

# **Graduate Student Handbook**

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**Graduate Student Handbook**  
**Department of History**  
**University of California, Santa Barbara**

**Introduction.** This handbook is designed to explain the structure of the graduate program in History, degree requirements, and provide information about the History Department, its personnel and procedures relevant to graduate students.

## **STRUCTURE OF THE PROGRAM**

The graduate program in History is designed to train professional historians, with the Doctor of Philosophy being the degree objective for students. Students without an M.A. should apply to the M.A./Ph.D. program. Students are not admitted for the M.A. only. The Masters is considered an interim stage in the student's professional training. No student is admitted without a faculty sponsor who agrees to serve as the student's major professor. No student can remain in the program without the continued sponsorship of a major professor.

## **THE FACULTY**

**Professors.** The faculty in charge of graduate education are members of the Academic Senate and are entitled to direct graduate students' work, serve as members on doctoral committees, and chair those committees. Their titles are in rank order from lowest to highest, Assistant Professor, Associate Professor, and Professor, also called Full Professor. Associate and Full Professors have tenure, i.e., a permanent appointment. Assistant professors are in the early stages of their academic careers and do not have a permanent appointment. They are reviewed for tenure by the seventh year after beginning their employment. All faculty whose academic appointment includes the title "professor" may be called by that title. Other teaching faculty, such as lecturers, are often called "professor" in common parlance, although technically this is incorrect.

**Emeriti faculty.** Faculty with the title "emeritus" or "emerita" have retired from regular faculty duties. Several continue to teach but for a limited period of time. Emeriti faculty will not be serving as major professors for students new to the program. They will serve as chairs of doctoral committees only for very advanced graduate students, often with a co-chair who is a regular faculty member. However, graduate students are encouraged to do coursework with emeriti faculty since only the most distinguished emeriti have been granted the privilege of teaching beyond formal retirement.

**Affiliated faculty.** In addition to faculty with appointments in the History Department, there are faculty affiliated with the Department who are ladder-rank Senate members from other departments. Affiliated faculty participate in instructional activities of the History Department, including serving on Masters and serving on and chairing Ph.D. committees.

**Lecturers and visiting faculty.** Other faculty who teach in the History Department include temporary lecturers and visiting faculty from other universities. Temporary lecturers usually do not teach graduate courses or serve on doctoral committees. The courses they teach (both undergraduate and graduate) count toward unit requirements where applicable. Visiting professors may teach graduate seminars.

**Teaching Associates.** Certain advanced graduate students teach upper division lecture classes or proseminars. Departmental policy is, however, that graduate students without the Ph.D. do not supervise or assign grades to other graduate students. Graduate students, therefore, do not teach lower division courses where they are supervising Teaching Assistants.

## **MAJOR PROFESSOR and PROGRAM SUPERVISION**

All students must have a major professor or mentor to direct their graduate studies. No student is admitted to the program without a faculty sponsor, 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 Director of Graduate Studies (DGS) must be consulted if a student is considering changing mentors, and the DGS's approval of the change is required.

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 every Spring Quarter to file a report on the student's progress. This year-end report 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.

If the major professor's annual review of the student indicates that the student's performance is unsatisfactory, the Director of Graduate Studies will communicate directly in writing with the student. The student will be notified in this letter that s/he is being placed on a one-year probationary status. If at the end of that year progress is still unsatisfactory, the department chair will recommend to the dean of the Graduate Division that the student be dismissed from graduate study.

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

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## **GRADUATE COURSES, GRADING, AND EXAMINATIONS**

Both the M.A. and Ph.D. levels require specified amounts and types of coursework, outlined below. The M.A. has one comprehensive examination; there is no thesis option. The Ph.D. program requires three written examinations, an oral qualifying examination in four fields, and a doctoral dissertation.

The graduate program is designed to train students to be historians. Coursework and examinations are integral to this training. Students will gain a command of the historical literature for their fields and learn the methods and techniques of historical research. In addition, the department offers a course on the historical profession so that students have a formal opportunity to learn how our profession functions. Teaching assistantships help train students to teach at the undergraduate level, and course credit is given to teaching assistants (History 500).

Successful completion of coursework and further readings generally prepare students for their M.A. comprehensive and doctoral qualifying exams. Coursework is a necessary prerequisite to the exams, but students should expect to read additional material in preparing for exams. The M.A. and doctoral candidacy are not achieved by successful coursework, but by passing the M.A. comprehensive and Ph.D. qualifying exams.

The completion of coursework and examinations is merely the prelude to the true goal of the program, the completion of a doctoral dissertation. The dissertation is an original intellectual contribution to knowledge.

### **Types of Courses**

**Seminars.** There are two general types of seminars, reading seminars and research seminars, both types numbered in the 200 series.

In addition, there are courses numbered in the 500 series for independent study, examination preparation, TA laboratory, and dissertation preparation.

**Reading seminars** (usually numbered History 200 and 201) are aimed at familiarizing students with the general types of historical writing and analysis (historiography) and providing a framework for students to gain a command of the historical literature in a given field. Reading seminars are generally one quarter long, and may or may not involve a final paper. Professors may require a final exam, although this is rare. Reading seminars may be taken more than once if the content of the course is different.

### **3**

**Research seminars** are two- (and occasionally three-) quarter sequence seminars (numbered History 210 and above), aimed at training students in the techniques of historical research. Emphasis is on the student's use of primary documentation as the basis for an original research paper. These research seminars are at least two quarters long, giving students time to do research and prepare a major paper. Often the first quarter of the seminar involves the student defining the topic and doing a major portion of the research; the second quarter is generally devoted to writing the research paper. The final grade in the course is assigned at the completion of the seminar, with an interim grade of In Progress (IP) given after the first quarter. Successful completion of the

research seminar requirements is extremely important for students, for it is in these seminars that students demonstrate their ability to do original research and effective writing.

**History 500**, Laboratory for Teaching Assistants, is required of all students holding a TAship. Units do not apply toward the M.A. or Ph.D. TAs meet on a regular basis with the supervising faculty member of the course for which the TA is teaching. Further description of this course is provided in the History Department Teaching Assistant Handbook.

**History 596**, Directed Reading and Research, is an individual tutorial with a particular faculty member. It provides the opportunity for students to pursue independent study. The faculty member and the student agree upon a body of work to be completed during the term. History 596 does not count as a research seminar, but 8 units of a graded 596 will count toward the degree. You must obtain permission from the supervising professor before you register.

**History 597**, Independent Study for Master's Comprehensive and Ph.D. Examinations allows graduate students to prepare for examinations. Units do not count toward the degree requirements, but do count for unit requirements for registration. You must obtain permission from the supervising professor before you register.

**History 599AA-ZZ**, Ph.D. Dissertation Preparation, allows students who have already advanced to candidacy to maintain unit requirements for enrollment.

### **Grading and Other Evaluations**

The following grading options exist for coursework: letter grades A through F; Satisfactory/Unsatisfactory (S/U); and In Progress (IP), used for multi-quarter classes with the final grade assigned in the last quarter. 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).

## **4**

The History Department expects students to perform at the highest level. The range of grades at the graduate level is narrower than that at the undergraduate, so that a grade of B should be interpreted as less than satisfactory work. For students to be competitive for TAships and other forms of financial support, and for M.A. students to be considered for admission to the Ph.D. program, consistent high performance as indicated by grades is expected.

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 that student's transcript.

### **Degree Milestones**

The term "degree milestone" refers to the series of steps graduate students take to complete a master's or doctoral degree. They include at the M.A. level, satisfaction of the residency requirement, completion of unit requirements, passing the language examination, and passing the comprehensive examination. Upon completion of these requirements, the Graduate Program Assistant draws up a memo officially notifying the Graduate Division that the student has passed all the requirements for the M.A. and there are no Incomplete grades on the student's record.

For the Ph.D., degree milestones include: satisfaction of the residency requirement, completion of unit requirements, passing the language requirement(s); nomination of the faculty committee to conduct Ph.D. qualifying exams or dissertation research; passing qualifying examinations; approval of a dissertation prospectus; and final defense of the dissertation, or waiver of that defense by the department.

### **MASTER OF ARTS**

The M.A. degree is a valuable stage on the path to the doctorate. Applicants to the graduate program in History are expected to show high potential for engaging in advanced historical research and analysis. Applicants must meet general university requirements for admission to graduate standing and must have completed an undergraduate major in history or its equivalent. Applicants may be admitted with deficiencies, but those deficiencies must be made up in the first year and do not count in satisfaction of graduate degree unit or course requirements.

## **5**

### **Degree Requirements**

The M.A. degree will be awarded to students who satisfy the requirements prescribed by the Graduate Council, and who, in addition, meet the following requirements:

**Unit requirements.** It is a Graduate Division requirement that students must enroll in a minimum of 12 units each quarter. The student must pass a minimum of 36 units of upper-division and graduate history courses. No course will count for the degree if the grade is less than 3.0. At least 24 of these units must be in graduate courses numbered between 200 and 292, with 4 units of 202 (required of all students who have not had a graduate course in historiography) and at least 8 units in research seminars, which will result in the preparation of original research papers. History 596 does not apply to the

research seminar unit requirement, but 8 units will apply toward the 36-unit requirement. Students in American History must take History 292ABC. Two classes taken outside the department can be used toward the 36-unit requirement. All coursework must be complete before the MA exam can be taken.

**Residency Requirement.** The residency requirement for an M.A. student is 3 quarters of full-time enrollment.

**Foreign language.** The student must pass a two-hour written translation examination in at least one foreign language within one calendar year after the M.A Comprehensive exam. Language exams are given every quarter. Check with the faculty member chairing the Language Committee, or the Graduate Program Assistant, if you have questions about the exam.

**Foreign Language Examination Policies and Procedures.** See page 8 for details.

**Comprehensive examination.** Upon satisfying the unit requirements, a student will be eligible to take the comprehensive examination—a three-hour written exam in any of the general fields listed below. Exams are set by professors in the appropriate fields, with two readers for each exam. Passing grades are B and above. (B- fails) Students may retake the examination one time in an effort to improve the result. If students elect to retake the exam, they must retake the entire exam. A student must obtain approval from the Director of Graduate Study to take the exam a third time.

Exams are read by two faculty readers. Where there is significant difference in the result, the exam is given to a third reader for evaluation. Students in the U.S. field who opt for the African American, Native American, or Chicano emphases have the emphasis questions read by a specialist in that field as well as by the standard two examiners for the U.S. field.

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### **Examination Fields for the M.A.**

U.S.\*  
Latin America (colonial period)  
Latin America (national period)  
Pre-modern East Asia  
Modern East Asia  
Africa  
Ancient Mediterranean World  
Medieval Europe  
Early Modern Europe (1450-1815)  
Modern Europe (1789- )  
Middle East (600-1700)

Middle East (1700-present)  
History of Public Policy  
History of Science

\*An African American, Chicano, or Native American concentration is acceptable in this field.

With the exceptions of History of Public Policy and History of Science, fields of examination are delineated by geographical/cultural factors and by historical periods.

**Time to degree.** The Graduate Division allows 4 years for a student to earn the M.A., but departmental expectation is a maximum of two years. Timely completion of the M.A. is a criterion taken into account when students apply for the Ph.D. program as well as for TAs and other forms of departmental support.

## **DOCTOR OF PHILOSOPHY**

**Admission.** The M.A. degree in history or a cognate field is normally required for admission into the Ph.D. program. Applicants who do not meet this requirement must complete the M.A. in history before continuing to the Ph.D. Students taking the master's examination at UC Santa Barbara must achieve a grade of A- on the examination. In addition, the candidate must acquire a minimum of three satisfactory recommendations from professors within the department, including at least one from a professor who has supervised or reviewed the candidate's graduate seminar research paper, and a ladder faculty member must agree in writing to serve as the student's major professor. These letters must be turned in by the third week of the quarter following award of the M.A., or the student will have failed to qualify for the Ph.D. program.

## **7**

**The General Fields of History.** The Department of History offers doctoral study in eleven general fields of history:

United States  
Latin America  
East Asia  
Africa  
The Middle East  
Ancient Mediterranean World  
Medieval Europe  
Early Modern Europe (1450-1815)  
Modern Europe (1789- )  
History of Science  
History of Public Policy  
Comparative Gender\*

World History\*

Comparative History of Race and Ethnicity\*

\*Comparative Gender, World history, and Comparative History of Race and Ethnicity are offered only as a third field, and not as a possible first or second field. Please refer to “Degree Requirements: General Examinations” for further description of field three, the outside field in history.

## **Degree Requirements**

**Unit requirements.** Graduate Division requires students in the PhD program to enroll in a minimum of 12 units per quarter.

Students must complete 24 units of history research seminars, 8 units of which can be taken from the M.A. requirements. It is policy that all graduate students take two research seminars at the PhD level. However, a student’s mentor may modify this policy should circumstances (departmental offerings, research needs of the student) so require it. In such cases it is possible that a research seminar taken before a student completes the MA may count for the two-research seminar requirement at the PhD level. But this is a clear exception to the rule and will require a memo from the student, the mentor, and the approval of the DGS. Check with the graduate program assistant for credited seminars. History 596 does not count as a research seminar.

Students must take at least one graduate course in each of the four areas presented for examination (graduate courses taken in the M.A. program satisfy this requirement), and a graduate course in historiography (History 202), if such a course has not been taken prior to admission to the doctoral program. Doctoral students in U.S. history must take History 292A-B-C.

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**Residency Requirements.** Students in the doctoral program must enroll for at least six regular academic quarters on the UCSB campus, pursuing a program of full-time study (12 units each quarter) and research. Three consecutive quarters of this residency must be completed in regular session before advancement to candidacy. Three of these may have been used toward the master’s residency requirement.

**Optional Ph.D. Emphasis in Women's Studies.** Students pursuing a Ph.D. may petition the History Department to add an interdisciplinary emphasis in women's studies. Students who successfully complete the Ph.D. in History with Emphasis in Women's Studies will have that designation on their transcripts. Consult the Graduate Program Assistant for further details on this option.

**Optional Ph.D. Emphasis in European Medieval Studies:** Students pursuing a Ph.D. may petition the History Department to add an interdisciplinary emphasis in European Medieval Studies. Students who successfully complete the Ph.D. in History with

Emphasis in European Medieval Studies will have that designation on their transcripts. Consult the Graduate Program Assistant for further details on this option.

**Time to degree.** The normative time for the completion of the Ph.D. in history is 7 years from the time of entry into graduate study. The absolute deadline for completion is 7 years, and this time includes all leaves of absence, quarters of lapsed status, etc. The Department will enforce these rules and approve exceptions only under unusual circumstances. If you exceed the maximum time allowable before completion of the requirements for the Ph.D. degree, you must petition for extension of the deadline for completion of the degree. Graduate Division policy may require retaking of the Ph.D. exams if degree work is completed several years beyond the normative time.

**Foreign language.** The student must pass at least one foreign language examination, a requirement which may be satisfied by passing the foreign language examination for the UCSB M.A. in history, or, with the approval of the Graduate Committee, an examination at another institution. This must have been a written translation, coursework is not allowed. Additional language requirements pertinent to the field of research may be specified by the major professor with the approval of the Graduate Committee. Preparation and supervision of these additional language examinations are the responsibility of the major professor, who may or may not use the regular departmental foreign language examinations.

Students should plan to satisfy the departmental foreign language requirement as soon as possible. No student will be allowed to take the general examinations for the Ph.D. without having completed the departmental language requirement, as well as any additional language requirements mandated by the major professor.

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The foreign language exam is a two-hour written translation with a dictionary. If a student is taking the Latin exam, two dictionaries are acceptable. The student will not be allowed to use a computer, only blue books and a pen. Exams are given four times a year. Check with the Graduate Program Assistant for dates.

### **Foreign Language Examination Policies and Procedures.**

The foreign language requirement is not an arbitrary hurdle placed in the way of a graduate student en route to a degree; it is one of the most necessary tools of scholarship. Graduate students are expected to take the requirement seriously and to make every effort to understand and appreciate some of the fundamental works of historical research in other languages, even if relevance to their own field of study is not immediately apparent.

The foreign language examination is a two hour exam and will usually consist of two passages of approximately 500 words each. Students will try to translate as much as

possible of both passages, with the assistance of a dictionary. It is not necessary to finish both, or either passage as long as coherent sense is made of a major part of both passages.

In order that the student translate subject matter with some familiarity every candidate has the opportunity to bring in two books or journals to the graduate program assistant. The chair of the language committee will choose the passages from these titles. The works must of course be serious scholarship (when in doubt, submit the titles before checking the books out).

The standards for grading are necessarily subjective. In historical research accuracy is probably the most important standard. Will a reader of your published work be able to rely on your citations of works in foreign languages? The examiner will usually fail a translation which renders the exact opposite of the meaning intended by the original author. On the other hand, a paraphrase is acceptable if it duplicates the meaning of a foreign phrase which might be awkward in literal translation. Be careful of gender, number, subject and verb, tense, voice, and mood of verbs. Above all, remember that the original author intended his or her words to make sense.

In case of marginal failure, the student may appeal the grade to the chair of the language requirement committee, who will have the exam read by another examiner. The second decision will be final.

The examiner will be responsible for marking the examination in a detailed way in order that students will know the exact nature of their mistakes. But remember that it is possible to fail on the first paragraph, in which case the examiner need go no further. Don't let this happen to you.

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In preparation there is no substitute for long and frequent readings of books, articles, reviews, and documents in the foreign language of your choice.

The language exam may be taken up to three times to pass; DGS approval is needed thereafter.

**Dissertation committee.** The student's major professor is the chair of the dissertation committee. A minimum of three members of the Academic Senate from the student's department is required on any Ph.D. committee. Additional members from the department or from other disciplines may be added at the department's discretion. Faculty members from other UC campuses may serve as one of the first three members on committees if they are members of the UC Academic Senate and are employed in roughly the same discipline on their campus. For further information, see the Director of Graduate Studies.

When the student has formed the dissertation committee, in consultation with the student's major professor, the "Nomination of the Ph.D. committee-Ph.D. Form I" must

be filed by the Graduate Program Assistant. Schedule exams with the Graduate Program Assistant at least one month before the first written.

Changes in committee membership are not unusual for doctoral students. Form I-A must be signed by the chair of the department and approved by the dean. Students must ensure that their committee forms are up-to-date; a degree cannot be awarded when the dissertation signature page bears names different from the committee of record.

**General examinations.** Upon satisfying the unit and foreign language requirements, a student will be eligible to take the general qualifying examinations. Candidates are required to present themselves in four fields of study--three within the department and a fourth which may be either a cognate field outside the department or a fourth history field, as described below. Examination in the three history fields will be both written and oral; the examination in the cognate field or fourth history field will be oral only. The four fields are:

1. The major field, taken under the student's major professor. It will be in that professor's special field, or, with the approval of the Graduate Committee, in a closely related field. The major field ordinarily provides the intellectual basis for the dissertation and the student's later emphasis in teaching and research. The student is expected to achieve depth and breadth of scholarly sophistication and mastery in this field.

2. The general field is the field within which the student's major field is located (e.g., U.S. history is the general field of the major field, U.S. diplomatic history). The student is expected to show breadth and perspective in this field in order to set his or her specialty within its encompassing framework and to be able to teach survey courses.

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3. The outside field in history, chosen from a second of the department's graduate fields. This field may be either specialized (as in 1, above) or general (as in 2), depending on the mutual decision of the student, the major professor, and the supervisor of the outside field. This requirement affords the student, for comparative purposes, a deep encounter with the history of a period or culture distinct from that studied in Fields 1 and 2 and also enables the student to offer survey courses in this field.

4A. A cognate field outside the discipline of history is chosen from within another academic department. This field should strengthen the student's grasp of Field 1 and be comparable in depth and richness to Fields 2 and 3.

4B. A fourth history field which is outside the geographical/cultural area of the other history fields may be substituted for the cognate field. For European and U.S. historians, the field should be non-European and non-U.S. history, respectively. Examples are Africa, Middle East, East Asia, and Latin America. Alternatively, special topics may be chosen, such as environmental history, women's history, native American history, military history, and religious history. These too should have some component outside the geographical/cultural area of the other history fields. The department has added this

option to maximize students' opportunities on the job market, where many institutions seek candidates who can teach non-Western or world history, or both.

**Advancement to candidacy.** Advancement to candidacy occurs when students have passed all the course requirements and residence requirements, passed the written and oral qualifying exams, have no Incompletes on their record, have an approved prospectus, and have paid the \$65.00 advancement to candidacy fee.

All students entering the Ph.D. program Fall quarter 1996 and later must prepare a dissertation prospectus at the time deemed appropriate by the student's major professor, in consultation with the dissertation committee members. This prospectus must be approved by the dissertation committee before the student can advance to candidacy. See Prospectus Guidelines for details.

Beginning Fall 1993, the Graduate Council has approved a four-year time limit for advancement to Ph.D. candidacy for all graduate students. The policy is not retroactive, i.e., it does not apply to students who were admitted prior to Fall 1993. 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.

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**P2 Status:** A graduate student is considered P2 status when they are in the Ph.D. program and have passed their 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 their qualifying exams, they are then considered P3 status. A student is no longer eligible to receive money as stated in P2 status. They are still eligible to hold a Teaching Assistant position.

**Prospectus Guidelines.** The Prospectus shall include:

1. A statement of the historical problem. What questions are being asked? What is the subject's significance? What contribution can the student make? This gets the student to think in terms of problems and questions, instead of topics and subjects.
2. A bibliographical survey, containing not just a list of published works but an analysis of them. Is the existing literature incomplete or wrong or both?

3. A survey of the primary sources that will be used. (Note that the department decided decades ago that dissertations may not be solely synthetic., i.e., written entirely from secondary sources. Primary materials must be used.) Unpublished archival materials will be used in most cases, but where these are unavailable students will be expected to follow the norms of the field, which may include the use of published documents, interviews. etc. To the best of the student's ability, catalogs of archival materials should be consulted, and letters granting access to such collections should be obtained beforehand.

4. A discussion of the methodology or theory that will be used. This section will vary considerably, since some fields of history are far more theoretically dependent than others.

5. A time line showing when various parts of the research effort and the writing of chapters will be completed.

The prospectus shall be between 20 and 30 pages in length. The Graduate Studies Committee is persuaded that the prospectus (a) is an exercise to get the student moving faster, (b) should not be a major hurdle in itself, (c) is an initial plan of attack on a historical problem, and need not be an enormous assault because the problem is likely to be modified as the project progresses, (d) should be short, and thus serve as a valuable exercise for writing concise fellowship and grant applications, where page limits are normally imposed, and (e) should make it clear to all that the project involves original research.

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The prospectus shall be approved by the student's PhD Examination Committee, normally shortly before or after the examinations are taken. To be Advanced to Candidacy, a copy of the prospectus, signed by the student's adviser, should be turned in to the Graduate Program Assistant before the beginning of the next academic quarter. Once the prospectus is signed and turned in, and the student pays the Advancement to Candidacy fee of \$65

**Nonresident Tuition Reduction Program.** Effective Fall Fall 2006, nonresident tuition for a students who has advanced to doctoral candidacy will 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.

**Doctoral Dissertation.** The doctoral dissertation must be an original work of historical research in the field of the candidate's specialization. It must be written in clear prose, have intellectual depth, and demonstrate mastery of historical methodology. For students entering before Fall 1996, it is recommended that a dissertation prospectus be prepared by

the student as near to the outset of research as practical, and that this prospectus be approved by the major professor and the examination committee, which will serve as the dissertation committee. For students entering Fall 1996 and later the dissertation prospectus is required.

Doctoral candidates generally submit preliminary drafts of the dissertation to the major professor and may ask other members of the dissertation committee to read and comment as well. Doctoral candidates should plan to make the final draft available to the dissertation committee far enough in advance of filing deadlines so that the student can make revisions required by dissertation committee members. Dissertation committee members take their responsibilities seriously even when they are not chair of the committee. Thus, the student should not consider the dissertation accepted until all committee members consider the dissertation satisfactory.

Effective for students entering in Fall 2004 or later, when the dissertation is approved, the candidate will be asked to appear for an oral examination in the field of the dissertation. For students entering the university before Fall 2004, this is optional. If the dissertation committee waives this requirement, a "Waiver of Final Examination for the Degree of Doctor of Philosophy" (Form III-A) must be signed by all committee members and the department chair and returned to the Graduate Division. If the student defends the dissertation, a Form III is signed by the committee members and turned in to Graduate Division as part of the final submission.

## 14

**Dissertation Filing Fees:** Effective Fall 2005, 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.

**Teaching Assistantships.** Teaching Assistantships are considered a valuable part of students' educational experience, developing a variety of academic and teaching skills. TAs are awarded chiefly on the basis of academic merit. While some students are supported by University or departmental fellowships which include guarantees of TAs, most TAs in the department are awarded by the Financial Aid Committee on the basis of the individual student's academic merit. Holding a TA for at least one quarter is a departmental requirement, which can be waived under certain circumstances.

The Financial Aid committee meets in Spring Quarter to evaluate the pool of applicants. All students who have not gone beyond the 12 quarters of eligibility for TAship may apply.

Students who have not yet earned the M.A. and those who already have held TAships for 9 quarters are far less likely to receive awards, due to the high ratio of applicants to TAships. The committee rank orders the applicants who do not have guaranteed TAships and draws up a final list of students awarded TAships, with a rank-ordered alternate list. Since a certain number of students awarded a TAship turn down that award for one or more quarters, students on the alternate list in past years have had the opportunity to TA for one or more quarters.

There is an effort to match a student's field of study with the course to which the student is assigned. However, the number of TAships the College allocates to the department is enrollment driven. The Western Civilization series (History 4) has many slots for TAs because of its size. The assignment to a field outside of the student's own is an opportunity for the student to develop new teaching areas. Reports from UCSB Ph.D.s indicate that, on the job market, the larger number of fields a person can teach the better.

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A full TAship is generally 3 sections per quarter. The TAship is considered an integral part of the student's graduate training, and it is considered an academic apprenticeship and not primarily employment. A full TAship is calculated at .50 FTE (full-time equivalent). Holding a Teaching Assistantship allows the student a health fee waiver and a significant fee wavier.

University policy is that the total length of university service as a Teaching Assistant or Teaching Associate shall not exceed four years (12 quarters).

Students must be enrolled to hold a TAship, and enrollment will be verified by the Graduate Program Assistant. TAs enroll in and receive credit for History 500. These units count toward the 12 required each quarter. A Teaching Assistant must maintain a minimum of 8 units per quarter.

The Provost of the College of Letters and Science determines the number of TA allocations for each academic department in the College. Many students will have the opportunity to TA at some point in their graduate career, but unless students are awarded a TAship as part of their admissions package, a TAship is not guaranteed. Only a very few students will be awarded fourth-year TAships.

Excellence in teaching, while important, is not the main criterion for the award of a TAship. Recommendations by faculty, especially the student's major professor and

others with whom the student has done coursework, are extremely important. Performance evaluations by supervising faculty are also important. Students may provide additional materials to the Financial Aid Committee in support of their TA application. Other criteria taken into consideration are: progress toward the degree and professional development.

A faculty member is in charge of TA training, with the assistance of one or two Head TAs, all of whom aim for the smooth functioning of the program. There is a separate TA Handbook which students should consult.

**Evaluation of TAs.** TA evaluation is an ongoing process throughout the quarter. TAs must register for History 500 and attend the TA sessions supervised by the professor, as well as attend lecture regularly. The supervising professor will visit a section for each TA at least once during the quarter and will give the TA feedback at that time. At end of the quarter, the supervising professor will make a written evaluation of the TA's performance. The written evaluation is placed in the student's permanent file and the student has access to that information for TAships held after Winter 1991. TAs are required to attend TA training sessions organized by the department. Their failure to do so will be taken into account when they reapply for TAship.

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**TA's obligations.** A TA's appointment is a binding contract for the duration of the quarter. If the appointment is declined, the department should be notified well before the quarter begins. Once instruction has begun it is unacceptable for a TA to break the contract for any reason except extreme emergency. TAs are expected to be available throughout the quarter, including the time needed to assign grades after the final examination. TAs are required to turn in their grade books and return undergraduate's written materials to the supervising professor. University regulations mandate that students' work must be retained for one quarter.

## FINANCIAL SUPPORT

### Departmental Support

There are a number of forms of financial support for History graduate students. Applicants to the graduate program of outstanding merit are nominated for campus-wide competitions in several categories, all merit-based. Student loans are available through the Financial Aid Office. See that office for further details.

**Teaching Assistantships** are a major source of financial support to History graduate students. Awards are based on academic merit and continued awards dependent on outstanding performance in coursework and teaching. Note, however, that TAships are

not entitlements. When there are more applicants than positions, worthy candidates will go without awards. Applications are made available during winter quarter.

**Teaching Associate** positions may be awarded to advanced graduate students to teach an 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. Some faculty members use their Research Assistants as “go-fors,” to prepare bibliographies, organize data, locate quotes, etc. Others ask their RAs to analyze data, compose text, or make other intellectual contributions to the investigation. There is a presumption that, once the RA makes an intellectual contribution to a research project, the RA should be accorded co-authorship or some other form of public recognition (e.g., “with...”). These matters are best discussed and settled before employment is commenced.

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

## 17

**Departmental Fellowships** are awarded to meritorious History doctoral candidates to provide support for dissertation research and writing. Grants are in the range of \$6,000 to \$12,000. Students who receive a significantly smaller amount may reapply for fellowship support. Applications are made available winter quarter. Criteria taken into consideration are: progress toward the degree, professional development, strength of letters, awards, honors and prizes. If the doctoral exams are not complete at the time of application, they must be complete by the beginning of fall quarter. To receive the fellowship stipend, a student must be a full-time registered student, but does not need to be physically present at the university.

**Travel-to-archive grants and Travel-to-conference grants** are open to History students at both the M.A. and Ph.D. levels. These fellowships are designed to fund travel to present a paper at a scholarly conference and to fund research to archives; some students at an early stage of their research can use this fellowship to ascertain whether archival resources exist for their proposed research. Students at a more advanced stage of their career can use the funds to further their dissertation research. The amount provided is based on the Academic Senate Research Committee guidelines for cost of travel, and varies by distance.

Call for Travel Grants are put out January. Students may receive only **ONE** travel grant per year, either for travel to present a paper, or archival research.

**Prizes** are awarded annually in the History Department. Although prizes are not an ongoing source of support in the department, some prizes include a significant monetary award.

### **Need-Based 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:

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**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 History Department **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](http://www.fafsa.ed.gov).

## **Other Financial Support**

Graduate Division has information on campus-wide and extramural fellowship opportunities. Visit their web site often for listings of fellowships and deadlines. You can download all applications and petitions as well. <[www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu)>

**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.

## **19**

**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.

**Graduate Council 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.

National Endowment for the Humanities Fellowships, Fulbright Fellowships, Social Science Research Council Fellowships, American Association of University Women's Fellowships, the Pew Memorial Fellowships, Newberry Library Fellowships, and UC MEXUS Fellowships are among the extramural awards our graduate students have won. See the Graduate Division for further details.

Be aware that campus deadlines for these fellowships are usually earlier than those listed on the application forms from the funding agencies themselves. Deanne Day is the staff person who deals with some of the administrative matters in these applications.

## **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 History Department 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.

## **20**

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. History uses the block grant entirely for recruitment fellowships, dissertation fellowships, and awards for travel to archives and meetings.

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

**Director of Graduate Studies in History.** The Director of Graduate Studies in History oversees the graduate program in the department. The Director coordinates the functions of the Departmental Graduate Committee, Graduate Admissions Committee, and Financial Aid Committee, and oversees the activities of the Graduate Program Assistants in the departmental office.

The Director of Graduate Studies 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 consult the Director of Graduate Studies about questions which are not answered by information in the catalogue or other materials dealing with the graduate program. Students should meet with the DGS about problems they may be encountering in the program. If students are contemplating changing major professors, the DGS should be consulted in advance, and the DGS's approval is required.

**Graduate Program Assistant.** The Graduate Program Assistants, Darcy Ritzau and Carolyn Isono Grapard, provide administrative and clerical support for the graduate program. The Graduate Program Assistant assists the Director of Graduate Studies in monitoring students' progress toward their degrees, and provides information about departmental and Graduate Division policies and procedures.

Faculty and students alike rely heavily on the Graduate Program Assistant for information, but faculty are responsible for academic planning, graduate student admissions, and the supervision of students in the program.

Although the Graduate Program Assistant conveys much information to students about exam results, awarding of TAships, fellowships, and prizes, she does not make these decisions.

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The Graduate Program Assistant can apprise students of the various forms which need to be filed with the department and the Graduate Division. For all petitions to the Graduate Dean, the only persons recognized as having signature power for the department are the Director of Graduate Studies and the Department Chair.

**Graduate Studies Committee.** The Graduate Studies Committee makes recommendations to the department regarding changes in the requirements of the graduate program or procedures in administering the program. It also meets as necessary concerning individual graduate students.

**Graduate Admissions Committee.** The Graduate Admissions Committee reads graduate applications, ranks the top applicants, and makes nominations to the Graduate Division for fellowships. In addition, the committee awards fellowships to applicants from the department's block grant for graduate education.

**Graduate Financial Aid Committee.** The Graduate Financial Aid Committee deals with students already in the graduate program. It ranks applicants for TAships and determines the ordering of the list for both TAships and alternates; it allocates funds for graduate student travel to archives and travel to conferences; allocates funds for dissertation fellowships; determines the winners of the various departmental prizes; and makes recommendations to the History Associates for their prizes.

**Placement Committee.** The departmental Placement Committee can aid graduate students seeking academic teaching positions.

**Language Committee.** The Language Committee oversees the administration of the required language exams. The committee determines if a given text supplied by the student is acceptable for the exam, chooses the passages to be translated, and assesses with help of appropriate faculty whether a student has passed the exam.

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

**Graduate Student Association Representative.** The department's Graduate Student Association representative, elected by the History 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 GSA representative who can then discuss them with the Director of Graduate Studies, the Department Chair, or another appropriate person.

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**Departmental Committees.** The GSA representative may attend History Department meetings which deal with non-personnel matters. These include the Graduate Studies Committee and Committees for History 4, 8, and 17.

**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.

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.

### 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. You should review your study list with your advisor EVERY quarter.

Failure to pay fees and/or to register by the 15th day of instruction will result in lapse of student status. You 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 (and they get credit too for History 500). (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. These are numbered 596, 597, 598, 599.

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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 exams. 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 Director of Graduate Studies. 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 Director of Graduate Studies and the Chair of Graduate Council. A fee of \$15.00 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.

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**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 Director of Graduate Studies.

**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.

## 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

handicap. 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, Paula Rudolph, Cheadle Hall 3117. Telephone 805-893-2546.

## **DEPARTMENTAL PERSONNEL AND POLICIES RELEVANT TO GRADUATE STUDENTS**

**Departmental staff duties.** The staff will assist graduate students in various ways relevant to their status as students, teaching assistants, and teaching associates. The department as a whole seeks a cordial atmosphere; please respect the staff's primary responsibility to their jobs. The following is a list of the departmental staff and their duties relevant to graduate students.

### **Staff**

Deanne Day, Office Receptionist, M-F 8-3. Her duties include answering phones and directing office traffic, distributing the mail, forwarding mail, key operator for copy machines, assigns and installs copy codes, supplies, copy course materials for faculty who have no TAs, and assists grad students with grant proposal submissions through the Office of Research.

Jimmy Grablev, Computer Research Specialist, M-F, 8-12. See Jimmy for internet access in TA offices.

Carolyn Isono Grapard, Graduate Program Assistant and Public History Assistant, deals with graduate admissions and with some aspects of administration for Teaching Assistants, such as verifying registration, and employment. Her position is half-time and she is available M-F, 1-5.

Loretta Holt, Staff Assistant for Accounting, deals with necessary paperwork for graduate student employment other than TAs (e.g., Readers, Graduate Student Researchers, etc.), handles payroll, research travel, and Academic Senate travel funds.

Maria Perez, M.S.O., is the chief administrator for the department, supervising and coordinating all staff in the office. She acts as the Chair's main staff person, so that if a graduate student needs to see the Chair, she can arrange an appointment.

Vera Reyes, Loretta's Financial Assistant, M-F 8-12. Vera manages student grants and awards, reimbursements for conferences and travel, and recharges for copy codes and faxes.

Darcy Ritzau, Graduate Program Assistant, is the main person dealing with currently enrolled graduate students. In consultation with the Chair, she makes TA section assignments. Her position is half-time and she is available M-F, 8-12.

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Catherine Salzgeber, Academic Personnel Assistant, advertises temporary teaching positions for which grad students might be eligible to teach as a Teaching Associate, prepares employment forms for Teaching Associates.

Mike Tucker, Staff Undergraduate Advisor and Assistant, deals with scheduling classes and rooms, textbook ordering, undergraduate records, and assists faculty advisors with undergraduate advising.

**Electronic mail (e-mail).** All graduate students are expected to be or to become literate in the use of basic e-mail. All enrolled graduate students **MUST** have an e-mail account and are encouraged to have a university umail account. To sign up for a umail account go to: (<http://www.umail.ucsb.edu>) Training in the use of e-mail is conducted through the various computing facilities on campus. All staff and all faculty are on e-mail. The department does not generally use paper for memos, instead posting messages on e-mail. You should check your e-mail regularly for departmental notices and messages from faculty and staff attempting to contact you.

**Mail/Packages.** Each graduate student has a mailbox in the Graduate Student mailroom, room 4013. The mailroom is not locked and is therefore not secure. If you are a TA you should tell your students that papers and exams can only be turned in to you during class time or office hours.

Students may receive mail through the department if it is official university business. Do not use this address for personal mail, especially for magazines, etc., because it not only burdens the campus mail delivery service, but also the staff member who has to sort the mail daily.

University policy clearly states that personal outgoing mail should not be deposited with official University mail. There are a number of U.S. postal deposit boxes located around campus. Please use them instead. If you are leaving campus, temporarily or permanently, please keep in mind that the Post Office will not forward mail that is addressed to the University. Submitting a "Change of Address" postcard to the U.S. Post Office for a University address will not work. You need to take steps to change your mailing address well in advance, because the department does not have the personnel or financial resources to forward mail.

**Office space.** Office space is very scarce. Graduate student Teaching Assistants and Teaching Associates have assigned office space in order to do class preparation and hold office hours. Most office space is shared. Office space is used for the purpose of consulting with students, not for personal use.

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**Keys.** If you are a Teaching Assistant or Teaching Associate you will be given keys to your office and the building. Keys should be returned to the Graduate Program Assistant at the end of the office assignment, usually at the end of the student's term as a Teaching Assistant. Replacement for lost keys will cost \$5.

The faculty mailroom is locked and only faculty and staff have keys to that room. If you need to leave something for a professor, leave it at the front counter in the wooden box.

The main office is open from 9-12 and 1-4, but otherwise it is locked. Only staff and the Chair have keys to the main office, due to security concerns.

**Copiers.** The department copiers are found in HSSB 4034. Copying that is instructional (e.g., Teaching Assistant, Reader, Teaching Associate) or grant related (e.g., graduate student researcher paid on a faculty member's grant) will be allowed. Students should use other copying facilities for duplicating seminar papers, etc., since the department's copiers are heavily used for research, instructional, and administrative activities of the department. You may obtain personal xerox code from Vera Reyes and cost is .10/page. Teaching Assistants and Research Assistants will receive a copy code from their professor.

**Computers and laser printers.** A limited number of computers (IBM and MacIntosh) with laser printers are available in the computer room, HSSB 4032. Students may use these computers for instructional or research grant activities. Given the heavy usage of the room and the availability of computers in other facilities, students should not plan on doing an extended project on these machines.

**Fax.** The department fax machine is located in Maria's office. Graduate students may send and receive faxes on this machine if they are related to job or grant applications, but faxes must be paid for by the student, unless they are chargeable to a faculty research grant. The departmental fax machine should not be used for personal matters.

**Typewriters.** The department has a typewriter available for Graduate Students to use in the computer room, HSSB 4032.

**Telephones.** Graduate students should not expect to use departmental phones even for local calls or departmental related issues.

**Supplies.** Teaching Assistants can expect to receive a reasonable supply of pens, pencils, writing pads, grade books, etc., upon request. Only office supplies used for your teaching responsibilities will be provided by the department. Graduate students being paid out of a faculty member's research funds should obtain the supplies through that professor, who will have the costs charged to the research grant. Graduate students who are not employed by the department nor employed on any research grants are expected to pay for their own supplies. This includes copying, transparencies, etc.

