

Graduate Handbook

Comparative Literature Program

University of California, Santa Barbara

Updated September 19, 2024



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1. Welcome

Welcome to the Comparative Literature Program! We hope that your time with us will be happy and productive and that it will prepare you for the career you desire. This handbook should serve as an on-going reference source during your time in our graduate program.

The Department Chair is Prof. Eric Prieto:
E-mail: prieto@frit.ucsb.edu

The Vice Chair and Graduate Advisor is Prof. Wolf Kittler
E-mail: wkittler@ucsb.edu

The Diversity Advocate/Officer is Prof. Nadège Clitandre
E-mail: nclitandre@global.ucsb.edu

The Graduate Program Coordinator is Jeremy Moore
E-mail: jmoore@ucsb.edu

Student Services Manager: Tyler McMullen
E-mail: tylermcmullen@ucsb.edu

IMPORTANT! Always check the PASC website for updates in case of changes in Personnel in the Phelps Administrative Support Center: <https://pasc.hfa.ucsb.edu/>

1. 1. Useful Links

Please consult our departmental website regularly for information about courses, lectures, and other events as well as information about graduate studies and useful research links: <https://www.complit.ucsb.edu>

The Graduate Center for Literary Research (GCLR) awards different types of funding to graduate students and holds regular events promoting interdisciplinary dialogue and encounters at various levels for faculty and graduate students. It also facilitates study at the Harvard Institute for World Literature:

<https://gclr.complit.ucsb.edu/>.

The Interdisciplinary Humanities Center at UCSB is also a source of fellowships and support for various interdisciplinary research groups: <http://www.ihc.ucsb.edu/>

For help with work-life balance issues, see the Graduate Division web site here: www.gradpost.ucsb.edu/wellness.

The General Course Catalog can be found at:
<https://catalog.ucsb.edu/>

The Comparative Literature section of the catalogue is at:

<https://catalog.ucsb.edu/programs/PHDCLIT>

Consult the Graduate Division web site for information about all graduate programs at UCSB and relevant information for graduate life:

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

2. Guidelines for Professional Development

The Comparative Literature faculty at UCSB believes that success in our graduate program, as in any post-graduate professional endeavor, requires that students make a serious personal commitment to their academic and intellectual development. The following guidelines are meant to give you an idea of what is expected of you as a graduate student:

1. Regular attendance and active participation in graduate seminars.
2. Several **hours of preparation** outside class for each seminar: a general rule of thumb is 3 hours of preparation for each hour of seminar time.
3. Additional time for the **preparation of seminar presentations and final seminar papers**. Since students are attending 2 or 3 seminars at the same time, it is absolutely essential that they choose paper topics for each seminar as early as possible (no later than the 3rd week of class) and begin immediately to carry out research on these projects.
4. Attendance at departmental lectures and receptions, designed to promote intellectual interaction with visiting scholars that may well affect future career opportunities.
5. **Teaching**. It is important to realize from the outset that a good deal of hard work is involved in the pursuit of graduate studies. Students must devote particular effort to establishing and maintaining a productive balance between their academic pursuits and their teaching obligations. This is a delicate issue, as the former tend to be more long-range in nature (final papers and exams, Masters and PhD exams, the dissertation, etc.) while the latter tend to be more immediate (daily class preparations and corrections, weekly office hours with students, TA meetings, etc.) Attaining such an equilibrium can be particularly tricky during the first year, especially for students unfamiliar with the fast pace of the 10-week quarter system. Early attention to this issue will prove critical to the student's academic success. It will also prepare students for the rigors of an academic career, and provide an advantage in a competitive job market, since the teaching-research equilibrium continues to be a major issue that all university faculty must deal with throughout their careers.
6. **TA training**: It is mandatory for all TAs in the Comparative Literature Program to attend the departmental orientation at the beginning of Fall quarter and the various

program workshops throughout the academic year. First-time TAs must also attend the campus-wide TA orientation held the week preceding the beginning of Fall quarter.

3. Getting Started

3.1. The Graduate Division

Located on the 3rd floor of Cheadle Hall, the Graduate Division is the University's office for graduate affairs. It monitors admissions, fellowships, degree checks, and graduate student employment.

3.2. Establishing California Residency

If you are a US citizen or permanent resident, but not a California resident, you need to take steps immediately upon your arrival at UCSB to establish California residency. If you do so, by your second year of enrollment you should not be liable for the nonresident tuition fees. These steps include registering to vote here, opening a bank account, obtaining a California driver's license, and registering your car in California.

3.3. The Quarter System

UCSB is on the quarter system; each quarter is 10 weeks long, followed by a week of final exams. Fall quarter runs from late September to mid-December. Winter Quarter runs from the 1st week of January through the 3rd week of March. Spring Quarter runs from late March to mid-June. Winter break is three weeks, Spring break is one week. Details of the academic calendar are available on the web site of the Office of the Registrar: <https://registrar.sa.ucsb.edu/home>.

3.4. Registering for Classes

New students will register for classes after meeting with the Faculty Graduate Advisor during Orientation Week. Continuing students will register for classes during the 5th week of the previous quarter. The Faculty Graduate Advisor will set up appointments to confer with you before you register on GOLD.

You should register for at least 12 units per quarter. Consult the website of the Office of the Registrar for specific deadlines, including the deadline for adding classes.

Note for TAs: If you are a TA, you must register for Comparative Literature 591 (TA Practicum) each quarter. The Practicum counts for four units. The 4-unit TA practicum course is applied to the quarterly 12-unit enrollment requirement, although it cannot be used to satisfy degree requirements.

3.5. Transfer of Units (rare)

According to UC policy, students entering our program who began, but did not complete, a graduate program at an accredited college other than a branch of UC, may transfer up to 8 units of credit for graduate Comparative Literature courses completed with a grade of B or better. The units must not have been used toward completion of a degree at the previous institution attended, and must have been earned while registered in a graduate program. Up to 12 quarter-units from another UC campus may be transferred to UCSB, under the same terms.

Such units will be treated as Pass/No Pass, and will not be counted in calculating the GPA. Students seeking transfer of credit must complete at least one quarter of registration before they can transfer units; students must submit a Graduate Student Petition (\$20) which must be approved by the Faculty Graduate Advisor before it goes to Graduate Division for review.

3.6 Housing

For housing information, please visit <https://www.graddiv.ucsb.edu/resources - Housing>.

4. Academic Basics

4.1. Minimum GPA

All students need to maintain a minimum GPA of 3.0 to be in good academic standing, which is necessary for academic appointments, such as a TAship. The Graduate Division monitors the grades of all TAs, and will intervene if a TA's GPA falls below the minimum. In such cases, university policy takes precedence over any departmental offers of a year-long TAship.

4.2. Procedure for Incompletes

Taking incompletes in graduate seminars is strongly discouraged. In an emergency, and with the prior approval of the seminar instructor, you may file a petition for an incomplete. This must be done prior to the last day of the quarter (the day of the last final, not the day grades are due). Your petition will include a timetable, agreed upon by your professor, for submission of the incomplete work. In no case may this work be submitted later than the end of the subsequent quarter. Petitions for incompletes are available from the Registrar. Please note: the Incomplete turns into an "F" automatically if the work is not completed by the end of the following quarter.

4.3. Leaves of Absence

Students may apply for a leave of absence for the following reasons: (1) medical/health difficulties; (2) pregnancy or parenting needs; (3) an emergency in the immediate family; (4) required military duties; (5) to file a PhD dissertation in the final quarter at UCSB using the University filing fee rather than registering and paying fees. The following are not considered reasons for a leave of absence: financial hardship and the desire not to pay fees; desire to take time off from the pressure of study; the need to focus energies on exams or thesis; the burden of outside employment; the desire to protect immigration status. Students who are approved for a leave by the departmental Faculty Graduate Advisor and Graduate Division are guaranteed reentry into the program when the leave is over and are eligible for certain services on campus. Petitions and additional information about leaves of absence are available from the Graduate Division at: <https://www.graddiv.ucsb.edu/forms/leave-absence>

4.4. Registering In Absentia

UCSB requires continued registration of all graduate students until completion of all degree requirements. During the course of their study, graduate students may find it necessary to study or conduct research outside of California. In Absentia policy allows students

conducting their research or studies away from the University to receive a fee reduction, while maintaining full-time student status.

The research or study must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of California. This includes students holding a fellowship, internship, or having a graduate student researcher appointment. Students who are approved for in absentia registration will receive a reduction of 85% of the combined Tuition, Student Service Fee, and Campus Fees. Other fees, notably Nonresident Supplemental Tuition and UC Graduate Student Health Insurance fees remain unchanged.

Check the general instructions and conditions for registering in absentia on the Graduate Division web site (scroll for the appropriate link):

<https://www.graddiv.ucsb.edu/forms/absentia>.

4.5. Lapse of Status

Students who do not register or pay fees for a given quarter "lapse status" and are no longer eligible for student privileges, including employment as TAs, access to Student Health Service and student health insurance, etc. A student who has lapsed for one or more quarters must submit a Petition for Reinstatement to Graduate Standing to the departmental Faculty Graduate Advisor when seeking to return to registered status. Approval of reinstatement is not automatic, but is granted at the discretion of the Department.

5. Exchange Programs & Other Opportunities

In cooperation with other departments, the program offers the possibility of spending a year abroad in Paris and working as a Lecturer in English at the University of Paris-8. See the Faculty Graduate Advisor or the Graduate Program Assistant for further information. Participants in the exchange programs are responsible for their own housing and health insurance, and will receive advice from returning exchange students. You must fill out a petition for an official Registration in Absentia (see above 4.4), and your year spent in this program is counted in "normative time," as well as in the university's time limits for completion of the doctoral degrees (6-7 years respectively). For more information, see section 6.2, Normative Time.

If you are carrying student loans you should check with your lending institution. You may have to be continuously registered, which is not the case with a Leave of Absence, but may be possible with a registration In Absentia. The student loan authorities recognize some institutions such as the Sorbonne and Paris-8 as qualifying institutions; if you are registered there while in Paris, you will not be expected to start repaying loans. The Program and the Graduate Division will be happy to write letters to your bank, on request. With In Absentia Registration, you are still registered at UCSB, but pay slightly lower fees.

In the summer, you may benefit from **summer language studies**. Our students often spent 6 to 8 weeks abroad studying various languages. Summer language funding is offered on a competitive basis every year, after an application due in early January. All deadlines are announced at the Fall graduate meeting. Our program places a strong emphasis on language preparation, which it deems a sound approach to our discipline and which confers a real advantage on the job market.

6. THE MASTER OF ART'S DEGREE

6.1. General Requirements:

6.1.1. Courses of Study (regular) MA.

Students are expected to complete the MA degree in 2 years. The MA requires a minimum of 40 units of graduate-level course work in either (a) three national literatures, or, (b) two national literatures and one related discipline chosen in consultation with the graduate Advisor. The 40 units of graduate-level course work must include the 4 unit Proseminar in Comparative Literature, a minimum of 8 graduate units in each of two national literatures and 4 graduate units in the student's third national literature or the related discipline. Eight additional graduate units must be taken in comparative literature. **A maximum of 4 units of 596 course work can be counted toward the master's degree.**

6.1.2. Courses of Study, MA with French Specialization

Students are expected to complete the MA degree in 2 years. The MA requires a minimum of 40 units of graduate-level course work in three fields. Students will devote both fields 1 and 3 to French literary studies, with Field 3 focusing on French culture and literature in a broad interdisciplinary sense, which may include Francophone Studies, European Studies, etc. Field 2 is devoted to the study of a second national literature and will have a focus that complements that of the first field. The 40 units of graduate-level course work must include the 4 unit Proseminar in Comparative Literature, a minimum of 8 graduate units each in fields 1 and 2 and 4 graduate units in the student's third field. Eight additional graduate units must be taken in comparative literature. A maximum of 4 units of 596 course work can be counted toward the master's degree.

6.1.3. Courses of Study, MA with German Specialization

Students are expected to complete the MA degree in 2 years. The MA requires a minimum of 40 units of graduate-level course work in three fields. Students will devote both fields 1 and 3 to German literary studies, and each field will have a focus chosen from the following: (1) Literary Period and/or Genre, (2) Theory and Philosophy (such as German Idealism, Psychoanalysis, Frankfurt School, Deconstruction), (3) Media Technology, (4) Holocaust Studies with a German emphasis, or (5) Special field defined by the candidate in close consultation with the Graduate Advisor and at least one additional German faculty member. Field 2 is devoted to the study of a second national literature and will have a focus that complements that of the first field. The 40 units of graduate-level course work must include the 4 unit Proseminar in Comparative Literature, a minimum of 8 graduate units each in fields 1 and 2 and 4 graduate units in the student's third field. Eight additional graduate units must be taken in comparative literature. A maximum of 4 units of 596 course work can be counted toward the master's degree.

6.2. The Field Exam

By the end of the second year of study, students must pass the first qualifying field examination within a national literature, multinational region, or related discipline. The successful completion of this exam grants the MA degree. (See section 8 below).

6.3. Continuation to the PhD

Upon completion of the Master's degree (the first Field Examination), an assessment of the student's overall progress in graduate study will be conducted. The student should submit

the following documentation as input to the review: completion of a self-assessment of completed work and plan for doctoral work, unofficial transcripts, first field examination with detailed feedback from examination committee, and updated CV. The student will receive a written evaluation of the faculty's assessment of their development, their promise for independent, innovation and original research, and for completion of doctoral study.

7. THE PhD PROGRAM

7.1. Admission

Our program has no separate MA program; all students admitted into the MA program are conditionally admitted into the PhD program as well. Thus, for the purposes of applying for fellowships, all graduate students in our department are considered to be PhD students. However, for academic purposes, continuation beyond the MA degree is by invitation only, based on the academic record (see above).

The PhD degree in comparative literature requires the study of three fields consisting of national literatures, multinational and multilingual regional studies, or related disciplines. One of the field exams may be devoted to a study of an English-language corpus. The two other fields should be focused on non-English literary traditions, with the primary texts studied in the original language. The selection of fields should be approved by the Graduate Faculty Advisor/The Director of Graduate Studies.

7.2. PhD Coursework & Requirements

7.2.1. Continuing Students (MA from UCSB)

Beyond the requirements for the MA, continuing students are required to complete a minimum of 24 units of coursework for the PhD, a minimum of 60 units total (see also section on course load.) Among these 60 total units, a minimum of 12 units of graduate-level course work must be completed in each of the student's three fields, plus at least 12 additional units of graduate-level course work from the offerings in the Comparative Literature Program, with the remaining 12 units to be distributed among the student's fields in consultation with the Graduate Advisor. Students are encouraged to take and/or audit other courses, both within and outside of the department, that match their interests and planned areas of specialization. In order to be advanced to candidacy, they must also demonstrate competency in a second foreign language, pass two more field examinations and present and defend a dissertation prospectus. After advancement to candidacy, they write and defend a dissertation. The university's absolute time limit for passing the field exams and advancing to candidacy is 4 years. See section 15 below on Normative Time.

7.2.2 Students with the MA from another institution

Students entering the program with an MA in comparative literature or a closely related field need a minimum of 24 units of additional graduate-level course work to be distributed in consultation with the Faculty Graduate Advisor/Director of Graduate Studies (see also section on course load.) These 24 units must include 4 units in each of two national literatures, 4 units in the student's third national literature or related discipline, and 4 units in comparative literature. A limited number of course exemptions will, however, be allowed, as indicated in 2.6, "Transfer of Credit." Additional course work may be required to make

up for deficiencies. Students must pass three field exams in three national literatures or two national literatures and a related field. The first field examination should be taken in the first quarter of their second year at UCSB in a national literature other than the literature of the student's native language. In order to be advanced to candidacy students must also demonstrate competency in a second foreign language and present and defend a dissertation prospectus. After advancement to candidacy, they write and defend a dissertation. The university's absolute time limit for passing the field exams and advancing to candidacy is 4 years. See section 15 below on Normative Time.

It is essential that incoming students meet with the Faculty Graduate Advisor prior to their first quarter at UCSB in order to review their academic record and map out a program that will insure a grounding equivalent to UCSB's MA program.

8. Field Examinations

To meet the qualifying requirements for the PhD in Comparative Literature, graduate students complete three examinations in their chosen fields of study.

8.1. Definition of a Field

A field is an area of study that the student will attempt to master. It may be defined in terms of a national literature or linguistic tradition, a genre, a specific scholarly discipline, or some other meaningful unifying factor the student will define in consultation with their committee members. The PhD degree in comparative literature requires the study of three fields. It is always expected that students familiarize themselves with the secondary critical works relevant to their fields of study. The point is that each student's fields are both sufficiently focused and sufficiently broad to reflect a grasp of influences, antecedents, and relevant ancillary disciplines. Fields should be defined in a way that will enable students to demonstrate to future employers and colleagues the ability to teach and conduct research in an area of broad scholarly interest. Some examples of recent field exam topics: "postcolonial francophone literature," "disability studies," "the prose poem," "teaching environmental literature," "Latin American political cinema."

8.2. Examinations

The exams are based upon reading lists of approximately 50 titles that students develop with their three-member exam committee. The reading list aims to balance primary and secondary titles. The preparation for the exam enables students to gain reasonable "mastery" of a given field, understood as the competence necessary to teach, conduct research, and possibly publish within this area. The expectation is for primary texts to be read in the original language. Non-native speakers of English must write and defend at least their first exam in English.

1) First Qualifying Exam:

- **For MA/PhD students only:** 50-page essay, based on a reading list of about 50 titles, and oral defense. The exam will be graded in the following way: High Pass

/ Pass / Pass with revisions / No Pass. Passing this requirement confers the MA degree, and students who have earned an MA in this way will then proceed to the Second Qualifying Exam.

- **For PhD students:** Field Survey Essay: 35-page essay, based on a reading list of about 50 titles.

In both cases, successful completion of the written portion of the First Qualifying exam is followed by an oral defense. The oral lasts no longer than 90 minutes. Its primary purpose is to demonstrate a breadth of knowledge within the chosen field. The oral defense can range widely in the field and reading list (i.e., questions can be not only on the topics/texts covered in the paper but also on other texts from the reading list). Students must pass both the written and the oral to pass the field exam. The exam will be graded in the following way: High Pass / Pass / Pass with revisions / No Pass (see below for further guidelines about the exam).

2) Second Qualifying Exam:

An essay suitable for publication in a peer-reviewed journal, about 20-25 pages. This essay may be a reworked version of a seminar paper. The purpose of this exercise is to prepare students for the process of publishing scholarship in a peer-reviewed journal. The committee will provide feedback in writing or orally, including suggestions for changes that would improve the chances of publication, recommendations for journals, etc. The committee works with the student to determine journal, desired audience, format, and style, as well as the differences between a seminar paper and a publishable article. The committee introduces the student to the peer review process. Students are encouraged to submit their article for publication and undergo the peer review process although this is required for passing the exam.

3) Third Qualifying Exam:

The third exam focuses on a field different from the first qualifying exam. It may take one of two forms. Either:

A. Syllabus preparation: preparation of a course syllabus, accompanied by a rationale essay. The purpose of the syllabus exercise is to familiarize students with a pedagogical approach to their field. This exam should emphasize applicability to real-life pedagogical situations. The student creates one quarter or semester-long syllabus with the course description (course level, topic, key concepts), learning outcomes, specific readings with justification for each choice. The syllabus should be aimed at Undergraduate students; it is strongly recommended to design a lower-division course, since it is more formative pedagogically. The essay that accompanies the syllabus allows the student to think through and explain the course's learning goals & assignments. It should include a rationale for the choice of texts, the relevance of oral and written exercises, and the broader field that the syllabus is drawing on (including other texts not selected for the syllabus, for example). The essay should be about 10 pages in length, including a substantial bibliography at the end. All these requirements must be successfully met for the exam to receive a passing grade. *An oral exam, while not required, is strongly recommended, since an*

in-depth discussion of pedagogical matters with experienced committee members is highly beneficial to the student.

Or,

B. Question-based short essays of 25-30 pages in total, in which the student responds to 3 out of 3-6 questions provided by the three-member committee. The student will have two weeks to write the essays, and the exam will be graded in the following way: High Pass / Pass / Pass with revisions / No Pass. An oral defense is not required but may be called for if the committee deems it necessary or desirable. (See below for additional guidelines on the written exams).

Regular guidance and feedback from the exam committee is highly recommended for both exam options. Students will develop the reading list and the topic in close consultation with their committee. If choosing option A (syllabus), students will also rely on various pedagogical resources available on campus.

Students can retake each field exam (either or both parts) only once.

8.3. Field Exam Committees

All three field exam committees must have a minimum of three UC ladder faculty, two of whom (including the Chair) must be affiliates of the Comparative Literature Program. (See the list of our affiliated faculty on our web site.) If there is an unaffiliated faculty member you want to work with, we will initiate the affiliation process upon request. (This request should be made *before* finalizing the membership of your committee.) If you need to appoint a UC professor from another campus to your committee, make sure to follow the rules stipulated by Graduate Division.

“At the department’s discretion, an Academic Senate Member from another UC may be nominated to serve as a committee member or co-chair (not as sole chair). Only one of the first three committee members can be from another UC. The UC faculty member may count as one of the two required tenure-track faculty members, but cannot count as a home-department member. The Master’s Form I or Doctoral Form I must include the faculty member’s name, UC campus, department, and academic title.”

(www.graddiv.ucsb.edu/academic/committees)

8.4. Exam Procedures: guidelines for students and committees

Timeline

- 1) Student chooses the quarter during which the field exam will be taken. (See 6.2 and 7.2.2. above for the time limits.)
- 2) Student chooses the Chair of the exam committee in consultation with the Faculty Graduate Advisor. Student chooses two other members of the exam committee in consultation with the Chair of the exam committee and the Faculty Graduate Advisor.

- 3) Student meets the Chair of the exam committee early on in the process to determine the area that the exam will cover, the type of exam chosen, materials for the reading list, and a schedule for taking the exam. This meeting should take place as early as possible, preferably in the quarter *preceding* the field exam quarter, or at the beginning of the exam quarter at the latest.
- 4) At the beginning of the field exam quarter, the student meets individually with each of the three field examiners to discuss the lists, topic(s), and strategies for completing the exam. (The student should make sure to contact the examiners by the end of week one in order to set up these appointments.) Once all three examiners have agreed on the list's final form, the student should circulate the Reading List/Abstract Approval Form for their signatures.
- 5) Once the Reading List/Abstract Approval Form has been signed, the student submits the form, along with the reading list and abstract (outlining the chosen field, the topic, its articulation within the student's larger interests and/or dissertation, the type of exam chosen and a schedule for completing the exam) to the Graduate Program Assistant for filing, cc'ing the Graduate Advisor.
- 6) Student submits the exam to the exam committee by the 8th week of the exam quarter.
- 7) For the first qualifying exam, once the student has successfully passed the written part, the oral examination will be scheduled. Upon completion of the oral exam, the committee will sign the Field Exam Approval form, available at: <https://www.complit.ucsb.edu/graduate/resources/forms> and the student will submit the Field Exam Approval form to the Staff Graduate Advisor (the Graduate Program Assistant).
- 8) For the second and third field exam the oral is optional, at the discretion of the committee. If no oral exam is called for, the student will complete the Field Exam Approval form, have it signed by the committee members, and submit it to the Staff Graduate Advisor along with the exam.
- 9) Failed field exams, or exams deemed "pass with revisions", may be retaken/ revised only once.

Further considerations on exam procedures, for committee members:

The first qualifying exam includes a written and an oral component. The written part should be about 35 pages (double-spaced) in length, and about 50 pages in the case of an MA thesis. *On rare occasions, the committee may wish to request revisions to the essay prior to allowing the student to proceed to the oral part of the exam. No more than one set of revisions may be requested. See information regarding revisions, below.* If the written exam is awarded a Pass, the student will prepare a 90-minute oral exam, which should address both the arguments made in the essay and the knowledge of the overall field based on the reading list. The oral exam is a chance for the committee to ask the student to expand on issues raised in the written exam, as well as address other works from the reading list.

For the third exam, option B (Question-based short essays), the committee members will draft one or two questions each. The GPA will collect and send the questions to the student, with a copy to the Chair. If the exam falls during a weekend or holiday, the Chair or Faculty Advisor will send the exam questions to the student. The student will choose three questions out of a maximum of six. The student has two weeks to write the responses, using all or any resources desired (open book, not proctored). The questions should allow the

student to display both coverage of the reading list and rigorous analytical and theoretical skills. The total length of the exam is about 25-30 pages, double-spaced. In no case should the answers to the questions total less than 25 pages. The exam will be graded in the following way: High Pass / Pass / Pass with revisions / No Pass.

- Committee feedback on the Second and Third Qualifying Exams. An oral defense for exams #2 and 3 is optional rather than mandatory, but the committee is expected to give detailed feedback on the student's performance, whether orally or in writing.

- For all three exams, in order to optimize the evaluation process, it is useful for the committee members to have some advance discussion among themselves about the pedagogical and scholarly merits of the student's exam. A successful exam will be built around a cogent argument and demonstrate mastery of the reading list, although the relative importance of these two criteria will vary from case to case.

REVISIONS

Timely and regular meetings between the student and the committee members are key to ensuring that last-minute revisions are not necessary in each of the three exams. Should revisions be deemed necessary, the forms will be signed and submitted to the Graduate Staff Advisor once revisions have been made.

9. Presentation of the Dissertation Prospectus

To meet the qualifying requirements for the PhD in Comparative Literature, after completing their three field examinations, graduate students develop a prospectus for their doctoral dissertation in close consultation with their committee members. See below (section 12) for more information about putting together a doctoral committee. Once the committee members have approved of the written prospectus, they meet as a group with the candidate to discuss the prospectus and to determine whether the student is sufficiently prepared to proceed to the writing phase of the dissertation. At its discretion, the dissertation committee may request only one set of revisions before determining whether the prospectus is approved.

9.1. Description of the Prospectus

The prospectus, 10-15 pages in length, should include a clear formulation of the research topic, a chapter-by-chapter account of the dissertation's structure, a discussion of how the proposed work promises to contribute to the field or discipline to which it belongs. It should show that the candidate is conversant with the relevant secondary literature and major scholarship and also include a discussion of the methodological and theoretical framework within which the topic will be examined. A working bibliography should be included as well as a schedule that indicates when drafts, chapters and revisions will be submitted.

9.2. Oral Presentation

The candidate will begin the meeting by giving a presentation of approximately 20 minutes of the proposed dissertation project. The presentation is followed by a discussion of 45-60 minutes among the committee members and the candidate about the viability of the project, possible difficulties that may arise, and the soundness of the proposed

argumentation and methodology. After the discussion, the committee members will meet without the candidate to determine whether they are prepared to proceed with the project. The committee may approve the prospectus either unconditionally or on the condition that further revisions are made. Once the committee has reached its decision, the discussion will resume with the candidate. The entire oral examination should take between 1.5-2 hours.

9.3. Forms

In order to establish the committee, the student must file the PhD Form I with the Graduate Division. The form can be found at www.graddiv.ucsb.edu/academic/forms-petitions and includes the mandatory UCSB Graduate Student Conflict of Interest Form. For the oral examination, the candidate must enter the exam with the PhD Form II in hand, to be completed by the committee at the end of the examination. The PhD Form II is available at www.graddiv.ucsb.edu/academic/forms-petitions, and requires the payment of the advancement to candidacy fee at the Cashier's office prior to submission to the Graduate Division.

10. Satisfying your Foreign Language Requirement

Students are admitted into the program with a demonstrated proficiency in at least one foreign language; in rare cases, students will be allowed to improve their first foreign language skills after entering our program. Students must also demonstrate proficiency in a second foreign language. There are several ways to do this:

- a) taking an upper division course or graduate course where the readings are in the target language and earning at least a B+;
- b) passing a translation exam¹ or
- c) taking a proficiency course offered specifically for graduate students (such as French 11A and 11B or German 1G and 2G) and earning at least a B+.

Students are expected to complete the requirement before advancing to candidacy, with a few exceptions to be granted by petition to the Graduate Division, with the approval of Graduate Advisor.

11. Course Load

11.1. Unit Requirement

Both MA and PhD graduate students must enroll in and complete 12 units per quarter. Students must enroll in at least two graduate level courses per quarter for letter grade until advanced to candidacy, except during their field exam quarters or during the quarter in which they are writing their dissertation prospectus, at which time they may enroll in graduate level courses and/or in independent studies on a P/NP (S/U) basis.

¹ This typically consists in translating a passage of approximately 400-500 words from a critical text.

11.2. Independent studies

With the approval of the Faculty Graduate Advisor, four units of independent study courses (numbered 596-599) may be taken for letter grade during the quarters the student is not writing an exam or preparing the dissertation prospectus. Consult the Faculty Graduate Advisor about whether it is advisable to enroll in one of these courses in a particular quarter. Courses numbered 591, 597 and 598 (pedagogy and/or research-oriented courses) may not be used towards meeting the minimum unit requirement for the MA degree. As for courses numbered 596 (Directed Reading and Research), the maximum number of these units that may be counted toward the MA is 4 units. While the student is free to enroll in additional 596 units, none of the additional units will count toward fulfillment of University unit requirements for the MA degree.

(See course catalog for a fuller description of these courses:

<https://catalog.ucsb.edu/>)

12. Choosing a PhD Committee

Students should begin thinking about their field(s) of specialization and their dissertation topic as soon as possible. Students should become acquainted with faculty whose scholarly interests align with their fields, with a view to forming a doctoral committee by the end of their second year in the program at the latest. The committee will be comprised of a minimum of three UC ladder faculty members, 2 (including Chair) must be in home department. Additional members may be at departmental discretion.

13. Advancement to Candidacy

When required coursework, the three field exams, the presentation of the dissertation prospectus, and the second language requirement are successfully completed, the student is advanced to doctoral candidacy, effective the following quarter.² Once advanced to candidacy, students are no longer required to take formal classes, but must register for 12 units of Comparative Literature 599: Dissertation and Research Preparation, or, if a TA, 8 units of 599 and 4 units of Comparative Literature 591 (TA Practicum), for a total of 12 units. International students, once advanced to candidacy, have 3 years (9 quarters) of reduced nonresident tuition (100% reduction). They must finish their dissertations before this period expires; the Department will not pay NRT beyond that point.

Filing Forms: In order to advance to candidacy, your committee will need to file Doctoral Degree Form 1 (Committee Nomination for Master's Thesis and Doctoral Committees and Conflict of Interest disclosure form), and Doctoral Degree Form II (Report on Qualifying Examinations for the Degree of Doctor of Philosophy or Musical Arts), which also requires a fee payment. See above 9.3.

² This entails payment of an advancement to candidacy fee. See the Graduate Program Coordinator for updated information.

14. Writing and Filing the Dissertation

14.1. Writing the Dissertation

It is imperative to meet regularly with the Chair of the dissertation committee, for support and guidance, and to ensure that you are pursuing a productive line of inquiry. Researching and writing the doctoral thesis should not take more than 2-3 years. Anything beyond that is considered beyond “normative time.”

The Center for Academic Skills Enrichment (CASE) assists graduate students with the writing of their theses. The Graduate Division provides specific guidelines on the final format of the thesis. For details, consult the Guide to Filing Theses and Dissertations at UCSB, available on the Graduate Division website: <https://www.graddiv.ucsb.edu/filing/filing-your-thesis-dissertation-or-dma-supporting-document>

You may file your dissertation during a quarter when you are not a registered student, provided you pay a filing fee equal to one-half of the registration fee and must be on an approved official Filing Fee Leave of Absence. In order to be on an official Filing Fee Leave of Absence the student must be registered the quarter prior to filing.

Candidates may continue to work as Teaching Assistants while writing their dissertation as long as adequate progress is being made. There are, however, certain limits set by the university on the number of quarters a student may hold a TA-ship: 12 quarters; 15 quarters may be granted by the Faculty Graduate Advisor; the Dean of the Graduate Division may grant 3 additional quarters. However, a maximum of 18 quarters is normally the rule.

14.2. Defending and Filing the Dissertation

Once all the members of the committee have agreed that the dissertation is complete and ready to be defended, an oral defense will be planned. The candidate will begin the meeting by giving a presentation of approximately 20 minutes on the dissertation itself, situating it in its field(s) and commenting on its strengths and contributions to the field(s). The presentation is to be followed by a discussion of 45-60 minutes among the committee members and the candidate about the dissertation as a whole, its individual chapters, and the best ways in which to disseminate the candidate's research. After the discussion, the committee members will meet without the candidate to determine whether they deem the dissertation ready for APPROVAL AND FILING, or whether they agree that revisions are needed. The committee may approve the dissertation either unconditionally or on the condition that further revisions are made. Once the committee has reached its decision, the discussion will resume with the candidate. The entire dissertation defense should take between 1.5-2 hours. Form III will need to be filled out by all members of the committee as well as the signature sheet for the dissertation.

For all the steps required to file the dissertation, please consult: <https://www.graddiv.ucsb.edu/academic-services/filing>.

15. Normative Time

At UCSB, “normative time” is the number of years department faculty believe reasonable for a full-time student, entering under normal circumstances, to complete the PhD. As of fall 1999, normative time is as follows:

- 7 years for those who earn the MA at UCSB (2 years for the MA plus 5 for the PhD)
- 6 years for those who entered with an MA from another institution

Under Graduate Council policy, students admitted Fall 2010 or later will follow departmental time-to-degree standards approved by the Graduate Council. Students are given four years from beginning graduate study at UC Santa Barbara to advance to doctoral candidacy, and seven years total to complete a doctoral degree. Time abroad is counted in normative time.

Note: For ALL PhD students, there is a 4-year time limit for advancing to doctoral candidacy. However, we expect that students entering with the MA from another institution will advance more rapidly than this, and probably complete the degree before reaching normative time. Again, for students earning the MA at UCSB, the 2 years spent in the MA program are counted in these 4 years; such students must complete their exams and advance to candidacy at the end of their 4th year. Students who are beyond normative time cannot be considered for campus fellowships and departmental funding.

15.1. Summary of Normative Time

15.1.1. For those earning the MA/PhD at UCSB

- ✓ **Years 1-2:** 2 years MA work at UCSB
- ✓ **Years 3 and 4:** 2 years to advance to candidacy (4 years total, at the most)
- ✓ **Years 5-7:** 2-3 years for thesis (potential 1 year abroad)
- ✓ 6-7 years total

15.1.2. For those entering with the MA from another institution

- ✓ **Year 1:** First Field Exam (Spring quarter of year one, or no later than Fall quarter of 2nd year)
- ✓ **Years 2-3:** 2 years to advance to candidacy including qualifying exams 2 and 3 and prospectus (3 years total; limit is 4 years)
- ✓ **Years 4-6:** 2-3 years for thesis (potential 1 year abroad)
- ✓ 6 years total

15.2. Tentative Schedule

These times translate into the following tentative schedule:

15.2.1. For those earning the MA/PhD at UCSB

Year 1: Course work

Year 2: First Field Exam and 40 units of course work should be completed by the end of the second year

Year 3: Course work, second field exam and possibly third field exam

Year 4: ABD should be attained by the end of the 4th year by completing all three field exams and the remaining 24 units of course work and by successfully defending a dissertation prospectus.

Year 5: Possible research abroad. Work on dissertation

Year 6: Work on dissertation

Year 7: Work on dissertation and defense

15.2.2 For those entering with the MA from another institution

Year 1: Course work; first field exam possibly in Spring quarter.

Year 2: First Field Exam in the first quarter of the second year. Course work. Possibly completing second field exam by the end of the year

Year 3: Completion of required 24 units of course work. Second and third field exams completed.

Year 4: ABD should be attained by the end of the fall quarter by successfully presenting a dissertation prospectus. Work on dissertation and/or research abroad.

Year 5: Possible research abroad, work on dissertation

Year 6: Work on dissertation and defense

Please check document C of the Handbook for the flowcharts for all requirements and times to degrees.

15.3. Normative Time and Employment

Students who are beyond normative time can only be employed on campus if an exception is granted by the Dean of the Graduate Division. Although University policy states that a student may be a TA for 12 quarters, exceptions to this policy are usually granted, up to a maximum of 18 quarters. Summer teaching appointments are not counted in these calculations.

15.4. "P-3" Status

Students who have been advanced to candidacy for more than 9 quarters as registered students (3 years) are considered to be "P-3," and cannot be considered for campus fellowships and cannot receive fee fellowship or block grant monies. They can, however, be awarded TAs at the discretion of the department, within the guidelines outlined above.

16. Adding an Emphasis

In designing their program of study at UCSB, PhD students are encouraged to select a sub-field that intersects with and reinforces their area of study within the discipline. Adding an emphasis will make students even more attractive candidates in the current academic marketplace, where interdisciplinarity and flexibility are considered especially desirable traits. Students can add up to three emphases.

There are currently seven emphases available to doctoral students. Check our web site for updated information regarding the availability of these emphases.

The Doctoral Emphasis in **Applied Linguistics**:
www.appliedlinguistics.ucsb.edu/requirements

The Doctoral Emphasis in **Cognitive Science**:
<https://www.cogsci.ucsb.edu/graduate-emphasis>

The Doctoral Emphasis in **European Medieval Studies**:
<https://www.history.ucsb.edu/fields-of-study/medieval-studies/>

The Doctoral Emphasis in **Feminist Studies**:
www.femst.ucsb.edu/graduate/doctoral-emphasis

The Doctoral Emphasis in **Global Studies**:
www.global.ucsb.edu/phd/emphasis

The Doctoral Emphasis in **Translation Studies**:
<https://translationstudies.complit.ucsb.edu/emphasis>

The Doctoral Emphasis in **Writing Studies**:
<http://www.writing.ucsb.edu/academics/graduate/phd-emphasis>

Please check early with the Faculty Graduate Advisor about adding any of the above emphases, so you can coordinate your field examinations and course work accordingly.

17. Financial Support

17.1. Teaching Assistantships

Teaching assistantships are the chief source of financial support to our graduate students. In the summer, students may also work as TAs and advanced students are eligible to teach as Teaching Associates.

Please note that paychecks are issued at the end of the pay period. Thus, your first paycheck will not arrive until Nov. 1; the last paycheck arrives July 1. You may split your fall quarter salary into four payments, receiving checks Oct. 1, Nov. 1, Dec. 1 and Jan. 1. This option is only available for the fall quarter. **You need to contact the Graduate Program Assistant and fill out all employment paperwork prior to September 1 if you would like to take the 4-paycheck option for fall.** With a TAship, it is possible to defer payment of fees until the arrival of your first paycheck. Please contact the BARC office for this. Also, in emergencies, it is possible to borrow against your first paycheck. See 17.6, “emergency loans.”

The university limits TAships to 12 quarters, with exceptions allowed up to a maximum of 18 quarters. (Summer TAships are **not** counted in this tally.) Renewal of TAships is based on academic and pedagogical performance. Note: if a student’s GPA falls below 3.0, his/her TAship will be withdrawn, according to university policy, which supersedes any departmental contracts for a one-year TAship.

17.1.1. Graduate Student Academic Appointments

All students who receive academic appointment positions must maintain continuous enrollment and remain within normative time to degree. Students who have exceeded the time limit for completion of the master's degree (four years) are not eligible to hold academic appointment positions, unless an exception is granted by the Graduate Division. For further information on the conditions of employment, see <https://www.graddiv.ucsb.edu/academic-appointments>.

17.1.2. International students

International students must pass a TA Language Evaluation Exam. For more details see: www.graddiv.ucsb.edu/admissions/admitted-applicants/admitted-international-students

17.1.3. Selection of Teaching Assistants

Application Deadline: Potential appointments for Teaching Assistants for the subsequent academic year are confirmed in late spring.

Initial TA appointments are based on the applicant's academic record and letters of recommendation. Reappointment depends on satisfactory progress toward the degree and evaluations by the graduate faculty, teaching supervisors, and students. Graduate students with incomplete grades may be disadvantaged in the competition for TAs (see 3.4). If a vacancy occurs during the academic year, the files of all eligible students will be considered in filling the position.

17.1.4. TA Training

The Comparative Literature Program encourages professional preparation and development of our graduate students by offering workshops to train new Teaching Assistants and enhance pedagogical excellence. Throughout the academic year, Comparative Literature runs a peer TA training program consisting of workshops where new TAs meet with experienced TAs.

17.2. Other Employment

Other employment may be available through readerships. For domestic students, any additional employment beyond a 50% TAship (up to a maximum of 75%) is possible only if they are making good progress to the degree. For international students, employment beyond 50% is only possible during winter break, spring break, and summer.

Graduate students may also be invited to teach during UCSB's Summer Sessions, on a competitive basis. Please note that Summer TAships are subject to 9% FICA withholding, like most forms of employment in the U.S. (This is not the case, however, for TAships during the regular school year. Regular TA salary is "sheltered" from FICA because TAs are considered primarily as students, not employees.)

17.3. Fellowships, Fee Remissions, etc.

17.3.1. The FAFSA

All domestic students who wish to be considered for any kind of financial aid, including TA-ships, fellowships, and loans, must file the FAFSA (Free Application for Federal Student Aid) every year, between Jan. 1 and March 2. You can obtain paper applications in the Financial Aid Office, or can fill out the form online, at <http://fafsa.ed.gov/>.

Students who do not file the FAFSA by March 2 will not receive priority consideration for need-based aid.

17.3.2 Campus Fellowships

The Graduate Division's website is the best source for information on both university and extramural fellowships. See www.graddiv.ucsb.edu/financial. Consideration for most fellowships is dependent upon being nominated by the department's Admissions and Fellowships Committee, but certain fellowships and grants can be applied for by the student. You are urged to take the initiative and search the Graduate Division's website, as described above.

Recipients of some UCSB fellowships (including Chancellor's, Regents, Doctoral Scholars) have campus employment restrictions: the department may offer them one quarter of TA-ship only (considered 50% employment), with the option of an additional 50% position during another quarter. Such offers are at the discretion of the department.

Students who are beyond normative time, on probation, or have P-3 status cannot be considered for university fellowships.

17.3.3 Department Language Training and Travel Grants

The department will make every effort to make funds available for students to enroll in intensive language training abroad. Depending on academic performance and good standing as well as yearly budget, department travel funds to give a paper at a professional conference may be made available. Other funding resources include the Graduate Division/Academic Senate and the Graduate Center for Literary Research. Please ask the Chair or Faculty Graduate Advisor for details.

17.3.4 Extramural Fellowship

Advanced students are strongly encouraged to compete for extramural fellowships. The Graduate Division's website is the best source of information on Extramural Fellowships: <http://www.graddiv.ucsb.edu/financial/extramural-funding>

Again, take the initiative and search the database for appropriate sources of funding.

17.3.5. Partial Fee Remission

Teaching Assistants whose appointment is at least 25% time qualify for a partial fee remission and payment of health insurance.

Graduate students who are hired as Readers are eligible for partial fee remission if they work at least 100 hours (25% time) over the course of the quarter.

17.3.6 TA Fee Offset

The department makes every effort to pay the student's campus-based fees. The TA partial fee remission pays the education and registration fees. (It does NOT pay nonresident tuition.)

17.3.7. Nonresident Tuition Fellowships

We have limited funding for nonresident tuition fellowships, made available to us by the Graduate Division. Awards may be made for full or partial payment of nonresident tuition, on a year-to-year basis. Tuition fellowships cover nonresident tuition costs only; recipients must still pay university fees (registration fee, education fee, and health insurance if not covered by a TAsip). Tuition fellowships are awarded primarily to domestic out-of-state applicants (US citizens or permanent residents), who are expected to take steps immediately upon their arrival at UCSB to establish California residency. If the proper steps are taken, residency becomes effective one year later.

For our most competitive international students (who cannot establish California residency), the International Doctoral Recruitment Fellowship,* funded by our Graduate Division, pays in full the non-resident supplemental tuition beyond the first year and until the student advances to candidacy within normative time (which is to say for a period of nine registered quarters); when students are advanced to candidacy and are writing their dissertation, non-resident supplemental tuition fees are reduced by 100% for up to three years (or 9 quarters) from the date of advancement to candidacy. If you have not completed the degree within 3 years of advancement, non-resident tuition will revert to 100%, for which you will be responsible.

*As of winter 2015, the International Doctoral Recruitment Fellowship Program has been awarded to ALL incoming international doctoral students. The fellowship commences for the student's fourth quarter of enrollment and continue until the student has advanced to candidacy, providing the student remains within the official time-to-advancement approved by the Graduate Council and advertised on the Graduate Division website.

17.3.8. Fellowship Payment

Most university fellowships will be credited directly to your BARC account, in 3 equal installments, at the beginning of the 3 quarters of the academic year. If there is a surplus after all fees have been paid, you may receive a stipend check, available shortly before the beginning of the quarter. Checks are available at the Cashier's Office, 1212 SAASB.

17.4 Taxes

Fellowships that are paid directly for tuition and fees are not considered taxable income. Stipends used for other purposes are taxable income. Thus, a student receiving a fellowship which includes a stipend, the payment of fees, and tuition, will pay taxes only on the stipend. A student receiving a stipend from which he or she is expected to pay fees and tuition will subtract those items and pay taxes on the remainder. Nonresident tuition fellowships, fee offsets, and travel grants are not taxable.

TA salaries are taxable. The amount you pay for tuition, fees, books, and course materials may not be deducted from this salary for tax purposes.

For international students, the University is required to withhold taxes at a rate of 14% for federal taxes and 5% for state taxes. All international students must bring their passports and complete a "statement of citizenship" when picking up a stipend at the beginning of fall quarter and again after Jan. 1, for the new calendar year. If you are from one of the countries listed below, which have tax treaties with the U.S., you can avoid having some of

the 14% federal tax withheld. (For example, for students from those countries, the first \$2,000 that you earn per calendar year is exempt from withholding; the remainder is subject to withholding, but may be refunded when you file income tax forms in March-April.)

Countries with Tax Treaties with the United States: Austria, Belgium, China, Cyprus, Egypt, Finland, France, Iceland, Japan, Korea, Morocco, Netherlands, Norway, Philippines, Poland, Romania, Trinidad & Tobago, and the former USSR.

17.5. Deferral of Payment of Fees

Teaching Assistants may defer payment of fees until they receive their first paycheck of the quarter. Request a letter from the Graduate Program Assistant, and take it to the Cashier's Office, 1212 Student Affairs Bldg. There is a \$25 fee for deferrals.

17.6 Emergency Loans

Teaching Assistants can borrow against their first paycheck, starting on the first day of fall quarter. Request a letter from the Staff Graduate Advisor confirming that you are a TA, and take it to the Financial Aid Office. They will lend you one month's TA salary, which is repaid in 3 installments, automatically deducted from your Nov. 1, Dec. 1, and Jan. 1 paychecks. A 1% interest fee is charged. For more information, see <http://www.finaid.ucsb.edu/loans?filter=graduate>. Other small emergency loans may be available through the Alumni Association. If you have financial problems, you can discuss them with the Graduate Program Assistant.

17.7. Health Insurance and Student Health Services

Major medical health insurance is provided at no charge for all Teaching Assistants. For all other graduate students, enrollment in the Graduate Student Health Insurance Plan is automatic and part of the registration process. Students who can show evidence of comparable outside health insurance coverage can be exempt from this fee. The health insurance begins on the first day of the fall quarter and continues for one year, if the student is enrolled for all 3 quarters. Spouses and dependents are eligible for enrollment in the Graduate Student Health Insurance Plan, for a fee. Details and an application form are in the GSHIP handbook distributed at the beginning of Fall Quarter, or on the Student Health Services website:

studenthealth.sa.ucsb.edu/insurance/overview

For minor illnesses and injuries, go to the campus Student Health Service center. There is an annual deductible; after it is met, basic services are free for the rest of the plan year. A co-payment is charged for the eye clinic, the dental clinic, and physical therapy. For details, consult the website listed above, the SHS brochure or call 893-5361. To make an appointment you can call (805) 893-3371 or go to <https://studenthealth.sa.ucsb.edu/>. Except in emergencies, you should go to the SHS center first; they will refer you elsewhere if necessary. If you are outside of a 50-mile radius of Santa Barbara, you can seek medical attention wherever available, but you must notify SHS no later than 72 hours (3 days) after receiving treatment, if the expenses are to be covered by your health insurance policy. For local emergencies or for major medical problems, your policy covers treatment at

Goleta Valley Community Hospital and at Santa Barbara Cottage Hospital. Again, notify SHS within 72 hours if you sought attention elsewhere.

18. Problems and Dispute Resolution

Some problems students face can be addressed outside of the Department. There are numerous campus organizations that can be of help. Rights and responsibilities of graduate students are listed on the Graduate Division website: <https://www.graddiv.ucsb.edu/policy-procedure/campus-membership>.

Sometimes students experience real problems in their academic work or in academic appointments. Resolutions to these problems should first be sought within the department by utilizing the resources of the Faculty Graduate Advisor, the Graduate Program Assistant, the Student Service Manager, the Director of the Phelps Administrative Support Center, and the Chair of the Program.

The Graduate Division also stands willing to help mediate disputes that cannot be resolved at the departmental level. There are established formal stages of appeal that can be followed in cases where resolutions are otherwise not possible. Check the Graduate Division web site and the Academic Senate site (<https://senate.ucsb.edu/>)

18.1. Disputes with Dissertation Committee

From time to time disagreements about decisions, deadlines, policies, procedures, and issues of academic judgment may arise between a student and members of their dissertation committee. As in all such disputes, involved parties should, in the spirit of collegiality, attempt to resolve these issues internally.

- A student should, therefore, first meet with the chair of the committee (usually her or his Advisor) in an effort to resolve the dispute. If the student feels that she or he is unable to do this or if areas of disagreement still remain after this meeting, a written appeal describing the situation and requesting involvement should be addressed within 14 days to the Department Chair. If the Chair is a member of the committee, appeal should be made to the Faculty Graduate Advisor, or, if a conflict of interest is also present there, to the department's Graduate Committee as a whole.
- The department will act to resolve the issue, or declare it irresolvable, and inform the student in writing within 30 days.
- If the dispute cannot be resolved within the department, or if the student finds the department's resolution unacceptable, the student may appeal to the Graduate Dean, who will attempt further resolution. This appeal must be made in writing within 14 days of the department's decision.
- If the Graduate Dean is unable to resolve the dispute to the parties' satisfaction within 30 days, the graduate student has 14 days to submit a written appeal to the Graduate Council. The Graduate Council must inform the student of its decision within 30 days. In this area, decisions of the Graduate Council are final.

Updated September 19, 2024