

# **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 Master's 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 Master's 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. Students cannot be admitted to the program without a provisional faculty mentor, who will be called herein "the sponsor." Students should declare a permanent mentor no later than the end of their first year in the graduate program by submitting the respective form to the Director of Graduate Studies (DGS) The permanent mentor is called "the advisor" and can be other than the sponsor. In case of PhD students, their advisor is also the chair of their doctoral committee (see section on Doctoral Committees, pp. 11-13). Students may change advisors for a variety of reasons, including a shift in academic interests. Those students who have not yet formed a doctoral committee and who wish to change their advisor should submit a form to be signed by the current advisor, the new advisor, and the DGS. PhD students who have already formed a doctoral committee who are considering a change of advisor should follow the procedures described in the section Doctoral Committees (pp. 11-13). With the exception of extraordinary circumstances, which would require the assent of both the department chair and the Director of Graduate Studies, students may not change advisors less than three months before their comprehensive or qualifying examinations, or the defense or filing of their dissertations. **In extraordinary circumstances, the chair and the DGS may also waive the need for all signatures on the change of advisor form.**

The advisor should give guidance to the student in planning the student's academic program and oversee the student's academic progress. The student's advisor 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 advisor 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 advisor'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 advisor is a key recommender for all departmental and externally funded fellowships.

## **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, approval of dissertation prospectus, a dissertation defense, 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.

**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 204.** Research Workshop. The History faculty created this course in Spring 2008 to provide a venue in which students from all historical fields can work in common on the writing of seminar papers and dissertation chapters. Students in History 204 will meet regularly outside of class with their own mentors; in class, they will read and comment on drafts of each other's work. When they have taken this course in conjunction with a History 201 in which suitable preparation for writing a research paper has been done, students may petition to have the two courses count for research seminar credit.

**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 up to 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).

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 TAs 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.—In extraordinary circumstances, the defense may be waived 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 should have completed an undergraduate major in History or related fields (approximately 40 upper-division quarter units or approximately 24 upper-division semester units). History is a discipline that benefits from training in other fields, so applicants who do not meet these requirements are still encouraged to apply, but are also strongly urged to contact faculty in their proposed field of study for advice. If admitted, applicants who are not History majors may be required to do some

additional course work, which must be completed in the first year and does not count in satisfaction of graduate degree unit or course requirements.

## **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, and all 36 units must be taken for a letter grade. At least 24 of these units must be in graduate courses numbered between 200 and 292, (4 of which must be 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.) The other 12 units can be from upper division coursework (8 of those units can be outside the department as long as the coursework relates to the field of study). History 596 does not apply to the research seminar unit requirement, but up to 8 units will apply toward the 36-unit requirement. Students in U.S. 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 demonstrate reading proficiency in at least one foreign language within one calendar year after the M.A Comprehensive exam. Options for fulfilling the requirement are on page 9.

**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.

**MA Exam Procedures.** Because our MA exams are not defined as “open book” and because computer technologies now make “books” available in multiple formats, graduate

students are not to have access to their own electronic devices during the MA exams. These include personal laptops, flash drives, MP3 players and cell phones.

**Group MA Exams.** MA exams are administered to a group one time per quarter, generally towards the end of the quarter. Students are expected to take their MA exams during these scheduled times. Group MA exams will take place in a campus computer lab in the presence of a proctor. Early in the quarter a Graduate Program Assistant will solicit the names of students who plan to take their exams that quarter. Taking into consideration the schedules of those students, the assistant will schedule a proctor and a three hour slot in a computer lab, normally during working hours.

During the exam, students will compose their answers either on computers disconnected from the internet or in blue books. When those using computers have completed their essays, the proctor will instruct them on how to print out their exams while they are still in the lab. Printed exams will be handed over to the proctor, who will then return them to the history department office.

Individually scheduled exams, for which special arrangements have been made, will be administered during working hours and the students will have a clear understanding of where and to whom they should report once they have finished their exams. They will be assigned a room with a departmental computer to take the exam; no personal electronic equipment will be allowed into the room. Students will receive instructions from the Graduate Program Assistant concerning how to print out their exams. Students may also opt to write out their exams in blue books.

### **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.

**Transfer Credits from M.A.** It is possible that courses taken in an M.A. program at another university will count towards the Ph.D. requirements. If a Master's thesis was written, it may count as one of the three two-quarter research seminars. A class comparable to our Historiography class (202) may count, and a language may be fulfilled if taken at the M.A. level, both with approval from the Director of Graduate Studies.

**The General Fields of History.** The Department of History offers doctoral study in the following 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  
Public History  
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 two-quarter 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 satisfactorily complete (with a letter grade of B or above) 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. They must also satisfactorily complete 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 satisfactorily complete History 292A-B-C.

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

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

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

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

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

**Time to Degree.** The History Department sets seven years as the maximum time allowed for doctoral degree completion for students who entered UCSB with an MA, eight years for students without an MA. 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 Examination Policies and Procedures.**

The foreign language requirement is one of the most necessary tools of scholarship. Graduate students are expected 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 department requires candidates for advanced degrees to demonstrate research proficiency in at least one foreign language. Many sub-fields require additional languages at the Ph.D. level, for which they set their own criteria. Foreign students may use their native tongue to satisfy this requirement but must check with their major professor to see if other languages are required for their particular field. **Candidates are strongly urged to satisfy the departmental requirement in their first year of study.** The requirement may be satisfied in any one of the following ways:

- A score on a UCSB foreign language department's undergraduate placement exam sufficient to place the student into the sixth quarter of that department's undergraduate language sequence (the department recommends that students unsure of their proficiency try this option first)
- A grade of B+ or higher in a sixth quarter (or higher) undergraduate foreign language course taken at UCSB

- A grade of B+ or higher in the second term of a graduate reading knowledge course at UCSB
- Passing a two-hour written examination administered by the department's foreign language committee. For this examination, students will be asked to translate two passages, each of approximately 200 words in length, selected from appropriate books in the candidate's field, submitted by the candidate and approved by the chair of the language committee in consultation with the candidate's advisor and the examiner. In the case of ancient languages, this examination may consist of a series of shorter passages that total at least 250 words. Exams are scheduled one per quarter and once in the summer.

Since candidates are expected to be familiar with the books submitted, it is usually advisable to have them approved at least one month before the day of the examination. Students may bring one foreign language dictionary (paper, not electronic) into the examination. With the permission of the chair of the foreign language committee or the Director of Graduate Studies, they may bring up to two dictionaries. Electronic devices—including cell phones and MP3 players—may not be taken into the room. Students who have taken a similar examination at another institution may petition the graduate studies committee for a waiver.

Major professors may not serve as graders of examinations for their own students, except in exceptional circumstances and with the approval of the Director of Graduate Studies.

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 grader 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.

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.

**Doctoral Committees.** PhD students will form a doctoral examination committee comprising of four faculty members no less than three months before their qualifying examinations, by submitting the “doctoral examination committee form.” If, at any point thereafter a student wishes to alter the composition of her or her committee, s/he may do so using the “doctoral committee change” form, which requires the signatures of the current and new committee members, and of the DGS. With the exception of extraordinary circumstances, which would require the assent of both the department chair and the Director of Graduate Studies, such changes may not be made within three months prior to the qualifying exams, the dissertation defense, or filing of the dissertation. **In extraordinary circumstances the department chair and the DGS may also waive the need for all signatures on the “doctoral committee change” form.** Except in the case of Public History, which requires a doctoral committee of four members, students need retain only three faculty members on their doctoral committee after successfully passing their qualifying examinations.

**General Examinations.** Upon satisfying the unit and foreign language requirements, a student will be eligible to take the general qualifying examinations. In consultation with their supervisors, candidates will form an Examination Committee which will supervise preparation 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 in a geographical region different from that of the other three fields. Three of these field examinations will be written, with the specific three fields determined by the examination committee and approved by the director of graduate studies. Within one week of completing the final written examination, candidates will present themselves for an oral examination of approximately two hours in length. 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.
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.

When the student has formed the examination 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. **Students must schedule exams with the Graduate Program Assistant at least one month before the first written exam.**

**Ph.D. Exam Procedures.** Because our Ph.D. exams are not defined as "open book," and because computer technologies now make "books" available in multiple formats, graduate students are not to have access to their own electronic devices during the Ph.D. exams. These include personal laptops, flash drives, MP3 players and cell phones.

Scheduled exams will be administered during working hours, and the students will have a clear understanding of where and to whom they should report once they have finished their exams. They will be assigned a room with a departmental computer to take the exams. Students will receive instructions from the Graduate Program Assistant concerning how to print out their exams. Students may also opt to write out their exams in blue books.

**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.

The dissertation committee must be approved by the chair of the department and the dean of Graduate Division. This committee must approve the dissertation prospectus before the candidate will be advanced to candidacy. The dissertation committee usually will meet with the candidate to discuss the prospectus before approving it. See Prospectus Guidelines for details. Students must ensure that their committee forms are up-to-date; a degree cannot be awarded when the dissertation signature page bear names different from the committee of record. Therefore, any change of committee member from the original examination committee will require a Form I-A, Change of Doctoral Committee, which must be signed by the chair of the department and approved by the dean.

**Advancement to Candidacy.** Advancement to candidacy occurs when students have passed all the course requirements, completed the departmental language requirement, residency requirement, passed the written and oral qualifying exams, have no Incompletes on their record, have an approved prospectus, and have paid the \$90.00 advancement to candidacy fee.

The Graduate Council has set a four-year time limit for advancement to Ph.D. candidacy for all graduate students. 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.

**P2 Status:** Graduate students are considered P2 status when they are in the Ph.D. program and have passed their qualifying exams and submitted an acceptable dissertation prospectus. 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 students have completed 9 quarters past their qualifying exams, they are then considered P3 status. A student is no longer eligible to receive financial support, 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 15 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.

The prospectus must be approved by the student's PhD Dissertation Committee before the student is advanced to candidacy, normally shortly before or after the examinations are taken. A Prospectus Approval form is signed by the student's dissertation committee and should be turned in to the Graduate Program Assistant.

**Nonresident Tuition Reduction Program.** Effective Fall 2006, nonresident tuition for a student who has advanced to doctoral candidacy will be waived for up to 9 quarters 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.

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.

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 oral examination 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.

**Dissertation Filing Checklist.** The Guide to Filing Theses and Dissertations on the Graduate Division web site outlines requirements for the submission of the Ph.D. dissertation ([www.graddiv.ucsb.edu/pubs/filing\\_guide/](http://www.graddiv.ucsb.edu/pubs/filing_guide/)).

**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 TAship, most TAs in the department are awarded by the Financial Aid Committee on the basis of the individual student's academic merit. Holding a TAship 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.

Students who have been awarded multi-year departmental TAships as part of their recruitment package are expected to use those TAships within the time frame of the original offer: i.e., if they have received a three-year package, they are expected to use that package in years 1-2-3 (and if on a central fellowship years 2-3-4). With the approval of the student's mentor and the Director of Graduate Studies, and with adequate advance notice, exceptions are possible under the following circumstances:

- 1) student receives a fellowship for the purposes of conducting dissertation research/writing
- 2) student has advanced to candidacy and needs to conduct dissertation research away from Santa Barbara

3) extenuating circumstances such as a medical or family emergency

With such approval, students may postpone 1-3 quarters of a TAship until the following academic year. Without such approval, or if they postpone beyond the following academic year, students will be expected to submit an application for any further TAships, and they will not be given preferential treatment.

History Graduate Students who do not expect to be awarded a History TAship for the following year may seek TAships in other departments. In the past, students from the History Department have received TAships in Asian American Studies, Black Studies, Chicano Studies, communications, East Asian Languages and Literatures, Environmental Studies, Global Studies, Law and Society, Film Studies, Women Studies, and the Writing Program. Students are advised to inquire directly to those departments concerning deadlines for applications.

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.

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 waiver.

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.

**TAs 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.

Students who have been awarded multi-year departmental TAships as part of a recruitment package are expected to use those TAships within the time frame of the original offer: i.e., if they have received a 3 year package, they are expected to use that package in years 1-2-3 (and if on a central fellowship years 2-3-4) as graduate students. With the approval of the student's mentor and the Director of Graduate Studies, and with adequate advance notice, exceptions are possible under the following circumstances:

- 1) student receives a fellowship for the purposes of conducting dissertation research/writing
- 2) student has advanced to candidacy and needs to conduct dissertation research away from Santa Barbara
- 3) extenuating circumstances such as a medical or family emergency

With such approval, students may postpone 1-3 quarters of a TAship until the following academic year. Without such approval, or if they postpone beyond the following academic year, students will be expected to submit an application for any further TAships, and they will not be given preferential treatment.

**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.

**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.

**Fee Fellowships** are need-based to help students with fees. The FAFSA is required as well as a fee fellowship application and a Financial Aid Award Letter. Only continuing students are eligible for this award. Applications are made available during spring quarter.

**Travel grants** are open to History students who have passed their Ph.D. Qualifying exams or who are scheduled to take them during spring quarter. Each student will be eligible to apply for one trip to present at a major conference, and one dissertation-related research trip during the course of her/his graduate career. Applications will be reviewed by the graduate financial aid committee, and awards will be made on a competitive basis. Faculty mentors will sign off on these applications (by e-mail if on leave or off campus). It is therefore important that you think carefully about the timeliness of your request for

department travel funds. We also encourage you to tap other sources of travel funds, including the one-time Graduate Council Travel Grants (see page 21). Students who have received travel grants prior to Spring 2009 are eligible to apply, but priority will be given to those who have not received them.

Travel Awards are dependent upon availability of department funds. The amount provided is based on the Academic Senate Research Committee guidelines for cost of travel, and varies by distance. (\$350 California, \$685 all other US locations, Mexico, Canada, \$1030 Puerto Rico, Europe, \$1200 Central or South America, \$1400 Asia, Africa, Middle East, South Pacific)

Students who receive History Department Travel Awards are required to submit both a report on the travel award and the receipts indicating that the travel money has been spent during the time, for the destination and for the purpose that was indicated in the students' original application letters. They will attach the receipts to a sheet of paper and turn them in to the Graduate Program Assistant, along with their travel report, which will describe the places visited (i.e., archives for research, conferences for academic papers) and the academic goals achieved (i.e. progress on dissertation, professional development by giving an academic paper). The Graduate Program Assistant will staple the receipt page and the travel report to the letter of application and place the travel record in the student's file. Appropriate use of funds awarded will be taken into consideration when students apply for subsequent awards and nominations from the department.

**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. Nominations for the various department prizes occur during winter quarter and are awarded at the end of spring quarter.

### **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 2. 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 TAs 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. You can download all applications. ([www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu)). **Be sure to check the Graduate Division web site for the various deadlines.**

You will submit your applications for the following fellowships directly to the department. (Note that department deadlines will be earlier than the April 1 deadline posted on the application. An e-mail will be sent winter quarter to Graduate Students explaining the application process for these awards.)

**Humanities Research Assistantships.** These provide approximately \$18,000 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.

**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 \$6,000 for one quarter. Students receiving a dissertation award are not allowed to have student employment the quarter(s) they receive this award.

**President's Dissertation Year Fellowships.** These provide a \$18,000 stipend, \$500 research allowance, and payment of fees and health. Award recipients may not be employed during this award.

**Graduate Research Mentorship Program (GRMP).** This fellowships provides a \$18,000 stipend plus payment of fees and health.

**Other Graduate Division Fellowships available.** University Affiliates Dissertation Awards, Broida-Hirschfelder Dissertation Awards, Brython Davis Graduate Fellowship, The James Kline Fund for International Studies Award, Olivia Long Converse Graduate Fellowship. Check Graduate Division web site for details and deadlines.

**Graduate Council Travel Grants.** 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. For information on the Doctoral Student Travel Grant visit <https://senate.ucsb.edu/grants/>.

**Interdisciplinary Humanities Center Predoctoral Fellowships.** These awards carry a stipend of \$4500 plus fees for one quarter. IHC grants are awarded to doctoral students who are advanced to candidacy. See IHC website for more 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, Chateaubriand Fellowships, Camargo Foundation Fellowships, Institute on Global Conflict and Cooperation 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. There will be a staff person in the department office who deals with some of the administrative matters in these applications. You must contact the department support staff in order to apply for these extramural fellowships. Support staff need **seven working days** before the deadline in order to prepare the package.

## **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.

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 Deborah Johnson, 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.

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 TAs and determines the ordering of the list for both TAs 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. This committee can help graduate students by giving feedback on applications, CVs, and practice job interviews. Here are some useful suggestions to keep in mind when applying for jobs or grants:

...You should ask professors to write letters of recommendation well in advance. A few days are not enough time.

...When you make a request for letters of recommendation, include an updated CV, a revised and updated description of the dissertation and the progress, and the list of addresses, description of job/grants/postdoctoral fellowships and deadlines.

...When you are applying for fellowships/grants, you should send your project description well in advance so that professors can comment and suggest revisions before you submit your application to funding organizations.

...Please give a one-week warning notice before the deadline approaches. Even if your recommenders have a complete calendar with deadlines clearly marked, sometimes they might overlook important deadlines.

...Do not hesitate to ask professors to write a letter and improve your grant proposals. It is their job to help you and give you advice as best they can.

**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.

**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.

**UCSB CAREER SERVICES** provides assistance to graduate students in many ways. Some of these are: exploring academic and non-academic career options; assistance in preparing resumes and/or curriculum vitae; workshops in "Interview Skills for Graduate Students" and "Writing a Resume/Vita"; reference letter service. Career Services is located in Building 599.

## **GENERAL REGULATIONS**

**Rules of Conduct.** To see general University rules of conduct:  
<http://www.sa.ucsb.edu/Regulations/index.aspx?page=conduct>

**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.

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, re-advancement 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.** See Graduate Division Website for full details on the Leave of Absence policy (<http://www.graddiv.ucsb.edu/academic/petitions/LOA.htm>). University of California policy requires continuous registration of graduate students until all degree requirements are completed. Graduate Council allows graduate students dealing with extraordinary circumstances to petition for a leave of absence under the following conditions: medical/health difficulties, pregnancy/parenting needs, family emergency leave, military leave, filing quarter leave.

A leave of absence guarantees a student's place in their degree program upon return from their approved leave. While on an official leave, students have limited access to some University resources as outlined on the graduate division website. Students must register if making extensive use of University resources or faculty time.

A leave of absence will not be granted for the following reasons: 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 visa status.

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.

**Filing Fee Quarter (Leave of Absence).** This status may be used in lieu of registration to maintain the relationship between the student and the University for the express purpose of completing one final requirement (i.e. filing the dissertation). This use of the Filing Fee requires the student to be enrolled in full-time status and paying all required fees for the quarter prior to the filing-fee quarter. The filing fee is one half the amount of the registration fee. See the Graduate Division Handbook for more details. A Filing Fee Leave of Absence petition is required.

**Lapsed status.** It is critical to note that a department is under no obligation to approve a student's request for reinstatement after lapsing status. Quarters in lapsed status count towards normative and time-to-degree deadlines, and affect eligibility for funding. Students who lapse their status forfeit student privileges and 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, can take advantage of in absentia registration. The research or study must be directly related to the student's degree and of a nature that makes it necessary to be completed outside of California. Students who are approved for In Absentia registration will receive a reduction of 85% of the combined registration, educational, and campus fees.

Eligibility Criteria for In Absentia Registration: Doctoral students must be advanced to candidacy by the time In Absentia would begin. In Absentia may be granted up to two years, with the second year requiring special approval by the Graduate Dean. Students should submit the In Absentia Registration petition by the deadline posted in the Schedule of Classes.

## **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 Officer, Cheadle Hall 2121, 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.

### **HASC Support Staff**

**Bob Ortega**, Director of HSSB Humanities Administration Support Center, supervising and coordinating all staff in the department, HSSB 4001.

**Shubra Agrawal**, MSO for Academic Personnel/Financial Services, HSSB 4001

**Lisa Blanco**, MSO for Student Academic Services, HSSB 4026.

**Travis Anderson**, Computer Research Specialist, HSSB 4044.

**Donna Craig**, Academic Personnel Assistant, prepares employment forms for Teaching Associates, HSSB 4001.

**Sally Foxen**, Academic Advising Assistant, prepares books orders, ESCIs, HSSB 4038.

**Loretta Holt**, Financial Coordinator, deals with necessary paperwork for all student employment other than TAships (e.g., Readers, Graduate Student Researchers, etc), payroll, Academic Senate travel awards as well as faculty research grants, HSSB 4001.

**Deborah Johnson**, 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 1-5, HSSB 4030.

**Vera Reyes**, History Department Financial Assistant, handling all history department reimbursements for conferences and travel excluding Academic Senate travel awards and faculty research grant reimbursements. Her position is 7:30-2:30, HSSB 4001.

**Darcy Ritzau**, Graduate Program Assistant, is the main person dealing with currently enrolled graduate students. She advises students on classes, schedules exams, handles financial and TA matters. Her position is half-time and she is available 8-12, HSSB 4028.

**Steven Wilcox**, Computer Research Specialist, HSSB 4044

**Mike Tucker**, Staff Undergraduate Advisor and Assistant, deals with scheduling classes and rooms, , undergraduate records, and assists faculty advisors with undergraduate advising, HSSB 4036.

**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.

**Histgrad.** Histgrad is a useful, university-sponsored resource that offers graduate students an efficient way to post fellowship opportunities, employment listings, department events, and general information. Since this is a forum for announcements that is self-moderated, the department suggests that further advocacy take place on the history department facebook page where students can elect to take part in discussions about a range of issues.

**Mail/Packages.** Each graduate student has a mailbox in the Graduate Student mailroom, HSSB 3234. 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.

**Graduate Lounge.** HSSB 3211 is a graduate lounge for reading and relaxing.

**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 4020. 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. There is no personal copy use at this time. 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 3232. 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 the supply room of the main 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.

**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.

Revised: August 2011