

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
DEPARTMENT OF ANTHROPOLOGY

SPECIALIZATION IN SOCIOCULTURAL ANTHROPOLOGY
MA/PHD PROGRAM GUIDELINES

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PLEASE NOTE

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The 2006-07 Department of Anthropology *Student Guidelines*, is designed to be used in conjunction with the Graduate Division's *Graduate Handbook**, for detailed requirements, policies, and procedures specific to the University and the Department of Anthropology.

Every attempt has been made to ensure that the information in this handbook is current and correct as of the printing date in September 2006. It is each student's responsibility to confirm the deadlines, requirements and paperwork that apply to his/her degree/credential program at each step in the graduate school process.

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

* *Graduate Division's, Graduate Handbook, is available on-line at*
www.graddiv.ucsb.edu/pubs/

GUIDELINES FOR THE GRADUATE PROGRAM IN SOCIOCULTURAL ANTHROPOLOGY

Revised: Fall 2006
Subject to Revision

Graduate students in anthropology at UCSB follow the Sociocultural, Biosocial, or Archaeology track. The following guidelines apply only to students specializing in sociocultural anthropology.

The Sociocultural Program: The concerns of this program focus on the social and cultural anthropology of contemporary world processes. Our goal is to prepare students to participate in these matters both as scholars and as engaged citizens. Our programmatic emphases center on the cultural and social dimensions of such issues as distribution and inequality, production and reproduction, citizenship and statecraft, human-environmental interactions, religion, and media from the perspective of an engaged anthropology. Our regional interests are broad and include a special focus on California, an ethnically diverse “borderland” within the Americas and destination for a wide variety of diasporic community formations. As one of the world’s largest economies, and as a regional center within the Americas and the emerging Pacific Rim zone of socio-cultural, political and economic interaction, California is an ideal site for understanding the cultural, economic and political dimensions of the changing global order.

Faculty research and teaching emphases include:

- Political economy / economic anthropology (e.g., relations among state, market and civil society in contexts of global economic change including issues of labor and migration, service and knowledge sectors, technology and society, development, and sovereignty).
- Political ecology/environmental anthropology (e.g., biodiversity, natural resources and property regimes, tourism, agriculture, fisheries, and aquaculture).
- Relations among culture, ideology and power in historical and contemporary contexts (e.g., media and cultural studies, intersections of gender, race and class, new religious movements, history and cultural memory).

Our program incorporates strong foundations in theory and methodology, both qualitative and quantitative. Central to our research and graduate training is the traditional ethnographic approach of close observation, full immersion in social life, and long term fieldwork. Our program values intellectual linkages across the traditional subfields of anthropology. As well, we stress connections to other departments (Chicano Studies, Latin American and Iberian Studies, Environmental Studies, Geography, Global Studies, History, Linguistics, Marine Science, Music, Religion, Sociology, Women’s Studies) and research institutes through both research and programmatic connections that include graduate emphases, joint graduate programs, interdisciplinary research groups and seminars.

The PhD as an ultimate objective. Our department offers both the MA and PhD, but we do not admit students who intend to leave the program when they have completed the

Master's degree. The ultimate objective of the students who enter this program is to receive the PhD.

Getting to know the faculty and other graduate students. Students should familiarize themselves with the research of the entire sociocultural faculty. This involves meeting personally with them, taking their courses, and participating in departmental activities such as informal seminars and guest lectures. Students are encouraged to keep the faculty informed of their progress and plans. It is also important for the students to know one another because this contributes to the intellectual life of the department, and connections made during graduate study remain important throughout the person's career.

Grades. Graduate seminars must be taken for a letter grade, regardless of the department in which they are taught. No graduate seminars may be taken for a Pass/Not Pass grade. A graduate student must earn a B or better in all classes that he or she takes, and the department regards anything lower than a B as inadequate. The Graduate Division requires graduate students to maintain a minimum cumulative GPA of 3.0 (on a 4-point scale). Department fellowships and teaching assistantships will not be granted to a student with an incomplete on his or her record. There is a one-quarter limit on making up incompletes.

Annual Student Report. Before the end of winter quarter each year students not yet advanced to candidacy and/or those requesting department support must submit an Annual Student Report, discussing their academic performance, professional development, research, teaching, service, and attainment of goals.

Each student is expected to meet with his or her committee chairperson to discuss the student's Annual Report. The chairperson signs the report and attaches his/her written comments to the form before it is submitted to the Graduate Program Assistant. The completed form will be reviewed by the faculty representatives of the Graduate Committee in determining departmental financial support for the following year. (Refer to pg. 25 for further detail)

Forms. Completion of most of the steps leading to the MA and PhD degrees involves the filing of forms: departmental forms are filed with the departmental Graduate Program Assistant. Graduate Division forms are filed with the Graduate Division with a copy to Graduate Program Assistant for your department file.

Previous Master of Arts Degrees. After completing at least two quarters in the program, students who entered with an MA in anthropology from another institution may petition to drop the MA degree objective and to proceed directly to the PhD program. The student must have the recommendation of his or her advisory committee in order to drop, and the decision has to be approved by the Sociocultural faculty as a whole. A memo from the student's chair recording and justifying the decision must be filed with the Graduate Program Assistant. The student will also need to file a Graduate Student Petition (appendix page 54) for change of degree objective. Next, the student should immediately form a PhD committee by submitting the PhD Form I, Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy (appendix page 50), to Graduate Division with a copy to the Graduate Program Assistant.

THE MASTER OF ARTS (MA) PROGRAM

The MA program in sociocultural anthropology is divided into two alternating years, one concentrating on anthropological and social science theory, the other on research design and methods. Students may take the required courses in any order, provided that all are completed during the two-year period. As well, students are encouraged to read as widely as possible beyond the core courses.

Requests to defer or delay any of the following requirements must be submitted in writing to the department for consideration, and approval will be granted only in extraordinary circumstances. Failure to comply with these requirements may result in the student being asked to leave the program.

- I. MA Committee. During winter quarter of the first year the student will ask three UC ladder faculty members to serve on his or her master's committee. At least two members of the committee must be from the Anthropology Department, the third may be from another department or another UC campus. The chair of the committee must belong to the sociocultural subfield, but the other departmental committee members may belong to any subfield related to the student's interests. Additional members may be added and may even be outside the above restrictions, if appropriate. Committee membership may be changed at a later date if, say, plans for the dissertation change.
 - A. The committee's purpose is to assess the students' special needs, strengths, and weaknesses and to assist in developing the best program possible. Students are expected to work closely with their committees throughout their graduate careers and to keep their members informed about activities and plans. This information is necessary if the committees are to represent the students' interests in the department and to provide advice.
 - B. Once the committee members have been contacted and have agreed to serve, the student will complete the department's MA Committee form (appendix page 36), which provides a written record of committee membership. The form is submitted to the Graduate Program Assistant.
 - C. By the end of winter quarter of the first year each student will arrange an assessment meeting with all the members of the committee, the purpose being to discuss the individual's background qualifications and interests and to help set up a suitable program of study and research. The student will prepare for the assessment interview by writing a brief summary of his or her background in anthropology and presenting a draft of the contract to the committee. The guidelines for writing the Ph.D. Competency Contract can be found below and a sample contract can be found in the appendix on page 42.
 - D. If students decide to change their committees they must have the consent of the new member, inform all members of the current committee, and secure the approval of the department chair. When changing MA committee member(s), the student needs to fill out the departmental Change of Committee Member form (appendix page 37) and file it with the Graduate Program Assistant. Changing a PhD committee member(s) requires a Graduate Division Change of PhD

II. Course work

- A. It is a university requirement that graduate students register for a minimum of 12 units of workload each quarter. The minimum required coursework for the MA is 36 units; under this category are included graduate seminars; upper division courses numbered 100-199; and 596s up to a maximum of 12 units. Units that count towards registration but not towards the MA unit requirement include lower division courses numbered 1-99, TA practicum (501), and all courses in the 500s range except 596s.
1. At least two of the three courses taken per quarter must be graduate courses, while the third may be an upper division undergraduate class that is chosen with the goal of enhancing the student's background in his or her field of specialty. Lower division language classes are encouraged if they are necessary in preparation for fieldwork, but do not count as units for the MA/PhD degrees.
 2. Students must take at least one graduate seminar a quarter.
 3. A maximum of 12 units of 596, Directed Reading and Research, may be counted toward the degree.
 4. During quarters in which students serve as teaching assistants, Anthropology 501, Teaching Assistant Practicum, may serve as the third course.
 5. The five core courses (see below) of the sociocultural MA program are required.
- B. The MA program includes four required core courses and a required capstone research seminar, taken during the spring quarter of the second year. The core program is designed to be completed within a two-year cycle, culminating in the award of the MA. During one year, the two required theory courses are offered; during the alternate year, courses in research methods, design and writing are offered. The courses in social and cultural theory are intended to provide a solid grounding in theory, and those in research methods and design provide background for the development of a research project.
1. The two core courses in social and cultural theory are 235A, "Foundations of Modern Social Theory"; and 235B, "Contemporary Issues in Sociocultural Anthropology."
 2. The two core courses in methods are 240A, "Research Methods in Cultural Anthropology" and 240B, "Research Design and Writing in Sociocultural Anthropology."
 3. During spring quarter of the second year and following completion of all of the core courses, students participate in the capstone MA seminar, 240C, "Research Seminar in Socio-Cultural Anthropology" during which they write

an MA paper, either an original research paper or a draft PhD dissertation proposal. Students are expected to work closely with their committee to decide which type of paper to submit. The draft dissertation proposal should conform to the format guidelines for a funding agency such as NSF or Wenner Gren. The research paper is an article length paper based on original, empirical field research on a subject determined in consultation with the committee, ideally at the beginning of the second year of study.

- C. Students are encouraged to obtain breadth by taking courses in the two other subfields of anthropology (archaeology and biosocial anthropology).
 - D. Spring Quarter Proseminar:

This course is offered every year and is listed as Anth 232. Students need to register for this variable unit class as Satisfactory/Unsatisfactory. The department expects all first and second year graduate students to enroll in this class in addition to your regular course load. The aims are to expose all of first and second year students to examples of current research in the different subfields of anthropology, to provide opportunities to meet with eminent scholars from other institutions, and to provide a forum for collegial interactions among faculty members and graduate students. Students are required to complete the readings for each lecturer and attend an afternoon roundtable discussion and the Friday afternoon presentations.
 - F. Faculty Proseminar:

This course is offered every fall quarter and is listed as Anth 277. Students need to register for the two unit class as Satisfactory/Unsatisfactory. The department expects all first year graduate students to enroll in this class in addition to your regular course load. The purpose of the course is to expose students to the theoretical interests and the current research being conducted by our department faculty as well as affiliated faculty. Students are required to complete the readings for each faculty lecture and attend each presentation.
- III. **Second-year dossier.** Toward the end of the spring quarter of the second year the student will submit to his or her committee a dossier that provides the basis for evaluating the student's progress and that indicates where he or she is headed in the future. The dossier fulfills the University requirement of an MA Comprehensive Exam.
- A. The dossier includes the following:
 1. A self-assessment, similar to the First-year Self-assessment described above.
 2. A complete list of courses taken with grades earned.
 3. The MA research paper, either a draft of the dissertation research proposal or an original research paper.
 - B. The student's MA committee will review and evaluate the dossier. Based on the evaluation the faculty will recommend awarding the MA with permission to proceed to the PhD program, awarding a terminal MA, or not awarding the MA. If it is decided that a student merits more than a terminal MA but is not quite

ready to proceed to the PhD program, he or she may be asked to rework the dossier during the summer following the review.

IV. Check-list. The following is a check-list of items that the student must attend to during the first two years in the program:

A. First year

1. Set up an MA committee during winter quarter and file the appropriate form with the Graduate Program Assistant.
2. Draw up the contract and file the appropriate form.
3. Take the two core courses being offered that year.
4. Take the Faculty Proseminar offered in fall quarter.
5. Take the Spring Proseminar.
6. Complete a total of 36 units.
7. Submit self-assessment and competency contract before the end of spring quarter.

B. Second year

1. Take the two core courses being offered that year.
2. Complete a total of 36 units.
3. Take the Spring Proseminar.
4. Work with the advisory committee in developing a research topic.
5. Take the Spring capstone seminar and prepare a draft dissertation research proposal or research paper.
6. Submit the second-year dossier to the advisory committee toward the end of spring quarter.

V. Awarding the MA. After satisfactory completion of the second-year evaluation the student will be awarded the MA with permission to proceed to the PhD. The student should now ask the Department Graduate Program Assistant to make sure that all requirements have been completed and that the student's name and a degree check is submitted for the MA degree to the Graduate Division. Students who do not successfully complete the second-year requirements will either be awarded the terminal MA or be asked to leave the program without a degree.

A. The student must clear up any incomplete grades before the MA can be awarded.

B. Students must be registered the quarter they receive the MA.

VI. Eligibility for financial support and teaching assistantships. Students who by the end of their first year have not formed a committee, submitted an acceptable contract, or turned in a year-end self-assessment will be ineligible for financial support or a teaching assistantship in their second year.

THE DOCTORAL (PhD) PROGRAM

After being awarded the MA the student's primary goal is to be advanced to candidacy for the PhD. Students are expected to be advanced by the end of the third year, and at the latest by the end of the fourth. During that year, students are expected to enroll in seminars and directed readings, in Anthropology and other departments, appropriate to their research interests. Qualification for advancement involves the successful completion of a detailed proposal for doctoral research and two literature review papers.

- I. Formation of the PhD Committee. As soon as the student has successfully completed the requirements for MA degree and has received permission to proceed to the PhD, he or she forms the PhD committee. The MA committee and the PhD committee may be the same, but that is not required.
 - A. The student must have a minimum of 3 UC ladder faculty PhD committee members. Two (including the Chair) must be in the Anthropology Department the third may be from another department or campus. Larger committees are permitted, but can present practical difficulties.
 - B. It is important for students to keep all their committee members informed about progress toward the PhD.
 - C. The student needs to file the PhD Form I, Nomination for Qualifying Exams for PhD Degree, (appendix page 50) with the Graduate Division; this will establish the student's doctoral committee. If the composition of the committee changes at a future date, the student must file a PhD Form I-A, Changes in Dissertation Committee, (appendix page 51) with the Graduate Division. A copy of any form sent to Graduate Division should be given to the Graduate Program Assistant.
- II. Research Papers and Dissertation Proposal. The student's attention during this phase of the program is devoted largely to the preparation and writing of three documents.
 - A. The research papers. These review and analyze the literature dealing with the proposed PhD research, and the minimum length of the papers is 30 to 40 pages, corresponding to the length of a standard journal article. Students should be registered in 596 (Directed Reading and Research) and/or 598 (Master's Thesis and Pre-Candidacy Preparation) courses while writing the research paper and proposal. A more detailed discussion of the papers is appended to these guidelines.
 - B. One paper is theoretical. It surveys the theoretical debates that inform the research topic and that the project will address. In other words, this paper analyzes the theoretical issues that help to frame and contextualize the research.
 - C. The second paper reviews the literature on the geographical area, culture, and historical background of the people who will be studied.
 - D. The exact focus of these papers is developed in consultation with the PhD committee, which will be sensitive to the students' needs in acquiring the

background needed for the research.

- E. The dissertation proposal. The student will submit to his or her committee a substantial and polished version of the proposal for the dissertation research. It is written with an eye toward submission to funding agencies, but the version that is submitted to the PhD committee is longer and more detailed than the ones that are submitted for funding. The document sets out the research problem, presents a review of the relevant literature, discusses the project's significance, and indicates the methods that will be used.
 - F. These three documents are intended to form a progression, in that both the theoretical and area papers constitute a basis for the dissertation proposal itself.
 - G. The research papers and proposal are developed in a process of consultation with the PhD committee, and several drafts are usually necessary.
- III. Oral defense of the dissertation proposal. An oral defense of the proposal is required of all students. The defense is open to other students and faculty; the candidate is expected to present an oral summary of her or his proposal and to answer questions posed by the committee and by others in attendance.

File the PhD Form II with the Graduate Division (appendix page52)

Once they have been advanced they may begin fieldwork, or they may pursue independent studies in the department pending departure for the field.

- A. Students may not begin fieldwork until they have been advanced to candidacy. This applies even to those who are awarded research funds before their advancement. This is not only a department rule, but most funding agencies strictly adhere to it as well.
 - B. Academic Probation: The Graduate Division places students on academic probation if they fail to maintain a 3.0 GPA or do not advance to candidacy or obtain their degrees within normative time. Students with questions about this policy should contact the Graduate Division.
- IV. Submission of dissertation proposals to funding agencies.
- A. A major hurdle for the student is acquiring funds to support the research that will form the basis of the PhD dissertation. Students may apply to a variety of funding agencies, including the National Science Foundation, Social Science Research Council, and the Wenner-Gren Foundation, among others. The student's committee will offer advice about where to apply, and the staff of the Graduate Division will help as well.
 - B. The timing of the submission of proposals is often a serious problem. Many funding agencies require submission in the fall, and they often take up to six months reviewing the applications. Ideally the students write their proposals during the summer after receiving the MA, submit them in the fall of their third year, and are notified about funding in time to begin fieldwork in the fourth year.

Students should begin developing the dissertation proposal as soon as possible and certainly before receiving the MA.

V. Course-work. Students continue taking 12 units a quarter.

VI. Registration and leaves of absence before advancement.

A. Students are expected by the Graduate Division to be registered continuously, for 12 units a quarter, throughout their degree program, including the period of fieldwork and writing-up.

B. Returning from an Approved Leave or Requesting Reinstatement

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

Upon lapsing student status, a Petition for Reinstatement must be completed. A Petition for Reinstatement should be obtained from the Graduate Division (3117 Cheadle Hall) and brought to the Department Graduate Assistant Program for processing. Request for reinstatement requires faculty advisor approval, department, and Graduate Division approval.

Please refer to Graduate Division's, *Graduate Handbook*, for a detailed description of University policy.

C. In Absentia Registration

In absentia registration may be approved for one to three quarters for students pursuing graduate study or research outside the State of California. *In absentia* registration entitles the students to a 50% reduction in the registration fee. Other fees, such as the education fee and out-of-state tuition, remain unaffected. To apply for the *in absentia* fee reduction, students provide the Graduate Division with a Graduate Student Petition, signed by the Associate Dean, indicating where the study is to occur and for what period of time. Contact the Graduate Division for additional information.

D. Students must be registered during the quarter they are advanced to candidacy.

E. Forms for applying for leaves of absence are available at the Graduate Division. A processing fee is required.

VII. Check-list. The following is a check-list of items that the student must attend to for advancement to candidacy.

A. Form the PhD committee.

B. Complete Competency Contract (in the first year of graduate studies).

C. Continue taking courses.

D. Write two research papers and the dissertation proposal.

E. Defend the dissertation proposal in an oral defense.

- F. File PhD Form II for advancement to candidacy (appendix page 52).
- G. Submit proposals to funding agencies. While this is not a requirement for advancement, it is a major focus of the student's work during this period.

FIELDWORK AND DISSERTATION

Ideally students receive funding for their dissertation research in time to begin fieldwork during their fourth year, but it often takes longer than that, and if they are unable to begin field research until their fifth year they are still on a reasonable schedule. They can expect to spend a year or a year and a half in the field, and it will take at least a year to write the dissertation after completing the field research. The university sets a deadline of seven years to complete the doctorate. Students who do not complete their Ph.D. 3 years (9 quarters) post their advancement become P3 status. Students who have reached P3 status are not eligible to receive University funding. The only possibility for funding is through TA-ships and Graduate Student Research Assistantships.

1. Required time in the field. Students are required by the department to spend a minimum of three quarters in the field, but usually it takes longer, and graduate students are encouraged to take extra time if the project demands it. The problem of language proficiency alone may lengthen the period of fieldwork. The ideal time spent in the field varies from about nine to eighteen months, depending on circumstances.
2. Registration in the field, or Research Leave. Students receiving University-administered funding, including funding from extramural sources, must remain registered (for 12 units a quarter). Where and when necessary, students and their departments can seek fee augmentation from the Graduate Division. Students without such funding are eligible to apply for Research Leave and should support such a leave request with faculty verification concerning where the student will be conducting the research and for how long. Students on official leave may – and are strongly advised to – purchase student health insurance.
3. Writing the dissertation. The department does not require students to return to UCSB to write the dissertation, but it is strongly recommended that they do so. It is important to remain in close contact with the PhD committee which can serve as a sounding board for ideas; it is also important to work with them to ensure that the dissertation is developing along acceptable lines. The intellectual milieu of both the department and campus is also important in stimulating the student to write. Students must register (for 12 units) during all quarters that they are making use of campus facilities.
4. Acquiring committee approval. When the student has completed the dissertation, he or she submits a copy to each of the committee members for their approval. If the student has worked closely with the committee during the writing phase, then most of the problems will already have been worked out. But this will probably be the first time that the committee sees the dissertation as a whole, and it's likely that some revisions will be called for, just as one would expect in submitting a book manuscript for publication.

Filing for the PhD. Once the committee has approved the dissertation, the student should file for the PhD, following the instructions in the Guide to Filing Thesis and Dissertations at UCSB. This may be obtained from the Graduate Division website at:

File the PhD Form IIIA, "Waiver of the Final Exam..." as well as other forms required by the Graduate Division (appendix page 53)

5. Oral exam waiver. The department does not require that students take an oral exam on the dissertation or that they engage in an oral defense, but the university requires that a form be filed that waives the orals. The student needs to file the Graduate Division's PhD Form III-A, Waiver of Final Exam for the Degree of Doctor of Philosophy (appendix page 53). This form is available from the Graduate Division website at: <http://www.graddiv.ucsb.edu/pubs/>. Students are advised to obtain committee signatures on this form at the same time committee members are signing the dissertation pages.

6. Normative Time/Degree deadlines. The Graduate Council has set degree deadlines of 4 years for the MA degree and 7 years for the PhD (this means 7 years from first enrollment in the graduate program, not 7 years from acquiring the MA). Too file for a degree after the time limit deadline a student must petition for an extension of the deadline and obtain approval from the department and the Graduate Division. Justification for the extension must be given by the student and supported by the committee chair or the Graduate Advisor to verify the student is up to date in his or her field.

GUIDELINES FOR THE RESEARCH PAPERS GRADUATE PROGRAM IN SOCIOCULTURAL ANTHROPOLOGY

For advancement to PhD candidacy in the sociocultural anthropology program, students are required to write two research papers, one on theory and the other on the area of the student's research, as well as a dissertation proposal.

I. Purposes of the Research Papers

The purpose of the research papers is to enable the student to acquire fairly deep background in the literature that is relevant to his or her research topic. The "Annual Review of Anthropology" provides a model for the student to follow.

II. Subject Matter

A. The theory paper should be a thorough analysis of the major debates on a given theoretical issue or topic having to do with the student's planned dissertation. It should be seen as the first step in building a theoretical framework for the dissertation research. Emphasis should be placed on critical analysis: a mere survey of the literature is not what is called for, but rather a systematic probing for lacunae, problems, implicit assumptions of past research, and the like.

B. The area paper is an opportunity for students to familiarize themselves with the literature on the geography, history, and ethnography of the region, as well as the theoretical issues that have been pursued there. The paper should be written with a view to discussing and evaluating the main themes of past research and to unearthing areas of research or debate which remain unresolved or unexamined, to which such resolution or clarification the student's own dissertation research could contribute.

C. Ideally the papers should point directly to the Ph.D. research the student proposes, and incorporate the student's fieldwork research design.

D. Considerable latitude is allowed in selecting paper topics, but the topics must be cleared with the advisory committee before beginning the formal research.

III. Relationship to Seminar Papers

A. The papers may be written, at least in initial form, for a graduate seminar.

B. Even though a paper is sufficient for a given seminar, the PhD committee may decide that the essay needs expansion or some other modification.

C. Students may work on the papers while enrolling in Anthropology 596 and/or 598 courses.

IV. Format

- A. The minimum length of the research papers is 30 to 40 double space pages, which corresponds to the length of a standard journal article.
- B. Preliminary and final drafts should be clean and double-spaced; they should follow the format used by the American Anthropologist (consult the most recent style guide published in that journal).
- C. The paper should be carefully written, with special attention to grammar. Avoid the use of unnecessary jargon, but do not be afraid to use new terminology if it is appropriate. You may wish to consult one of the many style or writer's guides, such as *The Elements of Style* by William Strunk and E.B. White.
- D. You may be required to rewrite your paper one or more times before it is accepted.
- E. Submit a department Research Paper Approval form signed by your committee to the Graduate Program Assistant for your academic file.

GUIDELINES FOR PREPARATION OF COMPETENCY CONTRACT IN SOCIOCULTURAL

Your contract should document your past and intended coursework and other academic activities that contribute to providing adequate breadth in anthropology, sociocultural anthropology and your chosen research specialization. It may include courses taken as an undergraduate as well as courses you have taken or intend to take as a graduate student, whether in this or another department. It may also include various kinds of experiences particularly relevant to your education, such as a research experience that provides the chance to develop an expertise.

Your Contract should include the following elements:

- I. **BREADTH:** A list of upper division and graduate courses in anthropology and related disciplines (e.g., sociology, religious studies, linguistics) that provide breadth of knowledge in fields other than sociocultural anthropology. These should be categorized as follows:
 - A. Anthropological subdisciplines (e.g., archaeology, biological anthropology)
 - B. Other disciplines
- II. **SOCIOCULTURAL BREADTH:** A list of upper division and graduate sociocultural courses that provide breadth of knowledge in the subdiscipline. Core courses or other courses or experiences that have exempted you from certain core courses should also be listed. All should be categorized as follows:
 - A. General method and theory, including history of the discipline
 - B. Field techniques
 - C. Quantitative and/or qualitative analysis
- III. **SPECIALIZATIONS:** A list of courses and other academic activities that provide training and experience in your specialization(s). In addition to courses taken in our department, these might include specialized field schools, courses in other disciplines and relevant research experiences. These should be listed under as many of the following categories as are applicable, and the specialization(s) should be indicated under "Area of Emphasis":
 - A. Regional specialization(s)
 - B. Topical specialization(s), e.g., nationalism, labor studies
 - C. Technical specialization, e.g., videography
 - D. Language competency
- IV. **TEACHING EXPERIENCE:** If you are, were, or plan to be a TA, indicate TAship under the "Requirements Satisfied By" column. Some of you may obtain teaching experience by other means.
- V. **RESEARCH PAPERS:** Give tentative or actual titles of the PhD qualifying papers in the "Met By" column.
- VI. **DISSERTATION TOPIC:** Indicate at least a tentative topic, even if you are still unsure of the direction of your specialization.

SIGNATURES: The contract is a two page form in the forms section at the end of this booklet. It provides spaces for the signatures of you, your advisor, and two other sociocultural faculty you have selected to review your contract.

File the original Contract with the Graduate Program Assistant and provide a copy for each committee member (appendix page 42).

Teaching Assistant Guidelines

I. Responsibilities

- A. The teaching assistant (TA) is required to attend the TA orientation program offered by Instructional Development, to attend the orientation session and workshops offered by the Department of Anthropology, and to be videotaped while teaching a section.
- B. The teaching assistant must remain registered for a total of twelve units throughout the quarter, of which 4 units can be Anthropology 501--TA Practicum. If the class is being taught by a Teaching Associate an instructor code of the Faculty in charge of the class should be used to sign up for the class.
- C. Teaching assistant duties vary so widely from class to class that it is impossible to establish universal guidelines. Consequently, the teaching assistant should ask the course instructor or the head teaching assistant about responsibilities when questions arise. The following is a general outline of duties for most classes:
 1. The TA attends all course lectures and has good command of the reading material.
 2. The TA attends weekly TA meetings. These meetings are generally run by the Head TA, and are for the purpose of planning the following week's sections and other course-related activities.
 3. Papers are required in some classes and are optional in others. The TA usually helps students choose topics and locate source materials. The TA also reads and grades papers.
 5. The TA is not responsible for assigning course grades to students--this authority rests solely in the hands of the instructor. However, the TA is expected to handle all of the administrative tasks related to the assignment of course grades. These tasks include grading exams, adding scores, entering course grades in computer files, and entering course grades on-line.
 6. The TA is responsible for giving his or her grade records to the course instructor when the course is finished. These should be handed over to the Instructor or to the Head TA in an orderly fashion (i.e., alphabetically organized by section).
 6. Attending mandatory outside lectures
 7. Assisting in scheduling films shown in class
 8. Copying and distributing class syllabus, midterm, final exam and other class related materials.
 9. Sending any email notices to students

10. Usually, a TA is assigned three sections per week. Each has about 30 students. The purpose of sections is to give students the opportunity to discuss both lecture and reading materials. Rather than present material of his or her own, the job of the TA is to clarify and integrate materials presented in the lectures and readings, and to help students relate them to larger issues beyond the classroom. Occasionally, a TA will write and administer quizzes in their sections. The writing of these is generally coordinated by the Head TA, and takes place in weekly TA meetings.
11. A TA is required to hold office hours each week--one office hour for every section at the very least. Evening hours are discouraged. Before exams, this minimum should be expanded. In addition, a TA has to inform their students (preferably during the first section meeting) that they are also available by appointment.

II. Prerogatives

- A. A TA is provided office space within the department--normally three students in a small office or up to 10 in a large office.
- B. A TA is provided desk copies of reading materials used in the course. These are obtained from the course instructor, generally during the start-up meeting. Ask the instructor for your copy if you have not received one by the first day of class.
- C. Supplies needed for teaching are acquired from the department office staff. Departmental supplies are not for personal use, including work for classes in which the TA is a student.
- D. A TA may use the instruction code for copying materials for teaching purposes only and only with the instructor's approval. Students are to use personal copy codes for materials reproduced for personal use, including courses in which the TA is a student, and the cost per copy is charged to the student at the current rate.
- E. A TA is not authorized to use Departmental letterhead. In particular, a TA may not use Departmental stationery to request free copies of books from publishers.

III. Assignment of TAs to Courses

- A. A TA is assigned to courses chiefly on the basis of enrollment.
- B. A TA is encouraged to make their course preference known on the Annual Student Report and is given the courses requested whenever possible.
- C. In general, a TA is told which classes they will be assigned to before the quarter begins. In practice, it is impossible to make anything more than tentative commitments until final enrollment figures are available. In some cases, a TA may not know their assignments until the first day of class.

IV. The Evaluation of TAs and Renewal of TAs

- A. Each TA is responsible for obtaining course evaluations for each section he or she teaches. The evaluations are kept on file in the Department office and are available to faculty members both when they consider the reappointment of TAs and when they write letters of recommendation. The evaluation forms are made available to the Teaching Assistants by the Department staff. The TA generally brings the evaluation forms to section, briefly explains the evaluation process, and hands out forms to students. However, evaluations are collected and returned to the Anthropology Department office by a student volunteer. Completed forms should not be handled by the TA. The results are available to Teaching Assistants after the grades have been turned in.
- B. Renewal of the TAship is based on the individual's performance both as a student in the graduate program and as a TA. If a person is a good TA but an undistinguished student, the TAship may be given to someone else whose academic work is more promising. Similarly, a person who is a good student but a mediocre TA may not be reappointed for additional quarters. **In general, Anthropology graduate students are eligible for a maximum of 9 quarters of TAships.**

Credential Information available from the Teacher Education Program Office in Phelps 2517

For students interested in getting a Teaching Certificate; need to complete:

- Certificate of Clearance
- Credential Programs

The Teacher Education Program offers the [Multiple-Subject](#), the [Single-Subject](#) and the [Level I Education Specialist Moderate/Severe](#) Teaching Credentials with a Master's Degree in Education. These programs provide future teachers with a solid theoretical foundation integrated with extensive fieldwork that leads to both a California State Teaching Credential and a Master's Degree in Education. The programs are run as a cohort, with the elementary and secondary cohorts no larger than 60 students each. This allows for the individualized attention necessary for high level preparation of reflective, skilled practitioners that can meet the needs of a diversity of learners in California schools. The Teaching Credential Programs are full-time, post-graduate programs that begin in June and conclude the following June. Teacher candidates have the option to work on the Master's Degree concurrent with credential coursework.

Certificate in College and University Teaching (CCUT)

The UCSB Certificate in College and University Teaching (CCUT) is designed for students who wish to demonstrate superior competence and experience in preparation for teaching at the university or college level. Certificate requirements include completion or attainment of a number of teaching-related skills and experiences culminating in independent instruction of an entire course with the support of a UCSB faculty mentor. Students interested in getting the certificate thus need to obtain a position as an independent instructor either as a Teaching Associate in the regular or summer session on campus or at an off-campus junior college, college, or university location. Certificates are awarded in conjunction with a Ph.D. or MFA degree upon completion.

Contact: 893 2858 D. Mackie or 893-4289 Shirley Ronkowski

GRADUATE STUDENT ANNUAL REPORT

Each year, all graduate students who are not advanced to candidacy or are requesting departmental funding including TAs are asked to submit an Annual Student Report of their progress. The report can be found on the Anthropology website, <http://www.anth.ucsb.edu/students.html>, and a sample is included in the appendix section (page 36) of the program guidelines.

Please discuss your progress with your committee chairperson. The form requires your committee chair's comments and signature. The report is to be submitted to the Graduate Program Assistant by around the first week of April. Please include a curriculum vitae with the Annual Student Report as well as a Student Aid report (SAR) or Financial Award Notification (FAN) to determine eligibility for department support.

Please address the following criteria, if appropriate:

1. Academic Progress: course work, completion of program requirements, deficiencies made up [with reference to previous year's evaluation letter, if appropriate], any problems in making progress, etc.
2. Intellectual Development: progress made toward professional goals, development of theoretical approaches, development of research plans, etc.
3. Professional Activity and Research: fieldwork carried out, publications, papers presented, conferences attended, etc.
4. Teaching: progress in acquiring teaching skills, summary of student evaluations.
5. Service Activities: services performed for the department, the university, and the public.
6. Other: awards received or other honors, and any additional information that is not mentioned in the above categories.
7. Goals for Upcoming Year: progress to be made, things to be accomplished, areas to be developed, etc.

FINANCIAL SUPPORT

The financing of your graduate career is primarily your responsibility. The department has control over a moderate level of support, which it distributes solely on merit, but makes no guarantees as to the continuance or the level of any financial support it may provide at any given time. Investigating avenues of financial assistance should be a top priority. Department financial support is requested through the Annual Student Report (See appendix page 34) and is due by **April 10th**. **Students who win fellowships from Graduate Division will have their department aid automatically withdrawn, unless contact the Graduate Program Assistant as soon as possible to discuss possibilities.** The following information may be helpful in your financial planning.

Department Fee Fellowships

Application deadline April 10th, apply through Annual Student Report

These fellowships are administered once a year by the department. The Fee Fellowship provides for the payment of fees, health insurance, and/or nonresident tuition for international and domestic, continuing masters or doctoral students. Students must be enrolled in Fall quarter at UCSB to be eligible. Domestic students must file the FAFSA, for review of need by the Financial Aid Office, by March 2nd for the upcoming academic year and must submit a copy of their Student Aid Report (SAR) or their Financial Aid Award Letter (FAAL). In lieu of the FAFSA, international students must submit a special financial need form called the Form III Fee Fellowship Reporting. Please request this form from the Graduate Program Assistant. The notification of these awards is generally made by the end of Spring quarter.

Department Tuition Fellowships

Application deadline April 10th, apply through Annual Student Report

These fellowships are administered once a year by the department. The Tuition Fellowship provides for the payment of tuition for domestic non-residents and international students. Students must be enrolled as a student to be eligible. The department typically gives three quarters of tuition fellowship. Domestic students usually are charged tuition during their first year in residence at UCSB and once California residency is established, per the residency policy available through the Registrars Office website, tuition is not applicable. When nonresident students advanced to candidacy the cost of tuition is reduced by 75%.

Spaulding/Service Fellowship

Application deadline April 10th, apply through Annual Student Report

The Spaulding/Service Fellowship provides fund to support living and educational expenses of graduate study. The minimum amount that is given to students is \$3,000 for an academic year. The fellowship is first credited directly to the student's billing account to pay any fees, tuition and health insurance costs and the balance is then issued to the student in the form of a stipend. This award is open to all students who are advanced to candidacy and show evidence of timely progress toward degree. Preference is given to students who are ineligible for TAs and/or in the dissertation writing stage.

Departmental Field Funds

Beginning in 1996, the department began an experimental program offering research travel funds to graduate students for preliminary site visits. The awards are merit based and intended for fieldwork preparation. Preference is given to students who have applied to other sources besides the department for project funds. **The continuation of this program is determined on a year-to-year basis, and is subject to the availability of funds.** Questions about award procedures or

criteria may be directed to the departmental Graduate Advisor.

Teaching Assistantships

Application deadline April 10th, apply through Annual Student Report

Teaching Assistantship awards for the following academic year will be made in April. The department usually has between 40-50 TAships to award. On average students will receive one to two quarters of TA support in any one year. Teaching assistantships are awarded on the basis of academic merit and, if appropriate, demonstrated effectiveness as a TA. Merit is determined on the basis of course grades, timely progress through the program, advisor assessment of a student's progress and the student's self-assessment.

The department believes that teaching experience is a valuable part of graduate education and strives to allow each student some TA service. At least one quarter of teaching assistantship or equivalent experience is recommended for all Ph.D. students.

1. Teaching assistantships are awarded on the basis of academic merit and, if appropriate, demonstrated effectiveness as a TA. Merit is determined on the basis of course grades, timely progress through program, and faculty evaluations of performance. Faculty provides written evaluations of class performance (including independent studies, directed readings, etc.) for all graduate students. These evaluations address the quality of student writing, oral presentation and research skills. Students' own written self-assessments (required annually of all students not yet advanced to candidacy) are also taken into account in determining merit. TA effectiveness is assessed via faculty evaluation and ESCI student evaluations.
2. Graduate students are generally eligible for a total of 9 quarters of TAship from the department. They can apply to other programs or departments on campus to supplement this. The total length of time a student may hold any one or a combination of the following titles may not exceed four years (12 quarters): Reader, Remedial Tutor, Teaching Assistant, and/or Associate. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters.
3. Graduate students with 1 or more incomplete grades are not eligible for TAships.
4. Graduate students apply for TAships annually, during the spring quarter. Awards for each academic year are announced at the end of spring quarter of the preceding year. Incoming students may be awarded TAships as part of their funding package. Awards to incoming students are made on the basis of merit.
5. All first time TAs are expected to attend the campus TA Orientation held at the beginning of Fall quarter and to attend the departmental TA training sessions.

A student employed as a Teaching Assistant will be paid once a month on the first of the month, for services rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. Students employed in either a TA/GSR title may borrow up to the amount of their first paycheck when the quarter begins through the TA/GSR loan program (see the Office of Financial Aid). They may also defer up to 2/3 of registration fees and tuition and make month payments until the end of the quarter.

The gross salary of a Teaching Assistant employed at 50% time is approximately \$1,734.50/month.

1 qtr. = \$5,203.50

2 qtrs. = \$10,407.00

3 qtrs. = \$15,610.50

In addition to the salary, the award of a Teaching Assistantship of at least 25% time or a Graduate Student Researcher of 25-34% time will qualify the student for a partial fee offset and a payment of health insurance per quarter. The fee offset and health insurance payment will be credited to the student's BARC (billing account). In Anthropology, TA's are employed at 50% time and if assigned to Anth 2, 3, 5, or 7 will teach three discussion sections per week. TA's employed at 50% who are assigned to upper-division courses may or may not be required to hold discussion section based on the structure of the course.

Readers

Readers are hired for professor or associates who have upper-division classes that exceed 30 students. For each student in excess of 30, the reader works one (1) hour. For example, a class of 42 students would provide 12 reader hours at \$11.53/hour. Readers do not hold office hours or lead sections. They read exam/papers in upper-division courses. Readers may not be currently enrolled in the course for which they are reading. Readers ideally must be currently enrolled at UCSB; have a cumulative GPA of at least 3.0; and should have taken and received at least a 'B' in the course or its equivalent in which they are serving. Readers are not paid for attending the class for which they are reading.

Note: It is important to sign the reader acceptance form, return it to the Graduate Program Assistant and sign employment paperwork (if applicable) before you can begin working. Readers WILL NOT be paid for work done prior to signing employment papers.

Employment-Documentation and Eligibility

A new federal law requires employers to certify that everybody hired is legally entitled to work in the U.S. This law applies to everyone – native-born American citizens as well as immigrants, foreign visitors, and naturalized citizens.

If you intend to be a paid employee either on or off campus, you must provide documentation of your eligibility to work before you can be hired or re-hired. **NO ONE WILL BE HIRED OR RE-HIRED AT UCSB FOR ANY POSTION, INCLUDING ACADEMIC APPOINTMENTS (TEACHING ASSISTANTS, RESEARCH ASSISTANTS, ETC.) WITHOUT PROOF OF ELIGIBILITY TO WORK.** To avoid delays in hiring dates, late checks, etc., be prepared to show appropriate papers as soon as you arrive on campus.

The Federal Immigration Reform and Control Act of 1986 requires you to show both identity and proof of employment eligibility. Any one of the following documents will prove both:

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (INS form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)
- Unexpired foreign passport with Immigration Service endorsement authorizing UCSB employment
- Alien Registration Receipt Card with photograph
- Others as specified by Immigration Services

If you do not have one of the documents listed above, and you are a U.S. citizen, you will have to

provide two documents-one to provide identity and one to prove that you are authorized to work in the U.S.

IDENTITY DOCUMENTS

EMPLOYMENT AUTHORIZATION PROOF

- State driver's license or ID card with photograph
- Student registration card with photograph
- Voter's registration card
- Others as specified by Immigration Services
- Social Security Card
- Original or certified copy of U.S. birth certificate
- Certification of Birth Abroad issued by the Department of State
- Others as specified by Immigration Services

Establishing Residency

Every entering student is classified as a resident or nonresident of California for tuition purposes. Domestic graduate students may have their residency classification changed after one year of graduate school, an action that exempts them from paying nonresident tuition, if after one year the following residency requirements have been met.

Students may contact the Office of the Registrar at 893-3303 or on the website at www.registrar.ucsb.edu for counseling on residency questions. The final authority on residency matters rests with the Campus Residence Deputy in the Office of the Registrar.

Graduate Student Travel Grant (Graduate Division)

Applications for the grant have no formal deadline and will be awarded until funds are expended or until May 15 or whichever occurs first. Funds are available for conference travel between July 1 and June 30.

Eligibility:

- Applicant must be a doctoral student, advanced to Ph.D. candidacy, or if an MFA student, must be in his/her second year and be in candidacy prior to travel. (Faculty recommendation letter must confirm the MFA candidacy status information.)
- The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. (Faculty letters should include information about the professional importance of the conference.)
- Applicant must be invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. (Proof of invitation or selection of the applicant for presentation/performance must be provided with the application materials.)
- Applicant must be a currently registered graduate student or on an approved leave of absence.
- Application with all supporting material must be received in the Graduate Division at least 10 working days prior to travel.
- Except in rare circumstances a graduate student may receive only one Graduate Student Travel Grant during the course of his/her graduate studies at UCSB.
- Students in joint programs may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.

Terms of the Award: Allowable expenses are the actual cost of the airline ticket or equivalent

ground transportation to and from the conference or meeting. Original receipts will be required.

Maximum funding is as follows:

- \$350 California
- \$685 All other U.S. Locations, Mexico, Canada
- \$1,030 Puerto Rico, Europe
- \$1,200 Central or South America
- \$1,400 Asia, Africa, Middle East, South Pacific

Travel Grant funds may NOT be used to pay for lodging, per diem, local travel or other expenses.

Application must include the following:

1. A completed Graduate Student Travel Grant Application (see attached);
2. An abstract of the paper/project to be presented;
3. A copy of the formal invitation for the presentation or performance;
4. A letter of support from the graduate student's advisor.

Travel vouchers and original receipts for approved travel must be submitted to the Graduate Division Office within 10 days of completion of the trip. Travel award funds will not be held in reserve for late vouchers.

Please contact Leticia Torres at torres@graddiv.ucsb.edu if you have further questions about the travel grant program.

Extramural Funding

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin a funding search by signing up for an e-mail account, gaining access to the Internet and visiting the Graduate Division's website located at www.graddiv.ucsb.edu. It provides links to financial support information, notably The Source. The Source features regularly updated listings of national fellowship announcements and links to various funding sources and databases

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

For information on any aspect of graduate student financial support, please see the Financial Support section of the Graduate Division's web site address: <http://www.graddiv.ucsb.edu/academic/handbook/financial> or contact them at (805) 893-4653.

IRIS

The Illinois Researcher and Information Service (IRIS) is a large database of private and governmental organizations which dispense financial support in the sciences, social sciences, arts and humanities. Continuously updated, IRIS contains approximately 5,000 listings of available

research grants. All graduate students have access to IRIS via Graduate Division's website. Fellowship opportunities are also compiled and updated in Reference Services on the first floor of the main library.

The graduate program assistant posts job opportunities, extra-mural and campus-wide fellowship information on graduate student bulletin boards and via email.

Need-Based Financial Support

Graduate students may apply for need-based loans and work-study awards through the Office of Financial Aid. The process is initiated by completing the FAFSA, Free Application for Federal Student Aid, and submitting the form by March 2nd. The programs are based entirely on demonstrated financial need. Questions about the programs described in this section should be directed to the Office of Financial Aid (893-2432). Only U.S. citizens and eligible non-citizens may apply for funds administered by the Office of Financial Aid. Eligible non-citizens are those who are in the U.S. for any other purpose other than a temporary purpose. You meet this requirement if you have an I-151 alien Registration card, an I-94 Arrival-Departure Report Card stamped "refugee" or "applicant for adjustment", or have been granted asylum in the U.S.

Eligibility

The Office of Financial Aid uses a standard student budget for the initial calculation of your eligibility for various programs. Students' eligibility for any financial aid program is determined by comparing their resources to their budget. The Office of Financial Aid does its best to meet student needs after taking into account other financial resources, including teaching and research assistantships, fellowships, veterans' benefits, etc. Assistance is usually offered as a combination package. A good basic rule to follow is to never borrow more than you really need.

Work-Study

This program enables students to earn money while they are in school. Wages for non-academic student titles are usually between \$5.50 and \$14 per hour. Many departments on campus hire work-study students in a variety of jobs. In addition to work-study, you may wish to supplement your financial aid award by applying to several loan programs. Contact Financial Aid Office for more details and current rates. Remember that you will have to repay these loans someday, and although they are a valid part of an aid package you should think carefully before accepting them. It is possible to accumulate heavy debt over your college career and this could be a financial burden for you when it is time to repay your loan.

Part-time University Staff Positions

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

International Students

International graduate students may apply to the Office of International Students and Scholars for President's Work-Study funds, which are often combined with a University grant-in-aid. Work-study funds are earned through employment on campus. To be eligible for work-study support you must have been enrolled on this campus for at least two quarters. The level of

funding varies considerably with demonstrated need and availability of funds. For more information on financial aid for international students, consult with the office of International Students and Scholars.

General Information:

Academic Disqualification

Only the Graduate Dean may disqualify a graduate student for academic reasons. Students who have been disqualified for academic reasons are not eligible to register for future quarters at UCSB, unless the Graduate Dean re-admits them.

Graduate students become subject to academic disqualification if (a) a cumulative GPA below 3.0 occurs for a third quarter; (b) excessive units of unfinished coursework occur for a third quarter; (c) the other standards of scholarship outlined above are not maintained. In all cases, the student's Faculty Advisor and Chair is consulted and asked to recommend action (initial or continued academic probation or academic disqualification). The Chair will usually want to discuss a particular student's situation with a faculty member familiar with the student's work. If the Department considers recommending academic disqualification (i.e., dismissal on academic grounds), it must inform the Dean of Graduate Division in writing of the reasons for its recommendation and demonstrate that the student has received in writing advance warning of problems, time to attempt improvement, and due process in evaluations. A recommendation to disqualify a student is a serious matter, and is one that should involve the Graduate Affairs Committee (if the department has one) or, at a minimum, the Department Chair and Graduate Faculty Advisor.

The Graduate Dean will ordinarily seek to meet with the student before a final decision concerning academic disqualification is made.

After appropriate consultation with the student, the Chair and the Graduate Dean issues a letter informing the student of academic disqualification and the academic grounds upon which disqualification occurred, with copies to the Graduate Faculty Advisor and students' committee members. A copy of procedures for appeal is included with this letter. The Dean's letter is sent to the student by certified mail within 30 days from the last day of a regular term using the most current address on file with the Office of the Registrar. Disqualification goes into effect on the last day of the current quarter. The student will be prevented from registering for future quarters. The notation "academically disqualified" is added to the student's transcript. Students can read the appeals procedure on the Graduate Division web site at (<http://www.graddiv.ucsb.edu>).

Degree Conferral Dates and Filing Deadlines

Degrees are granted four times a year; the summer degree conferral date is the last day of the summer quarter. A student must have finished all requirements by the final Friday of the summer quarter to get a degree dated that quarter, even though the conferral date may be the next day.

Degree Verification, Transcripts and Diplomas

Neither diplomas nor transcripts are sent automatically upon degree completion; they must be ordered from the Office of the Registrar. It takes approximately six months from

the order date for receipt of a diploma, one month for a transcript. Some employers and foreign governments insist on an official transcript showing the date of degree conferral; in some countries, only an official UCSB diploma is acceptable proof of a degree. Students who have an urgent need for an official transcript should notify both the Graduate Division and the Registrar. Graduates in the Institutes receive a diploma request form and a transcript request form at the graduation ceremonies.

Transfer of Credit

Students must complete one graduate quarter at UCSB before they may petition to transfer credit. Upper division and graduate courses may be transferred to UCSB **if the student was in a graduate program when the courses were completed. Units counted for a degree awarded by another institution are not transferable.**

With approval from the Department and the Graduate Division, up to 8 quarter units of credits for courses completed with a grade of B or better may be transferred from an accredited college outside the UC system. Up to 12 quarter units may be transferred from another UC campus. Transferred units are treated as Pass/Not Pass upper division units and are not computed into the UCSB grade point average.

The Department of Anthropology approves transfer units after ensuring that the courses being transferred are equivalent to UCSB offerings, particularly if they involve substitutions for Department requirements. The transfer courses must have been taken within the previous four years unless approved by the Director. A graduate student petition to formally transfer units is not necessary if the Department is more interested in recognizing competencies attained in previous coursework rather than in unit credit. In these cases, a memo to the Dean of Graduate Division will suffice.