to the UCSB campus community. The Student Health Center specializes in personalized health care by clinicians and educators, paying close attention to physical, psychological and preventive aspects of each clinical visit. Student Health staff are able to treat the vast majority of physical conditions on an ambulatory basis. Our close liaisons with specialists and emergency services in the community are utilized when necessary.

Health Education is involved in both direct clinical contacts and campus educational activities. Students may take classes that train them to become Peer Health Educators in topics such as Alcohol and Other Drugs, Community Health, Nutrition and Eating Disorders, Relationships and Sexual Health.

Student Health provides a wide range of services including:

- A medical staff which includes licensed physicians, nurse practitioners, registered nurses, medical assistants, physical therapists and health educators
- Auxiliary services such as laboratory, x-ray, pharmacy, eye care and dental care
- Full spectrum primary care medical services
- Limited specialty care in orthopedics, gynecology, rheumatology, and psychiatry
- Evaluation and referral to off campus facilities for specialized care
- Individual and group health education, both in the clinical and academic setting
- Opportunities for students to obtain experience in primary prevention and early intervention through participation in our Peer Programs

For instructions on setting up appointments or for more information on Student Health Services please visit the website below:

<http://www.sa.ucsb.edu/studenthealth/GeneralInfo/index.asp>

VIII. HOUSING AND FAMILY RESOURCES

Various housing options exist in the Santa Barbara area. The University of California, Santa Barbara provides housing and housing resources to students seeking affordable housing closely situated to the university.

VIII.A Housing and Residential Services

The Office of Housing and Residential services provides opportunities for students to live on-campus in the residence halls and off-campus in single student apartments and family apartments. Contracts for university owned apartments off campus are awarded through a lottery. Students are encouraged to apply online April – June 1, at the following website:

<http://www.housing.ucsb.edu/index.asp>

VIII.B Community Housing Office

The Community Housing Office is a one-stop resource for rental housing information and dispute resolution where experienced staff answer questions and provide guidance regarding rental rights and responsibilities.

The following resources are available at the Community Housing Office: off-campus rental listings, landlord/tenant dispute resolution, roommate dispute resolution, advice and information about rental rights and responsibilities for tenants and property providers, publications, and move-in and move-out videotaping. For up to date information please visit the Community Housing website:

<http://www.housing.ucsb.edu/hchoices/cho-general-info.htm>

The university of California, Santa Barbara welcomes students with families and provides a supportive and caring environment for students with families. The university seeks to accommodate students with families by providing family friendly resources such as housing and childcare.

VIII.C Family Housing

Students with families are encouraged to apply to live in one or two bedroom apartments located approximately one mile off campus. Family Housing welcomes non-traditional and extended families. Please note that families with children have priority and may wait up to 6 months to obtain family housing, while families without children may wait up to two years to obtain family housing. To apply and for updated information please visit the Housing and Residential Services website: <http://www.housing.ucsb.edu/hchoices/fsh-general-info.htm>

VIII.D Child Care

The university of California, Santa Barbara provides students, faculty, and staff with a wide variety of options for reliable and high quality child care programs and services. Child care programs and services range from full-time infant care to after-school and vacation programs for school-aged children. Students with children may be eligible for child care grants and scholarships. Furthermore, the University of California, Santa Barbara has established a Parent Support Group where parents meet with other parents to relax, get acquainted, express their needs and concerns, and take part in discussions that consider the challenges of being a parent and student. For up to date information please visit the Child Care website:

<http://www.sa.ucsb.edu/childcare/parentsupport/index.asp>

APPENDIX: FORMS

The following forms may be obtained from the Graduate Advisor. Forms A, B, and C will be kept as part of each individual student's permanent file and should be discussed with faculty advisors at the beginning of each quarter. All other forms are available from the Graduate Advisor as needed.

**GRADUATE PETITION FOR TRANSFER CREDIT
FORM D**

Name:	Perm #
Phone:	e-mail:

Status:

<input type="radio"/> MA/PhD enrolled	<input type="radio"/> MA completed	<input type="radio"/> Advanced to Candidacy	<input type="radio"/> ABD
---------------------------------------	------------------------------------	---	---------------------------

UCSB course for which the transfer course will be substituted (number and title) _____

* Please attach syllabus.

Transfer Course to be considered:

Institution _____
 Department _____
 Course name and number _____
 Year taken _____
 Grade _____
 Syllabus (please attach) _____
 Did this course count toward a previously completed degree? Yes ___ No ___
 Have you had previous 'Transfer Courses' accepted? If so, how many? _____

Justification: _____

Faculty advisor's signature:¹ _____

Note to Student. Please attach two syllabi: one for the course taken; the other for the UCSB course that it is to count for.



Graduate Council: _____ Approved _____ Approved with Conditions _____ Denied

Comments from the Graduate Council:

 Chair Graduate Council

 Date

Final Action by Department Chair: _____ Approved _____ Approved with Conditions _____ Denied

Comments from Department Chair:

 Department Chair

 Date

¹ Faculty signature does not endorse the request; it only attests to consultation with the petitioning student.

GRADUATE PETITION FOR UCSB COURSE SUBSTITUTIONS FORM E

This form is to be used in order to petition for the substitution of a course offered outside the Department for a Department Graduate Elective

Name:	Perm #
Phone:	e-mail:

Status:			
<input type="radio"/> MA/PhD enrolled	<input type="radio"/> MA completed	<input type="radio"/> Advanced to Candidacy	<input type="radio"/> ABD

Requirement governing the petition:
 MA PhD

Student's chosen sub-fields _____

A. # of graduate sub-field electives offered in the department during the period under consideration _____

B. # of graduate sub-field electives necessary _____

C. # of graduate sub-field electives taken in the Department _____

D. # of graduate sub-field electives petitioned _____

E. # of uncontested sub-field electives that may be petitioned, computed as:
 $E = B - (A - 1) = \underline{\hspace{2cm}}$

If D is greater than E, then a memo of justification is necessary along with the faculty advisor's signature. If D is less than or equal to E, neither memo nor signature is required.

Non-departmental course to be considered:
 Department _____
 Course name and number _____
 Year taken _____
 Grade _____
 Sub-field the course is intended to satisfy _____
Note to the Student: please attach the syllabus for the course taken.

Faculty advisor's signature:¹ _____

Graduate Council: _____ Approved _____ Approved with Conditions _____ Denied	
Comments from the Graduate Council: _____	
Chair Graduate Council _____	Date _____

Final Action by Department Chair: _____ Approved _____ Approved with Conditions _____ Denied	
Comments from Department Chair: _____	
Department Chair _____	Date _____

¹ Faculty signature does not approve the request; it only attests to consultation with the petitioning student. *Revised 2007.4. 09*

GRADUATE STUDENT PETITION FOR EMPLOYMENT OVER 50 PERCENT FORM F

This form is to be used in order to petition Departmental approval for employment totaling over 50% during a single academic quarter. Petitions approved by the Department will be forwarded to Graduate Division for final review and approval.

Exception Process

Graduate Division has delegated to the student's home department the authority to approve certain employment exceptions. Departments are delegated authority to approve or deny the following exceptions: (1) a total of 50-75% appointment in either Graduate Student, Researcher, Teaching Assistant, Tutor, or Reader-monthly stipend; and/or (2) 13-15 quarters service in either Teaching Assistant, Associate, Tutor, or Reader-monthly stipend—provided that the student is registered and enrolled in the required 8-12 units and within good academic standing (GPA of 3.0 or higher, fewer than 12 units incomplete, and not on probation or academic degree progress monitoring). Departments should review cases and assess whether the exceptional employment will affect the student's timely degree completion. In situations where appointments are made by departments/units other than the student's home department, the employing department must verify the student's eligibility for the appointment with the student's home department. A request for exception appointment must come to the Graduate Division for review at least six weeks prior to the start of the proposed employment in the following instances: (1) all appointments for Associate positions, (2) appointments of graduate students on probation, (3) students who have already worked in academic appointments 15 quarters or more, (4) proposals to employ a graduate student at more than 75% time, (5) employment of students in exception to fellowship requirements, or (6) in instances where any of the above academic eligibility criteria are not met. Download the request form: [UCSB Graduate Division Request Form: Exception to Employment](#)

A UCSB Graduate Division Publication (2006-2007). *Graduate Handbook*. Retrieved May 2, 2007 from <http://www.graddiv.ucsb.edu/academic/handbook/>.

Name:	Perm #
Phone:	e-mail:

Status:

<input type="radio"/> MA/PhD enrolled	<input type="radio"/> MA completed	<input type="radio"/> Advanced to Candidacy	<input type="radio"/> ABD
---------------------------------------	------------------------------------	---	---------------------------

Please justify your request for employment beyond 50%. Attach additional sheets if necessary.

Faculty advisor's signature:¹ _____

Graduate Council: _____ Approved _____ Approved with Conditions _____ Denied

Comments from the Graduate Council:

Chair Graduate Council

Date

Final Action by Department Chair: _____ Approved _____ Approved with Conditions _____ Denied

Comments from Department Chair:

Department Chair

Date

¹ Faculty signature does not approve the request; it only attests to consultation with the petitioning student.

