



Graduate Student Handbook

**Department of Feminist Studies
University of California, Santa Barbara**

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Introduction. This handbook is designed to explain the structure of the graduate program in Feminist Studies, outline degree requirements, and provide information about the Department of Feminist Studies, its faculty and staff, and procedures relevant to graduate students.

WHAT IS FEMINIST STUDIES?

Feminist Studies is an interdisciplinary area of inquiry that has been producing cutting-edge research and fostering innovative teaching for over thirty years. It is interdisciplinary because it draws from and contributes to theories and methodologies central to disciplines throughout the social sciences and humanities. At the same time, like other disciplines that emerged from existing areas of study, it has developed a research tradition, an approach to methodology, a body of theory, journals, a professional association, conferences, curricula, graduate programs, and the other institutional accoutrements of an autonomous discipline. The roots of Feminist Studies lie in the study of women's experiences and a critique of their neglect in knowledge production. But the name "Feminist Studies" reflects the fact that the subject matter includes more than women: research and teaching focus on the ways that relations of gender, intersecting with race, class, ethnicity, sexuality, nationality, age, religion, ability, and other categories of difference, are embedded in social, political, and cultural formations. Feminist Studies encompasses teaching and research interests in men and masculinities and sexualities, as well as women.

ADMINISTRATION OF THE GRADUATE PROGRAM

Graduate Council. The Graduate Council of the Academic Senate sets general policies and standards for graduate education. The Graduate Division administers those policies.

The general policies followed by the Department of Feminist Studies are set by the Graduate Council. These include admissions standards, residency requirements, leaves of absence, normative time, etc.

Graduate Division. The Graduate Division is the main administrative unit dealing with graduate students, enforcing University regulations pertaining to graduate students, administering funds for graduate studies, and a variety of graduate concerns.

Graduate Division administers block grants for graduate studies to each department with a graduate program. The amount is calculated by a complicated formula, but the number of graduate students in the program is a major factor in the calculation. The number of students in the program is determined by the average number of enrolled students over the academic year as reported in the third-week of the quarter enrollment census. Departments determine how block grant monies for graduate education are disbursed.

The Graduate Division oversees the awards of many fellowships, including those for new applicants and continuing students.

The Graduate Division website:

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

is essential for answering questions about policies and procedures.

Graduate Director in Feminist Studies.

The Graduate Director in Feminist Studies oversees the graduate program in the department in conjunction with the staff Graduate Advisor. The Graduate Director is responsible for attending meetings set by the Graduate Division for Graduate Advisors and disseminating information from those meetings. The Director has signatory power over admissions, waivers of requirements, leaves of absence, doctoral committees, and various forms from the Graduate Division. Students should meet with the Graduate Director about problems they may be encountering in the program.

Staff Graduate Advisor. The staff Undergraduate/Graduate Advisor, Christina Toy, provides administrative support for the graduate program. She assists the Graduate Director in monitoring students' progress toward their degrees, and provides information about departmental and Graduate Division policies and procedures.

Graduate Committee. The Graduate Committee makes recommendations to the department regarding changes in the requirements of the graduate program or procedures in administering the program. It meets as necessary concerning individual graduate students. The Committee is also responsible for graduate admissions, nomination for central fellowships, and awarding of TAs. The Graduate Committee also supervises the doctoral emphasis program, which has its own Doctoral Emphasis Director.

Graduate Student Representation in the Department. Graduate Students are appointed to certain departmental committees and participate in their meetings.

Graduate Student Representative. The department's Graduate Student Representative, elected by the graduate students, is a valuable consultant on graduate student concerns. Students may wish to forward general or specific comments and complaints about the program to the representative, who can then discuss them with the Graduate Director, Staff Graduate Advisor, the Department

Chair, or another appropriate person.

MAJOR PROFESSOR, PROGRAM SUPERVISION, AND ANNUAL REVIEW

All students must have a major professor to direct their graduate studies. No student is admitted to the program without a faculty advisor, and, in general, that person remains the student's major professor throughout the student's studies at UCSB. However, students may change mentors for a variety of reasons, including a shift in academic interests.

The student's major professor is a key recommender for all departmental and externally funded fellowships.

The major professor should give guidance to the student in planning the student's academic program and oversee the student's academic progress. The student's major professor is required early every Spring Quarter to file a report on the student's progress with the Graduate Committee. Writing the annual review should be seen as an opportunity for the student and the major professor to discuss the student's strengths and weaknesses, giving the student a clear picture of where s/he stands in progress toward the degree.

Annual Review

The Graduate Committee conducts an Annual Review of each student in the spring. This review focuses on the report of the major professor. However, it also examines the academic record and the student's other scholarly activities in the department.

Teaching activities are also considered as part of the Annual Review. All instructors who supervise teaching assistants are required to complete quarterly evaluations. These supervisor evaluations, as well as any evaluations by students enrolled in the TA's sections, become part of the teaching review.

The Annual Review is an opportunity for the major professor and the Graduate Committee to help students shape their activities toward success in the program. Significant problems revealed by the review, whether in the academic record or in teaching, offer an opportunity for the Committee to provide advice to the student. The Graduate Director will discuss the findings of the review with the student. If there are problems, the major professor and Graduate Director will work with the student to plan a course of action and together will monitor the student's progress. Continuing problems may jeopardize the student's enrollment in the program.

GENERAL GRADUATE PROGRAM AND DEGREE REQUIREMENTS

Normative Time

Normative time for the M.A. program will be two years. Students will begin work on a thesis or final project in the required research seminar and complete it

by the end of the second year. Advisors will monitor students' progress to ensure timely completion of the requirements for the M.A.

Normative time for the Ph.D. program will be seven years for those without a M.A. Normative time for students entering with a M.A. will be six years. Students entering without an M.A. should advance to candidacy within four years, and those entering with an M.A. in three years.

University policies for financial and teaching support require students to complete their work within normative time. See UCSB Graduate Handbook.

Unit and Residence Requirements

It is a Graduate Division requirement that students must enroll in a minimum of 12 units each quarter.

The M.A. requires 40 units over two years, as described below. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. No more than 6 units of 596 may be used to meet the M.A. requirements.

The M.A./Ph.D. will require 80 units, as described below. Students entering with an M.A. in Feminist, Women's or Gender Studies from another university are required to take at least 56 units. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. A grade of B or higher is required for all core courses required for the program. A grade of C, S, or higher is required in all upper-division or graduate-level courses to be counted for the degree award.

Per UCSB requirements, a minimum of at least three quarters in residence at UCSB is required for the master's degree, and at least six quarters in residence at UCSB is required for a Ph.D. degree.

Grading

The following grading options exist for coursework: letter grades A through F; and Satisfactory/Unsatisfactory (S/U). Many courses are graded with letter grades; grades below B are considered unsatisfactory by the Graduate Division. Students must maintain a 3.0 GPA to remain in good standing (A=4.0; B=3.0).

For a student to receive a grade of Incomplete (I), the student must file the appropriate petition before the end of the quarter; otherwise a grade of F will be recorded by the registrar. If the incomplete work is not made up by the end of the following quarter, the grade turns into an F automatically. As a degree requirement for both the M.A. and advancement to candidacy to the Ph.D., no student shall have an Incomplete on her/his transcript.

Advancement to Candidacy for the Ph.D. and Graduate Student Status

Advancement to candidacy occurs when students have passed all the course requirements and residence requirements, passed the qualifying examinations, have an approved dissertation prospectus, have no Incompletes on their record, and have paid the \$90.00 advancement to candidacy fee.

Students who enter without an M.A. must advance to candidacy within four years, and students who enter with an M.A. within three years, to remain in good standing. Any exception to the policy must be requested by the home department on behalf of each graduate student.

Advancement to candidacy makes students eligible for many types of fellowships, both inside and outside the University, and confers borrowing privileges at the University library with Academic status.

Nonresident Tuition Reduction Program. Nonresident tuition for a student who has advanced to doctoral candidacy will be waived for up to 3 years from the date of advancement to candidacy. The student's period of eligibility for this reduction will be 7 years from his or her first quarter of enrollment in a graduate program (excluding quarters on approved Leave of Absence). This allows the student up to four years to advance to candidacy, and three years to complete the degree. If the student does not complete the degree by the end of his or her 7th year of enrollment, tuition will begin to be assessed at the full rate.

P2 Status: A graduate student is considered P2 status when s/he is in the Ph.D. program and has passed her/his qualifying exams. The Graduate Division gives these students 9 quarters to be eligible for funding such as departmental fellowships, fee fellowships, and central fellowships.

P3 Status: When a student has completed 9 quarters past the qualifying exams, s/he is then considered P3 status. A student is no longer eligible to receive money as stated in P2 status. S/he is still eligible to hold a Teaching Assistant position.

NEED-BASED AND OTHER FINANCIAL SUPPORT

Graduate students apply for need-based loans and work-study awards through the Financial Aid Office by completing the FAFSA form and mailing it to the processor by March 3. The programs are based entirely on demonstrated financial need and require a separate application, independent of the fellowship application. Only U.S. citizens and permanent residents may apply for funds administered by the Financial Aid Office. Students' eligibility is determined by comparing the "Estimated Student Budget" with the individual student's actual resources. The Financial Aid Office has calculated specific estimated student budgets for both single and married students, residents and non-residents. Assistance from the Financial Aid Office is usually offered as a combination package of the following types of aid:

Work-study. Student salaries are paid partly by the federal government and partly by the hiring department (50/50 split). Any on-campus employer or eligible non-profit off-campus employer may employ students with Work-Study funding. Graduate students may apply their Work-Study allocation to their TAship if applicable.

Stafford Loans. A maximum of \$8,500 per year in subsidized Stafford Loans is available for eligible graduate students. Students who do not demonstrate need qualify for the unsubsidized Stafford Loan.

California State Graduate Fellowships. This award is limited to California residents and provides funds for partial payment of fees. The application process begins in January and ends in early March.

Eligibility for need-based financial support is affected by awards students receive from Graduate Division, academic departments, or outside agencies. A reduction in the student's original need-based aid eligibility may occur if the student receives additional awards during the year. The deadline to apply is March 1.

It is important to note that the Graduate Division and the Department of Feminist Studies **highly recommend** that you turn in a FAFSA each year. It is required if you are applying for any university funding, i.e., teaching assistantships, fellowships, fee fellowships. This can be updated on line at www.fafsa.ed.gov .

Other Financial Support

Graduate Division has information on campus-wide and extramural fellowship opportunities. Visit its web site often for listings of fellowships and deadlines. Some continuing fellowships administered by the Graduate Division require the nomination of the department. The Graduate Committee will solicit applications from graduate students and select those who will be nominated.

Interdisciplinary Humanities Center Fellowships. These are grants up to \$4,000. Students apply to the IHC by November 1 or April 1.

Humanities Research Assistantships. These provide approximately \$12,000 of support. The award includes the payment of in-state fees.

Humanities/Social Science Fellowships. These provide up to \$2,000 of support. Grants can be used for travel or supplies, but not for stipend.

University Affiliates Dissertation Awards. The General Affiliates awards provide up to \$1,000 to support dissertation research. Students apply through Graduate Division.

Graduate Division Dissertation Awards. These are given to advanced students in the final stages of writing the dissertation. They cover the payment of in-state fees plus \$4,000 for one quarter. Students receiving a dissertation award are not

allowed to have student employment the quarter(s) they receive this award.

Academic Senate Travel Funds. These are available to students advanced to candidacy who have been invited to present a paper at a scholarly meeting. Students are eligible to receive support for one trip during their academic career. These are given out on a first come, first served basis.

Academic Senate Intercampus Exchange Travel Funds. Graduate students at any level are eligible to apply for travel funding for one trip per year to any institution within the state of California (includes Stanford Library, Huntington Library, and other non-UC sites, especially research libraries). Funds are limited and are for travel only; limit of one trip per year. Applications are available in the academic departments. Contact the Academic Senate for further information.

Be aware that campus deadlines for these fellowships are usually earlier than those listed on the application forms from the funding agencies themselves.

TEACHING ASSISTANTSHIPS

Teaching Assistantships are considered a valuable part of students' educational experience, developing a variety of academic and teaching skills in addition to providing financial support. Some students are supported by University fellowships that include guarantees of TAship, but most TAships are administered by the department.

A full TAship is generally 3 sections per quarter and is calculated at .50 FTE (full-time equivalent). Holding a Teaching Assistantship allows the student a health fee waiver and a significant fee waiver.

Students must be enrolled to hold a TAship. TAs must enroll in and receive credit for FEMST 501. These units count toward the 12 required each quarter

TA training: New students are required to attend the University's training session and the departmental T.A. training, including the Feminist Pedagogy workshops held throughout the year. Feminist Studies 270 and Feminist Studies 501 also provide ongoing training for new Teaching Assistants. Responsibilities of T.A.s will be outlined in writing for each course at the beginning of the quarter.

Teaching Associate positions may be awarded to advanced graduate students to teach a lower or upper-division course. Unlike Teaching Assistants, Teaching Associates have signature authority for their course lists.

Research Assistantships are available when individual faculty members have funds for research and require assistance.

Readers for large enrollment courses without a TA help faculty grade written

work.

GRADUATE DEGREES

The Department of Feminist Studies offers a doctoral emphasis (designed for students pursuing doctoral degrees in other disciplines), an independent M.A., and a Ph.D.

The independent M.A. meets the needs of students interested in careers outside the university in areas such as secondary teaching, community college teaching, public policy, non-governmental organizations, and other forms of advocacy, as well as students who plan to pursue a Ph.D. in another discipline but first want solid grounding in feminist studies. Students in the independent M.A. program may tailor their work to their particular goals—for example, secondary school teachers might develop a curriculum plan for their final project, and students interested in public policy might conduct research on the impact of a particular issue—but the program would focus on providing skills in feminist research, analysis, and writing.

The Ph.D. degree offers rigorous interdisciplinary training to potential scholars and teachers of feminist, women's, and gender studies. Increasingly universities and colleges seeking to fill positions in women's studies expect an interdisciplinary degree, not just a concentration on women and gender within another discipline.

The Feminist Studies Doctoral Emphasis is designed for students who are pursuing doctoral studies in one of the UCSB departments participating in the emphasis. Students in the doctoral emphasis complete a pattern of four required courses and include an affiliated faculty member on their committees.

AREAS OF EMPHASIS

The graduate program is organized into three areas of emphasis. Ph.D. students will focus on one of three areas but take courses in all three:

- 1) Race and nation: "Race and nation" centers the experiences of African American, Latina, Asian American, Native American, and Arab American women—"the Third World within"—in a global context, attending to both the centrality of race and ethnicity and the inextricability of race and ethnicity (including whiteness) from all other categories of identity and difference. Faculty members specializing in this area include Afary, Bobo, Boris, Chang, Harthorn, Hernández, Miller-Young.
- 2) Genders and Sexualities: "Genders and sexualities" concentrates on an interdisciplinary exploration of the historical and global processes by which desires, sexual acts, relationships, gender and sexual identities,

communities, and movements have been constructed, transformed, and challenged. A number of our affiliated faculty members specialize in masculinities and queer sexualities, which are part of this concentration. Faculty members include Afary, Hernández, Miller-Young, Oaks, Rupp.

- 3) Productive and reproductive labors: “Productive and reproductive labors” focuses on the economic (both paid and unpaid) and reproductive roles and experiences of diverse groups of women globally and historically and the complex relationship between employment and child-bearing and child-rearing. Faculty members include Boris, Chang, Harthorn, Miller-Young, Oaks, Tomlinson.

All three areas of concentration attend to the intersectionality of race, ethnicity, class, sexuality, nationality, age, religion, ability, and other categories of difference. In addition, all three areas integrate attention to the contemporary United States with historical and global perspectives. Applicants indicate an area of focus upon application to the program, although they may change areas if they so choose once they are enrolled.

REQUIRED AND RECOMMENDED COURSES

Both the independent M.A. and the Ph.D. begin with a core of courses that ground students in the theoretical, methodological, epistemological, and pedagogical traditions of feminist studies. Independent M.A. students then take a variety of topical courses depending on their interests and write a thesis or complete a project such as a policy paper or curriculum development plan.

Ph.D. students concentrate in one of three thematic fields (race and nation, genders and sexualities, productive and reproductive labors) while taking some coursework in all three, thus gaining broad expertise. They may also take a cluster of course in an outside disciplinary or interdisciplinary field to complement their work in feminist studies. In addition, they engage in extensive original research, both in research seminars and in the completion of a dissertation.

Both M.A. and Ph.D. students are expected to enroll in FEMST 595: Conversations for Change, each year they are doing coursework.

M.A. Requirements

CORE COURSES – 20 units		
Course Number	Course Name	Units
FEMST 270	Feminist Epistemologies and Pedagogy	4.0
FEMST	Feminist Theories	4.0

250AA-ZZ		
FEMST 260	Feminist Research Methods ¹	4.0
FEMST 280	Research Seminar (2-quarter seminar)	8.0
		20.0
ELECTIVES – 8 units from the area of concentration, 4 units outside:		
Course Number	Course Name	Units
FEMST 210 or relevant courses	Labors ² or relevant courses	4.0
FEMST 220 or relevant courses	Genders and Sexualities ² or relevant courses	4.0
FEMST 230 or relevant courses	Race and Nation ²	4.0
		12.0
THESIS RESEARCH AND PREPARATION – 8 units		
Course Number	Course Name	Units
FEMST 599AA-ZZ	M.A. Thesis or Ph.D. Dissertation Research and Preparation	8.0
		8.0

¹ [Note: This course will introduce students to diverse methodologies and feminist approaches to them. We will encourage students to enroll in appropriate methodology courses in other departments, depending on their research interests. As an interdisciplinary area, feminist studies utilizes a range of methodologies, therefore methodological training needs to be tailored to the individual student.]

²Repeatable with a different instructor and topic up to 12 units

TOTAL FOR THE M.A. DEGREE = 40.0 UNITS

**Ph.D. Requirements
FOR CONTINUING UCSB STUDENTS**

CORE COURSES – 12 units		
Course Number	Course Name	Units
FEMST 280	Research Seminar (2-quarter seminar)	8.0
FEMST 501	Apprentice Teaching in Women's Studies	4.0
		12.0
ELECTIVES – 4 units in each area:		
Course Number	Course Name	Units
<i>FEMST 210</i> <i>Or relevant courses</i>	<i>Labors</i>	<i>4.0</i>
<i>FEMST 220</i> <i>Or relevant courses</i>	<i>Genders and Sexualities</i>	<i>4.0</i>
<i>FEMST 230</i> <i>Or relevant courses</i>	<i>Race and Nation²</i>	<i>4.0</i>
		12.0
4 units from the following:		
Course Number	Course Name	Units
FEMST 240	Transnational Feminisms	4.0
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and Public Policy	4.0
FEMST 594 AA-ZZ	Special Topics in Feminist Studies	4.0
		4.0
DISSERTATION RESEARCH AND PREPARATION – 12 units		
Course Number	Course Name	Units

FEMST 597AA-ZZ	Independent Study for Ph.D. Examinations	Variable
FEMST 599AA-ZZ	M.A. Thesis or Ph.D. Dissertation Research and Preparation	Variable
		12.0

TOTAL FOR THE PH.D. DEGREE = 40.0 UNITS

**Ph.D. Requirements
FOR STUDENTS COMING IN WITH AN M.A. FROM ANOTHER
INSTITUTION**

CORE COURSES – 28 units¹		
Course Number	Course Name	Units
FEMST 270	Feminist Epistemologies and Pedagogy	4.0
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 260	Feminist Research Methods	4.0
FEMST 280	Research Seminar (2-quarter seminar)	16.0
FEMST 501	Apprentice Teaching in Women's Studies	4.0
		28.0
ELECTIVES – 8 units inside the area in which a student is concentrating:		
Course Number	Course Name	Units
FEMST 210 Or relevant courses	Labors	4.0
FEMST 220 Or relevant courses	Genders and Sexualities	4.0
FEMST 230	Race and Nation	4.0

¹ Note: Students in receipt of an M.A. in Feminist, Women's, or Gender Studies from a similar program may be released from various required courses, pending review of their M.A. transcripts by the Graduate Director.

Or relevant courses		
<i>4 units outside the area in which a student is concentrating:</i>		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>
	See courses above OR	
FEMST 240	Transnational Feminisms	4.0
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and Public Policy	4.0
FEMST 594AA-ZZ	Special Topics in Feminist Studies	4.0
		8.0

DISSERTATION RESEARCH AND PREPARATION – 12 units		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>
FEMST 597AA-ZZ	Independent Study for Ph.D. Examinations	Variable
FEMST 599AA-ZZ	M.A. Thesis or Ph.D. Dissertation Research and Preparation	Variable
		12.0

TOTAL FOR THE PH.D. DEGREE = 56.0 UNITS

FOREIGN LANGUAGE COMPETENCY

Ph.D. students must demonstrate reading proficiency in at least one language other than English. Students for whom English is a second language and students who have completed coursework to an intermediate level are deemed to have reading proficiency. Other students may fulfill the requirement by taking coursework or passing a language examination consisting of translation (with dictionary). The advisor will, in consultation with the student, arrange for an examination and its evaluation. On an individual basis, alternatives to this requirement (for example, proficiency in statistics) may be accepted.

EXAMINATIONS, THESIS, FINAL PROJECT, AND DISSERTATION

Independent M.A.:

Students admitted to the independent M.A. track have the choice of two plans:

- *Plan I (Thesis):* Students must submit a research thesis, under the guidance of a faculty committee.
- *Plan II (Final Project):* Students must submit a final project such as a plan for integrating feminist studies into the secondary school curriculum or a policy paper applying feminist scholarship to analyze an issue of public policy

Independent M.A. students undertaking either plan must also (1) complete 40 graduate units; (2) pass an oral examination on the thesis or final project.

Master of Arts:

Students admitted to the M.A./Ph.D. track will undertake the Plan I M.A. (Thesis). Students are required to (1) submit a research thesis, under the guidance of a faculty committee; (2) complete 40 graduate units for the M.A.; (3) pass a thesis oral defense examination. This should occur by the end of the second year of study.

Doctor of Philosophy:

Students receive a Ph.D. degree upon completing all required coursework, proving competency in a foreign language (or other alternative), passing a qualifying examination, and completing a dissertation.

The qualifying examination will consist of :

- 1) a written examination in the area of feminist approaches to knowledge;
- 2) a written examination in the major area of concentration (race and nation, genders and sexualities, or productive and reproductive labors); and
- 3) a dissertation prospectus.

Reading lists for the examinations will be drawn up by each student. The list for feminist approaches to knowledge will draw from the readings and concepts in the core required courses, as well as additional items (a total of about 50). The

list for the areas examination should also draw from course readings and should total about 100 items.

The written examinations are take-home. Each should be completed within a three-day period, the two together within two weeks. Students will be asked to choose two questions to answer on each examination and to write a maximum of 12 pages on each question.

The examination committee will be composed of at least three ladder-rank faculty members: the advisor, one other from the core faculty, and one from either the core or affiliated faculty. Each faculty member will contribute questions, and the advisor will put together the examinations. . An oral examination of two hours will cover the written examinations and dissertation prospectus. Successful completion will advance a student to doctoral candidacy.

At the end of the program, the student must pass a dissertation defense. The dissertation committee will be composed of at least three ladder-rank faculty members, the chair and at least one other from the core faculty. Normally the dissertation committee will be the same as the examination committee, but that is not required.

DISSERTATION PROSPECTUS GUIDELINES

The Prospectus shall include:

1. A statement of the problem. What research questions are being asked? What is the subject's significance? What contribution to the existing scholarship can the student make?
2. A bibliographical survey, containing not just a list of published works but an analysis of them. How will you build on, expand, connect with, and/or challenge the existing literatures on your subject?
3. A discussion of the research strategy, specifying data sources, methodologies, and theories.
4. A plan of work, time line, and chapter outline showing when and how various parts of the research and the writing of chapters will be completed.

The prospectus should be between 20 and 25 pages in length.

DOCTORAL DISSERTATION

The doctoral dissertation must be an original work of research in the field of the candidate's specialization. Doctoral candidates submit preliminary drafts of the dissertation to the major professor and generally ask other members of the dissertation committee if they would like to read and comment as well. Doctoral candidates should plan to make the final draft available to the dissertation

committee a month prior to the filing deadline; there should also be sufficient time for the student to make revisions required by dissertation committee members.

Dissertation Filing Fees:

Students must be registered the quarter in which they turn in their dissertation. If a student is filing during the quarter they are registered, no extra fees are required. If they file the following quarter and do not register, they can obtain an official leave of absence filing fee quarter from the Graduate Division. The filing fee can be paid in lieu of registration. The amount is half the current registration fee. This approved leave will permit formal relationship with the University for those in UCSB housing, students in need of continued e-mail service, and international students concerned with legal visa status. If there is a lapse in registration, then full registration fees will be required to file. If a lapse in registration has occurred, Summer Session is a good time to file due to decreased fees. If the student needs to reenroll in UCSB, a reinstatement petition is needed after lapsing status.

GENERAL REGULATIONS

Registration. Students must enroll and pay fees by the deadlines printed in the quarterly "Schedule of Classes". Maintaining graduate status involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status; all graduate students are assessed full fees no matter how many units they take. Students who are physically elsewhere are considered "in residence" at UCSB if they pay fees and register for classes. Failure to pay fees and/or to register by the 15th day of instruction will result in lapse of student status. Students must petition for reinstatement (\$25.00 petition fee).

Full-time enrollment. The University counts students on the 15th day of instruction. Students who are enrolled for 12 units at that time are counted as full-time for census purposes. Since resources come to campus (and hence to the department) in the form of fellowships, teaching assistantships, tuition fellowships, etc., based on the 12 unit formula, it is required that students enroll in 12 units each quarter. Students who find this course load too heavy may drop to 8 units AFTER the 15th day of instruction, but TAs must carry 8 units of courses that count toward the degree. (The minimum unit requirement for TAs, financial aid, and housing is 8 units.)

Independent study types of courses are designed to provide individual study towards the Masters and Ph.D. degrees and enable students to maintain a 12 unit load each quarter.

Continuous registration is expected of all graduate students. Under special circumstances, students may request a leave of absence from the Graduate Dean. Students who are neither registered nor on an approved leave of absence lose all status and privileges as students, cannot hold fellowships or other forms of

financial support, and must apply for reinstatement and, where applicable, readvancement to candidacy.

Students must be registered the quarter they take qualifying examinations.

Registration as a graduate student in the spring quarter maintains graduate status until the beginning of the next fall quarter. A student who registered in spring may therefore take examinations or file a dissertation during summer without additional fees. A student who did NOT register spring quarter, however, may NOT take Ph.D. qualifying examinations or M.A. comprehensive examinations in the summer unless the student registers in summer session.

To file the dissertation the student must be registered, or if the student chooses to use the filing fee to file, they must have been registered the quarter prior to filing. Students may file in the summer paying summer registration fees if they were not enrolled in the spring quarter.

Leaves of absence. Graduate Council has declared that graduate students admitted Winter 1990 or later are expected to maintain continuous registration. Leaves of absence will be granted only in extraordinary circumstances. Extraordinary circumstances are defined as documented medical difficulties which would reasonably inhibit graduate studies; family emergencies of an unusual and unanticipated nature; and circumstances beyond the student's control that originate within the University. The following reasons are NOT considered extraordinary by Graduate Council because they are common or even typical of graduate study: financial hardship and the desire not to pay fees; desire to take time off from the pressure of studies; the necessity to focus primary energies on work related to examinations or dissertation requirements; exigencies resulting from outside employment; desire to protect immigration status. Students going abroad for academic reasons will be encouraged to register and use the in absentia fee reduction (see below).

Students on leave may not use any university facilities nor place any demands on faculty time. Students apply for leaves for a specific length of time and for a specific reason, both to be discussed with the Graduate Director. To qualify for a leave, the student must have been enrolled in graduate status at UCSB for at least one quarter prior to petitioning and must be in good standing (3.0 GPA or better). Petitions for leaves of absence may be obtained from the department and must be signed by the Graduate Director and the Chair of Graduate Council. A fee of \$20 is charged.

All students are entitled to one quarter of leave for their final quarter. This is the filing fee quarter and is for students who will be filing their dissertation and have no coursework to complete.

Lapsed status. Students who feel they absolutely cannot continue to register may allow their status as students to lapse until their circumstances become more stable. If a student's status lapses, s/he may not use any university facilities nor place any demands on faculty time. The student can be reinstated or reapply at a

later date. Readmission is not guaranteed, and therefore a student should discuss his/her situation with his/her major professor and the Graduate Director.

In absentia registration. Graduate students whose research or study requires them to remain outside California throughout the quarter, but who need to be registered, may be able to take advantage of in absentia registration, which reduces the registration fee by one-half. Other fees, notably non-resident tuition and the education fee, remain unchanged. This option will be of use to graduate students who must register to receive fellowships, for example, or for students fulfilling required internships out-of-state. Students may apply by completing an in absentia petition. The student's major adviser must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside California for one to three quarters.

THE FACULTY AND STAFF

For a listing of core and affiliated faculty and staff, go to:

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

GRADUATE COURSES

For a list of Feminist Studies courses and relevant courses in other departments, go to <http://my.sa.ucsb.edu/Catalog/Current/Index.aspx>.

Graduate Student Bill of Rights. The UCSB Graduate Student Association has written a Graduate Student Bill of Rights, with consultation with the Graduate Division and Graduate Council. Graduate Council has formally endorsed the spirit of the Bill of Rights as passed by GSA, Spring Quarter 1995. See <http://www.graddiv.ucsb.edu/handbook/introduction.html#billofrights>

Students who are appointed as Associate, Reader, Tutor/Remedial Tutor and Teaching Assistant fall under an agreement between The Regents of the University of California and the Association of Student Employees and UAW.

CAMPUS REGULATIONS ON GRIEVANCES

Student grievance procedure. UCSB is in compliance with all legislation which seeks to eliminate discrimination toward students. Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination on the basis of race, color, national origin, and religion. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. Policy action by the Regents of the University of California prohibits discrimination on the basis of age and sexual orientation. Contact the Graduate Division for further information.

Sexual harassment. UCSB has a policy prohibiting sexual harassment and

providing a grievance procedure specifically for this form of discrimination. Copies of the grievance procedure for sexual harassment may be obtained from a number of UCSB offices. The Chancellor has appointed a Sexual Harassment Complaint Resolution Officer. The task of the Complaint Resolution Officer is to refer complaints to the appropriate campus grievance office and to handle those complaints not covered by established procedures. Further information and/or assistance can be obtained from the Sexual Harassment Complaint Resolution Officer, Cheadle Hall 3117. Telephone 805-893-2546.