



Graduate Student Handbook

Updated Fall 2018

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

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

What is Feminist Studies?

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

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.

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. The number of graduate students in the program is a major factor in the calculation of annual block grant allocations.

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

The Graduate Division [website](#) is essential for answering questions about policies and procedures.

The Department of Feminist Studies: The Department enforces policies and guidelines set by the Graduate Council and Graduate Division. These include admissions standards, residency requirements, leaves of absence, normative time, etc.

Graduate Director in Feminist Studies.

Mireille Miller-Young, the Graduate Director (also called the faculty Graduate Advisor) in Feminist Studies, oversees the graduate program. The Graduate Director is responsible for attending meetings set by the Graduate Division and disseminating information from those meetings. The director, in conjunction with the Chair, Graduate Committee, and Staff Graduate Advisor, oversees the implementation of policies and procedures to streamline progress and completion of milestones throughout students' graduate education. The director has signatory power over admissions, waivers of requirements, leaves of absence, doctoral committees, and various forms from the Graduate Division. The director organizes and runs grad admissions (closes in December with review in January) and recruitment (typically in late February/early March), implements policies on funding determined by Grad Committee, updates the Grad Handbook and TA Handbook, is director of Graduate Committee, and is a member of the Curriculum Committee. Students should meet with the Graduate Director to have employment commitment forms and exceptions signed, and to discuss any upcoming milestones or issues of concern. The Graduate Director communicates with the Graduate Representative and supervises the vote for the next Grad Rep, supervises the department's TA Training, and coordinates graduate WASC assessment.

Staff Graduate Advisor

The role of the Staff Graduate Advisor (also called the Graduate Program Assistant) is served by the Student Affairs Coordinator, **Crystal Carlos**. Crystal acts as the main staff person for the Director of Graduate Studies and deals with currently enrolled graduate students, including graduate fellowships and support, and Teaching Assistants/Associates. See her to get on the payroll for TA/Associate appointments during the academic year, review fellowship information, or file a Request for Employment over 50%. (Summer Sessions staff process all summer teaching appointments). She handles the application and reapplication process for TAships and in consultation with the Chair and instructors, inputs TA section assignments, after which TAs have eGrades and GauchoSpace access. Crystal also works closely with the Director of Graduate Studies to handle TA fee remissions, fee fellowships, and departmental support including fellowships and travel. She deals with graduate admissions and organizes graduate recruitment activities. She also provides advice about day-to-day activities for graduate students and TA's. Crystal is also the **Undergraduate Advisor**. She is responsible for scheduling of the Feminist Studies conference room, desk copy ordering, undergraduate records, and helping students select courses appropriate for the major/minors. She provides advice to undergraduates about their courses and activities and may have insight into students who are

enrolled in TA's sections (although she cannot share FERPA protected information). Students should familiarize themselves with the [UCSB Distressed Students Response Protocol](#) in case they suspect a student is in distress. If TAs experience this type of incident they should inform Crystal as well, she is a critical point of contact and can also direct the TA or the student to the appropriate campus resource. Crystal cannot proctor or coordinate disabled student exams. Instructors and TAs should visit the Disabled Students Program (DSP) [website](#) for instructions on arranging exams and other resources for DSP students. Crystal is also in charge of organizing student evaluations of TAs and Instructors which are available after grades are turned in. More information relating to TA duties/responsibilities is discussed at the required TA Training, in the TA handbook, and through faculty mentorship.

Graduate Committee. The Graduate Committee, composed of 4-6 faculty members and Chaired by the Graduate Director, consults with the Graduate Director regarding changes in the requirements of the graduate program or procedures in administering the program. The Graduate Committee determines how block grant allocations for graduate education are disbursed, and manages the Regents Fellowship in Feminist Studies. The Committee is also responsible for graduate admissions decisions, nomination for central fellowships and recruitment, curriculum revision, and WASC assessment. The Graduate Committee also supervises the doctoral emphasis program, which has its own Doctoral Emphasis Director.

TA positions are allocated depending on the department's teaching needs, student teaching records, student Annual Reports, and instructor requests. More information is included below and in the TA Handbook.

Doctoral Emphasis Committee: The Doctoral Emphasis committee, composed of 3 faculty members and Chaired by the Doctoral Emphasis Director, administers the DE program and the Stough and Distinguished Teaching Awards. **The Doctoral Emphasis Director** keeps records of current and past students, reviews applications and calls for votes, meets and emails with potential and DE students, communicates with Grad Division and the Registrar, and organizes the Doctoral Emphasis Graduate Representative Vote.

Graduate Student Representation in the Department. Department bylaws state that a Graduate Student representative must be appointed annually and attend non-personnel portions of departmental faculty meetings. The department's Graduate Student Representative, elected by the graduate students, is a valuable consultant on graduate student concerns. Students may wish to forward general or specific comments and concerns about the program to the representative, who can then discuss them with the Graduate Director, Staff Graduate Advisor, the Department Chair, or another appropriate person. Elections are held each fall and the term for Grad Reps generally runs November 1 to October 31 annually.

Major Professor, Program Supervision, and Annual Review

All students must have a Chair or advisor to direct their graduate studies. All students admitted to the program are assigned a first-year primary and secondary faculty advisor, who may be core or affiliate faculty members in FEMST.

Students may change mentors in the second year for a variety of reasons, including a shift in academic interests, or sooner if it is not a successful working relationship. Students wishing to change advisors should talk to the Graduate Director or the Department Chair.

The student's primary advisor is a key recommender for all departmental and externally funded fellowships. The primary advisor should give guidance to the student in planning the student's academic program and oversee the student's academic progress. The *Annual Progress Check*, which is created by the student, signed off by the primary advisor, and evaluated by Grad Committee, is an opportunity for the student and the primary advisor to discuss the student's strengths and weaknesses, giving the student a clear picture of their progress toward the degree.

Annual Review

The Graduate Committee conducts an Annual Review of each student in the spring. This review focuses on the student's self-completed *Annual Progress Check*, which includes the academic record, employment, funding or awards received, scholarly activities, service in the department and campus, and overall participation and professionalism.

Teaching activities are also considered as part of the Annual Review. All ladder-rank faculty who supervise teaching assistants are required to complete quarterly evaluations. Lecturers are not required to provide evaluations of their TAs, but may provide feedback to the Chair or Graduate Director. In the case of Teaching Associates, the Chair is required to write an evaluation. These supervisor evaluations, as well as any evaluations by students enrolled in the TA's sections, become part of the teaching review.

Significant problems revealed by the review, whether in the academic record or in teaching, offer an opportunity for the Committee to provide advice to the student. The Graduate Director will report the findings of the review with the student. If there are problems, the primary professor and Graduate Director will work with the student to plan a course of action and together will monitor the student's progress. Continuing problems may jeopardize the student's enrollment in the program.

General Graduate Program and Degree Requirements

Normative Time

Normative time for the M.A. program will be two years. Students will begin work on a thesis or final project in the required research seminar and complete it by the end of the second year. Advisors will monitor students' progress to ensure timely

completion of the requirements for the M.A.

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
SBA	CW	CW/MA	CW	CW/QEM	Research	PhD Prep	PhD Prep/Defend
SMA	CW	CW	CW/QEM	Research	PhD Prep	PhD Prep/Defend	

SBA = Students entering with BA

SMA = Students entering with MA

CW = Coursework

QEM = Qualifying Exam Milestone

University policies for financial and teaching support require students to complete their work within normative time. If students exceed normative time they will be placed on University Academic Probation by the Graduate Dean. See the UCSB Graduate Handbook.

Unit and Residence Requirements

It is a Graduate Division requirement that students must enroll in a minimum of 8 units each quarter but 12 are expected.

The M.A. requires 40 units over two years, as described below. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. At least 24 units must be in Feminist Studies courses. No more than 6 units of 596 may be used to meet the M.A. requirements.

The M.A./Ph.D. will require 80 units, as described below. Students entering with an M.A. in Feminist, Women's or Gender Studies from another university are required to take at least 52 units. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. A grade of B or higher is required for all core courses required for the program. A grade of C, S, or higher is required in all upper-division or graduate-level courses to be counted for the degree award.

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

Grading

The following grading options exist for coursework: letter grades A through F; and Satisfactory/Unsatisfactory (S/U). Many courses are graded with letter grades; grades below B are considered unsatisfactory by the Graduate Division. Students must maintain a 3.0 GPA to remain in good standing (A=4.0; B=3.0). In addition, good standing requires graduate students to make timely progress toward degree completion and meet the following standards of scholarship:

- Establish GPA by taking courses for letter grades
- Maintain a cumulative GPA of 3.0
- Complete coursework- a student may not hold more than 12 units of unfinished coursework (Incomplete, No Grade, or No Record)
- Meet departmental degree requirements
- Meet department specific time to degree requirements

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

The Department of Feminist Studies wishes students to know that recycling work for classes is considered unsatisfactory. Students are expected to turn in original, single authored work in their classes as agreed upon by the faculty instructor. Incidents of submitting recycled work from the same or previous quarters may lead to grade deflation, loss of credit for the course, or other consequences. In addition, the department strictly adheres to guidelines for academic integrity.

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

Advancement to candidacy occurs when students have passed all the course requirements and residence requirements, passed the qualifying examinations, have an approved dissertation prospectus, have no Incompletes on their record, and have paid the \$50.00 advancement to candidacy fee (this fee is subject to change).

Students who enter without an M.A. must advance to candidacy within four years, and students who enter with an M.A. must advance to candidacy within three years to remain in good standing. The department may request exceptions to policy from the Graduate Division on the behalf of a student in exceptional circumstances where students must exceed this time limit to reach candidacy. However, in cases where exceptions are not granted, students who exceed time to degree rules in advancing to candidacy will be placed on University Academic Probation and will not be eligible for university or department funding until the milestone is reached. 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: A graduate student is considered P2 status when s/he is in the Ph.D. program and has passed her/his qualifying exams. The Graduate Division gives these students 9 quarters (typically 3 academic years) to finish their degrees. Students exceeding this limit will no longer be eligible for funding such as departmental fellowships, fee fellowships, and central fellowships.

P3 Status: When a student has completed 9 quarters past the qualifying exams, s/he is then considered P3 status. A student is no longer eligible to receive money as stated in P2 status. S/he is still eligible to hold a Teaching Assistant position. Although Graduate Division policy states, “the total length of time a student may hold any one or a combination of the following titles may not exceed 12 quarters: Teaching Assistant and/or Associate In ___. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters (see the exception process below). Systemwide regulation does not permit graduate student appointment beyond 18 quarters as a Teaching Assistant and/or Associate In ___.”

Nonresident Tuition Reduction Program. Nonresident tuition for a student who has advanced to doctoral candidacy will be waived for up to 3 years from the date of advancement to candidacy. The student’s period of eligibility for this reduction will be 7 years from his or her first quarter of enrollment in a graduate program. 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.

Graduate Student Funding Big Picture

Feminist Studies supports all students with a combination of Block Grant, Central Fellowships, and TA/Teaching Associateships. RA support is also possible, arranged by professors with grant funding. All students receive an offer letter that provides specific details about their funding package and amounts covered. Although all students are funded, the packages are not all the same. Concerns about equity and student well-being drive Feminist Studies’ Graduate Committee discussions and decisions. We know, and Graduate Division knows, that it is very expensive to relocate and live in Santa Barbara. Currently, Graduate Division funds emphasize Recruitment over Continuing Central Fellowships. The department is faced with the challenge and commitment to support all continuing students, and pays particular attention to the on-going funding needs of students who do not receive multi-year or other Central fellowship funding.

Block grant funding: an amount of money allocated to departments annually. Graduate Division determines allocations according to department size, success in recruitment, efforts toward diversity, and other factors, which have changed over time. The block grant may be supplemented by funding from the Deans’ Office to

support diversity in recruitment and support continuing students.

In Winter-Spring quarters, after recruitment is completed and student Annual Reports are reviewed, Feminist Studies' Graduate Committee makes an allocation plan for the coming year. Considerations include time to degree and good standing, past funding support (those who did not receive multi-year Central Fellowships have priority), preparation for and successful completion of milestones, and support for student research and conference presentations. Items Paid from Block Grant, allocated by the Feminist Studies' Graduate Committee:

- Funding for recruited students to create funding packages as given in offer letters
- Funding for continuing student fees, if within P3 and time to degree criteria
- Funding for continuing students for “milestone” non-teaching quarters (for example, 1 quarter for exam prep), as eligible and as budget allows. Priority consideration goes to students who do not have multi-year Central Fellowships.
- Funding for conference travel for students presenting at conferences (Fall is the first call for requests made by graduate students by a designated deadline as communicated by the Chair of the Feminist Studies Graduate Committee; if budget funds remain available, another call goes out in Winter at which time graduate students will follow the same process of submitting requests via the appropriate protocol as outlined by the Chair of Graduate Committee)
- Funding for Summer Research Stipend: if funds remain at the end of the academic cycle and after the finalization of graduate recruitment (after April 15, the federal deadline for potential incoming cohorts to accept or deny an offer of admission into our MA/PhD program), remaining block grant money is then divided equally and allocated to all eligible students as stipend. These funds are meant to assist students with costs related to research, including books, supplies, software, hardware, memberships and travel. These stipends are not guaranteed, and if available, will vary from year to year.

Graduate Division Recruitment Central Fellowships: each department is allocated a certain type and number of Recruitment Central Fellowships nomination categories. Feminist Studies' Graduate Committee reviews applications and nominates students within the categories (merit and merit-diversity), and the nominations are reviewed by a committee of faculty members convened by Graduate Division. That committee determines who receives recruitment fellowships, and departments and candidates are notified around March. One recruitment fellowship works differently: Graduate Division allows departments (not Graduate Division committees) to determine who will be named a Regents' Scholar.

Graduate Division Continuing Central Fellowships, department-nominated: each department (based on size) is allocated a certain type and number of Continuing Central Fellowships nomination categories. Our department for 2017-18 was able to nominate students in three categories: 1 quarter dissertation, 1 year merit-diversity, 1 dissertation completion year). Funding packages change over

the years, depending on the Graduate Division share of the overall UCSB budget, which itself varies in light of a combination of tuition, state allotments, Office of the President determinations, and fundraising. Feminist Studies' Graduate Committee in Winter quarter receives the nomination information and reviews eligible students according to criteria, including meeting "milestones" and time to degree, fit within the fellowship categories, and competitive status from GPA, publications, conference presentations, and research). Feminist Studies' Graduate Committee contacts nominated students, who complete an application packet and submit it to the department for submission. The nominations are reviewed by a committee of faculty members convened by Graduate Division. Department and applicants are notified generally in late April or early May.

Graduate Division Continuing Central Fellowships, self-nominated: In

Winter quarter, Graduate Division posts self-nominated grant and fellowships that students can apply for themselves. Throughout the year, Graduate Division also has limited funding for research quarters and travel. Students are encouraged to check [Grad Post](#) and take advantage of grant information and proposal writing opportunities.

Items Paid by Graduate Division

- Central Recruitment Fellowships, including Regents Fellowship
- Continuing Central Fellowships (for 2017-18 3 categories were available to Feminist Studies: dissertation year, 1 quarter dissertation, and Graduate Division diversity-merit 1 year).
- Continuing fellowships that are self-nominated and typically due in March (Graduate Division and external)

Student Annual Reports are reviewed by Feminist Studies' Graduate Committee and all faculty are invited to discuss the reports in early spring. Based on reports, Feminist Studies' Graduate Committee can see who is planning exams, in good standing in terms set forth in Graduate Student Handbook, and within time to degree, (before 9 quarters after qualifying exams and before seven years since starting program) and prepares feedback to students that the Grad Director emails to students and their advisors.

TA/Teaching Associateships

— As given in offer letters, students are guaranteed TAships. For Teaching Associates, the minimum qualifications for appointment to the Associate title shall be possession of a Master's degree, or advancement to candidacy, and at least one year of teaching experience. All incoming students must complete the TA Training offered by UCSB annually during pre-instructional activities week in September. Teaching positions are funded by the College of Letters & Sciences. Students list preferences in their Annual Reports, and ABD students can submit course proposals. Feminist Studies students are assigned first, then a call for TAs is distributed via email and posted on our website, generally in early May. Priority of placements is in this order: Feminist Studies students, doctoral emphasis students, and students advised by affiliated faculty members.

Assignments are based on student and faculty preferences, a department decision that all 1st year students will TA the introductory course required of all majors (Femst 20) one time, diversity of teaching experiences, departmental need to cover our curriculum, and budget approved by the College.

— Summer TA/Associateships: Pending budget allocation by Summer Sessions, we send a call for Summer TA and Associate applications to all Feminist Studies students. If there are not enough positions, the department may work with students and faculty to find other teaching or RA opportunities for funding. If there are more positions than applicants, a second call goes out to Feminist Studies students, Feminist Studies Doctoral Emphasis students, and students from affiliated departments with priority to Feminist Studies students.

Note: Graduate Division has employment rules for % time. 75% maximum during each 10-week quarter. Typical academic year TA and Associate positions are 50% time. Graduate Students employed as Associates are not allowed to hold any other concurrent appointments; this is a hard rule set by UC Office of the President with no exceptions. For eligible appointments (TA, Reader, Research Assistant) the maximum percentage students can work is 50%, while appointments up to 75% require departmental approval. Appointments over 75% require Graduate Division approval.

2018-2019 Fee Cost Legend per quarter

Tuition	\$3814.00
Non-Resident	
Supplemental Tuition	\$5034.00
Student Services Fee	\$376.00
Campus Based Fees	\$328.00
Health Insurance	\$1120.00

Need-Based and Other Financial Support

It is important to note that the Graduate Division and the Department of Feminist Studies **require** that all domestic students turn in a FAFSA each year. It is necessary 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.

Domestic graduate students may also apply for need-based loans and work-study awards through the Financial Aid Office. 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, Stafford Loans,

and California State Graduate Fellowships.

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.

Other Financial Support

Graduate Division has information on campus-wide and extramural fellowship opportunities. Visit its web site and UCSB GradPost (<http://gradpost.ucsb.edu/>) often for listings of fellowships and deadlines. Some continuing fellowships administered by the Graduate Division require the nomination of the department. The Graduate Committee will solicit applications from graduate students and select those who will be nominated. The following financial support options are available: Interdisciplinary Humanities Center Fellowships, Humanities Research Assistantships, Humanities/Social Science Fellowships, University Affiliates Dissertation Awards, Graduate Division Dissertation Awards, Academic Senate Travel Funds, and Academic Senate Intercampus Exchange Travel Funds.

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

Grant-seeking and funding resources posted at Graduate Division

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

<https://www.graddiv.ucsb.edu/financial/central-campus-fellowships>

<https://www.graddiv.ucsb.edu/financial/extramural-funding>

Grant-seeking and funding resources based on recent student awards:

AAUW <http://www.aauw.org/what-we-do/educational-funding-and-awards/>

Woodrow Wilson: <http://woodrow.org/fellowships/womens-studies/>

ACLS: <http://www.acls.org/grants/default.aspx?id=354>

SWS: <https://armacad.info/esther-ngan-ling-chow-and-mareyjoyce-green-scholarship-2017-usa>

NWSA: <http://www.nwsa.org/awards>

2018 Ford Foundation Fellowship deadlines announced:

<http://sites.nationalacademies.org/pga/fordfellowships/>

UCSB funding opportunities include: Interdisciplinary Humanities Center, Chicano Studies Institute, Center for Black Studies Research. UC-wide funding opportunities include UC MEXUS and UC HRI (Humanities Research Institute).

Teaching Assistantships

Teaching Assistantships are considered a valuable part of students' educational experience, developing a variety of academic and teaching skills in addition to providing financial support. Some students' University fellowships include guarantees of TAship, but the department administers all Feminist Studies

TAships. TA positions are allocated by the Chair in consultation with Curriculum Committee depending on the department's teaching needs, student teaching records, student Annual Progress Checks, instructor requests, and funding approval.

A full TAship is generally 3 sections per quarter and is calculated at 50% time which equates to 20 hours per week. Holding a Teaching Assistantship allows the student partial fee remission and a health insurance fee waiver.

Students must be enrolled in a minimum of 8 units before partial fee remission can be processed. TAs must enroll in and receive credit for FEMST 501. These units count toward the 12 unit load standard for most graduate students.

- **TA training:** New students are required to attend the University's training offered by Instructional Development in the fall. All students with active TA appointments must attend the departmental T.A. training sessions offered once per quarter. Feminist Studies 501 also provides ongoing training for Teaching Assistants connected to a specific undergraduate course. Responsibilities of T.A.s will be outlined in writing for each course at the beginning of the quarter.

Teaching Associate positions may be awarded by the Department Chair in consultation with Graduate Committee to graduate students advanced to candidacy to teach a lower or upper-division course, depending on the department's teaching needs and student teaching records. Unlike Teaching Assistants, Teaching Associates are the instructors of record and are responsible for developing the course and completing all grading (when TAs are not assigned to do the grading). Teaching Associates will be mentored by a faculty member in the Department in all aspects of the course, from design to implementation. If any issues arise, this faculty member, in consultation with the Chair and Graduate Committee, will address it in a timely manner. Because Teaching Associates and TAs are peers, TAs working with Teaching Associates as the instructor of record may consult with their faculty mentor for the course, the Department Chair, and/or the Graduate Director about concerns or disputes in the course. The Chair and Graduate Director will navigate a resolution for any concerns or disputes that arise.

Student Assistant/Research positions may be available if an individual faculty member has funds to support a student. It is uncommon to have an open call for RAships; they are arranged on a case-by-case basis. In Feminist Studies, this kind of position is usually for a small number of hours and may be held in addition to a TAship. Pay is hourly and this type of work is not associated with fee remission.

Readers may be assigned for large enrollment courses without a TA to help faculty grade written work. Pay is hourly and this type of work is not associated with fee remission.

Summer Sessions Teaching: A call goes out each Fall quarter to all graduate students for Summer Sessions TAing preferences and proposals for designated upper-division courses taught by Teaching Associates. The Chair in consultation with the Curriculum Committee reviews all applications and makes decisions based on course interest, the student's past teaching experience and evaluations, department curriculum needs, and funding approval. We make a concerted effort to advertise all courses, with the assistance of Summer Sessions, however we cannot guarantee Teaching Associates their proposed courses will meet minimum enrollment numbers (12 LD, 8 UD). In addition, courses must have sufficiently high enrollment to be offered in the future.

Graduate Degrees

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

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

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

OPTIONAL DOCTORAL EMPHASES

The Department of Feminist Studies participates in a number of interdisciplinary Ph.D. Emphasis Programs, including the Global and International Studies Program, Writing Studies, Environmental Studies, and Black Studies. These Doctoral Emphases allow students to design a course of study focused on these fields of study, receive guidance and mentoring from associated faculty as they prepare their dissertations, and have the Doctoral Emphasis recognized when they are awarded the doctorate.

For more information on the DE in Global and International Studies, visit the website at: <http://www.global.ucsb.edu/phd/emphasis>.

For more information on the DE in Writing Studies, visit the website at: <http://www.writing.ucsb.edu/academics/graduate/phd-emphasis>.

For more information on the DE in Environmental Studies, visit the website at: <http://es.ucsb.edu/phd>.

For more information about the DE in Black Studies, visit the website at:

<http://www.blackstudies.ucsb.edu/programs/graduate>.

Areas of Emphasis

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

- 1) Race and nation: “Race and nation” centers the experiences of African American, Latina, Asian American, Native American, and Arab American women—“the Third World within”—in a global context, attending to both the centrality of race and ethnicity and the inextricability of race and ethnicity (including whiteness) from all other categories of identity and difference. Faculty members specializing in this area include Barvosa, Bobo, Boris, Chang, Miller-Young, Tyburczy.
- 2) Genders and Sexualities: “Genders and sexualities” concentrates on an interdisciplinary exploration of the historical and global processes by which desires, sexual acts, relationships, gender and sexual identities, communities, and movements have been constructed, transformed, and challenged. A number of our affiliated faculty members specialize in masculinities and queer sexualities, which are part of this concentration. Faculty members include Barvosa, Miller-Young, Oaks, Rupp, Tyburczy.
- 3) Productive and reproductive labors: “Productive and reproductive labors” focuses on the economic (both paid and unpaid) and reproductive roles and experiences of diverse groups of women globally and historically and the complex relationship between employment and child-bearing and child-rearing. Faculty members include Boris, Chang, Miller-Young, Oaks, Tomlinson.

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

Required and Recommended Courses

Both the M.A. and the Ph.D. begin with a core of courses that ground students in the theoretical, methodological, epistemological, and pedagogical traditions of feminist studies.

M.A./Ph.D. and Ph.D. students concentrate in one of three thematic fields (race and nation, genders and sexualities, productive and reproductive labors) while taking some coursework in all three, thus gaining broad expertise. They may also take a cluster of courses in an outside disciplinary or interdisciplinary field to

complement their work in feminist studies. In addition, they engage in extensive original research, both in research seminars and in the completion of a dissertation.

M.A. Requirements

CORE COURSES – 20 units		
Course Number	Course Name	Units
FEMST 270	Feminist Epistemologies and Pedagogy	4.0
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 260	Feminist Research Methods ¹	4.0
FEMST 280A-B	Research Seminar (2-quarter seminar)	8.0
		20.0
ELECTIVES – 12 units – 8 units from the area of concentration, 4 units outside:		
Course Number	Course Name	Units
FEMST 210 or relevant courses	Labors ² or relevant courses	4.0
FEMST 220 or relevant courses	Genders and Sexualities ² or relevant courses	4.0
FEMST 230 or relevant courses	Race and Nation ²	4.0
		12.0
THESIS RESEARCH AND PREPARATION – 8 units		
Course Number	Course Name	Units
FEMST 598	M.A. Thesis Research and Preparation	8.0
		8.0

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

methodologies, therefore, methodological training needs to be tailored to the individual student.]

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

TOTAL FOR THE M.A. DEGREE = 40.0 UNITS

**Ph.D. Requirements
FOR CONTINUING UCSB STUDENTS WHO COMPLETED THE MA AT
UCSB**

CORE COURSES – 12 units		
Course Number	Course Name	Units
FEMST 280A-B	Research Seminar (2-quarter seminar)	8.0
FEMST 501	Apprentice Teaching in Women's Studies	4.0
		12.0
ELECTIVES – 4 units in each area:		
Course Number	Course Name	Units
FEMST 210 Or relevant courses	Labors	4.0
FEMST 220 Or relevant courses	Genders and Sexualities	4.0
FEMST 230 Or relevant courses	Race and Nation	4.0
		12.0
4 units from the following:		
Course Number	Course Name	Units
FEMST 240	Transnational Feminisms	4.0
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and	4.0

	Public Policy	
FEMST 594 AA-ZZ	Special Topics in Feminist Studies	4.0
		4.0
DISSERTATION RESEARCH AND PREPARATION – 12 units		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>
FEMST 597	Independent Study for Ph.D. Examinations	Variable
FEMST 599	Ph.D. Dissertation Research and Preparation	Variable
		12.0

TOTAL FOR THE PH.D. DEGREE = 40.0 UNITS

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

CORE COURSES – 24 units¹		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>
FEMST 270	Feminist Epistemologies and Pedagogy	4.0
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 260	Feminist Research Methods	4.0
FEMST 280A- B	Research Seminar (2-quarter seminar)	8.0
FEMST 501	Apprentice Teaching in Women's Studies	4.0
		24.0
ELECTIVES – 8 units inside the area in which a student is concentrating:		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>

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

FEMST 210 Or relevant courses	Labors	4.0
FEMST 220 Or relevant courses	Genders and Sexualities	4.0
FEMST 230 Or relevant courses	Race and Nation	4.0
		8.0
8 units outside the area in which a student is concentrating:		
Course Number	Course Name	Units
	See courses above OR	
FEMST 240	Transnational Feminisms	4.0
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and Public Policy	4.0
FEMST 594AA-ZZ	Special Topics in Feminist Studies	4.0
		8.0

DISSERTATION RESEARCH AND PREPARATION – 12 units		
Course Number	Course Name	Units
FEMST 597	Independent Study for Ph.D. Examinations	Variable
FEMST 599	Ph.D. Dissertation Research and Preparation	Variable
		12.0

TOTAL FOR THE PH.D. DEGREE = 52.0 UNITS

Foreign Language Competency

Ph.D. students must demonstrate reading proficiency in at least one language other than English. Students for whom English is a second language and students who have completed college-level coursework to an intermediate level are

deemed to have reading proficiency. Other students may fulfill the requirement by taking coursework or passing a language examination consisting of translation (with dictionary). The primary faculty advisor will, in consultation with the student, arrange for an examination and its evaluation. On an individual basis, alternatives to this requirement (for example, an oral exam or proficiency in statistics) may be accepted.

Examinations, Thesis, Final Project, and Dissertation

Master of Arts:

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

Doctor of Philosophy:

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

The qualifying examination will consist of:

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

Students should consult with advisors and committee members to clarify expectations about the reading lists and the exam process. Students will draw up their own reading lists in consultation with their advisors. The list for feminist approaches to knowledge will draw from the readings and concepts in the core required courses, as well as additional items (a total of about 50). The list for the areas examination should also draw from course readings and should total about 100 items.

The written examinations are take-home. Each exam, the feminist approaches to knowledge exam and the area exam, should be completed within a three-day period, the two together within two weeks. Students will be asked to answer two exam questions, among a choice of questions, on each examination, and to write a maximum of 12 double-spaced pages on each question. The student must complete this work independently without input from others. A student may petition the Graduate Committee for additional time or reasonable accommodations to complete the take-home exams. The student should submit the request in writing to the Graduate Director at least one month prior to the exam quarter, and it should include a brief explanation of the request and proposed accommodations.

The examination committee will be composed of at least three ladder-rank faculty members: the advisor, one other from the core faculty, and one from either the core or affiliated faculty. Students who wish to include a faculty member from an outside institution may do so *in addition* to the required three ladder-rank faculty from UCSB. Each faculty member will contribute questions, and the advisor will put together the examinations. An oral defense of two hours will cover the written examinations and dissertation prospectus. Successful completion will advance a student to doctoral candidacy.

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

Dissertation Prospectus Guidelines

The prospectus shall include:

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

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

Doctoral Dissertation

The doctoral dissertation must be an original work of research in the field of the candidate's specialization. Doctoral candidates submit preliminary drafts of the dissertation to the major professor and generally ask other members of the dissertation committee if they would like to read and comment as well. Doctoral candidates should plan to make the final draft available to the dissertation committee a month prior to the filing deadline; there should also be sufficient time for the student to make revisions required by dissertation committee members.

Dissertation Filing Fees:

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

Advising

Faculty Advisors. Faculty advisors are assigned to incoming students based on the fit of their areas of expertise and the availability of faculty to advise students. When possible a primary and secondary faculty member will be assigned to each student, so that students have the opportunity to receive enhanced mentorship. However, students are invited to develop mentoring relationships with any faculty member inside or outside the department. See the handout *Responsibilities Guidelines for Feminist Studies Faculty Grad Advisors and Grad Students* for detailed instructions on mutual responsibilities for students and advisors. If students have questions or concerns about these responsibilities and roles they should talk to the Graduate Director.

Beginning in the second year students will choose their own primary faculty advisor. They are encouraged to maintain relationships with more than one faculty advisor in the department. In addition, they should begin to determine three faculty members, including their primary advisor and at least one other from Feminist Studies, to serve as MA or PhD qualifying committee members.

General Regulations

Registration. Students must enroll and pay fees by the deadlines provided by the Registrar. Maintaining graduate status involves paying fees and officially registering in classes each quarter. There is no provision for part-time graduate status; all graduate students are assessed full fees no matter how many units they take. Students who are physically elsewhere are considered “in residence” at UCSB if they pay fees and register for classes. Failure to pay fees and/or to register by the 15th day of instruction will result in lapse of student status. Students must petition for reinstatement and pay the fee of \$105.00 for domestic students or \$125.00 for international students, fees subject to change.

Full-time enrollment. For full-time enrollment, the department expects students to register for 12 units per quarter. The Graduate Division requires a minimum of 8 units per quarter for TAs, financial aid, and housing. Teaching Assistants take 8 units of coursework plus FEMST 501, a course that provides 4 units of credit for TAs. If you are struggling with your course load you are

encouraged to reach out to your faculty advisors and the Graduate Director.

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

Continuous registration is expected of all graduate students. Under special circumstances, students may request a leave of absence from the Graduate Dean. Students who are neither registered nor on an approved leave of absence lose all status and privileges as students, cannot hold fellowships or other forms of financial support, and must apply for reinstatement and, where applicable, readvancement to candidacy.

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

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

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

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

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

Lapsed status. Students who feel they absolutely cannot continue to register may allow their status as students to lapse until their circumstances become more stable. Students in lapsed status may not use any university facilities nor place any demands on faculty time. The student can be reinstated or reapply at a later date. Readmission is not guaranteed, and a student must discuss his/her situation with his/her major professor and the Graduate Director.

In absentia registration. Graduate students whose research or study requires them to remain outside California throughout the quarter, but who need to be registered, may be able to take advantage of in absentia registration, which reduces the combined Tuition, Student Service Fee, and Campus Fees by 85%. Nonresident Supplemental Tuition and graduate student health insurance fees remain unchanged. This option will be of use to graduate students who must register to receive fellowships, for example, or for students fulfilling required internships out-of-state. Students may apply by completing an in absentia petition. The student's major adviser must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside California for one to three quarters. In absentia registration should be used strategically. The Dean of the Graduate Division must approve additional quarters after one year.

The Faculty and Staff

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

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

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

Graduate Courses

For a list of Feminist Studies courses and relevant courses in other departments,

go to: <http://my.sa.ucsb.edu/catalog/current/CollegesDepartments/ls-intro/femst.aspx?DeptTab=Courses>

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. Visit this [website](#) or see the PDF: [Graduate Student Association Graduate Student Bill of Rights](#).

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. UC Student Workers are members of UAW 2865: <http://www.uaw2865.org/>

Campus Regulations on Grievances

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

Sexual harassment. UCSB has a policy prohibiting sexual harassment and providing a grievance procedure specifically for this form of discrimination. All TAs have a mandatory training. 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 Ombuds Office or the Sexual Harassment Complaint Resolution Officer at the Office of Equal Opportunity & Sexual Harassment/Title IX Compliance, Phelps Hall 3211, telephone 805-893-2701, or visit the website at: <https://oeosh.ucsb.edu/eodp/>.