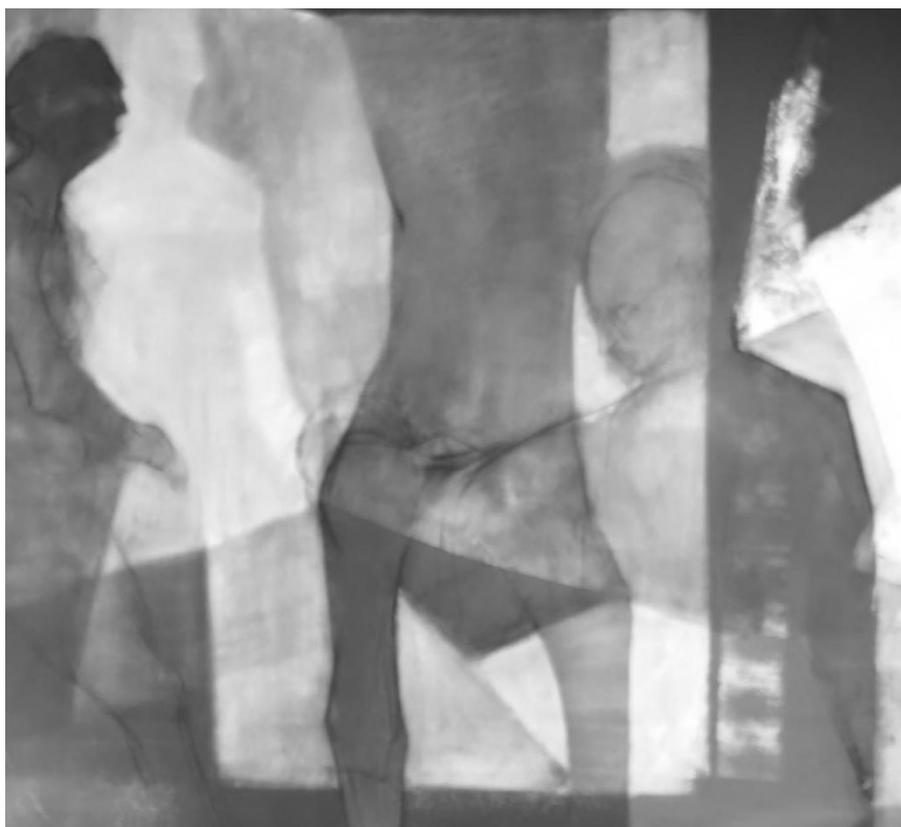


Graduate Study in Political Science

University of California Santa Barbara



Student Handbook

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Cover: Detail from Lane Room Mural (Spencer Bruttig, Photographer)

GENERAL INFORMATION

The Department, Faculty, and Students

The Department of Political Science at U.C. Santa Barbara offers a diversified and flexible program of graduate study leading to the Master of Arts¹ and Doctor of Philosophy degrees. The department's faculty, currently consisting of twenty-one members and ten affiliated faculty members, has wide-ranging interests and expertise in the study of political science. The graduate program in political science also admits a few non-degree students who meet all the regular admission requirements but prefer not to work toward an advanced degree. Approximately seventy students are enrolled in the department's graduate program. Our students come from all over the United States and from abroad.

Within the department, graduate students have the opportunity to organize various activities, discuss common problems, debate departmental and university issues, and formulate their own recommendations through the Political Science Graduate Student Association (PSGSA), a voluntary membership organization with ties to the university-wide Graduate Student Association (GSA). This link is maintained through the PSGSA representative to the GSA and enables political science graduate students to stay aware of university-wide decisions and policies. In addition, the PSGSA represents the graduate population in departmental affairs. For example, the PSGSA has two standing representatives to the Graduate Committee and is able to choose representatives to various departmental ad hoc committees.

Seminars

The department offers graduate seminars in five fields of study in political science: American Politics, Comparative Politics, International Relations, Methodology, and Political Theory. Faculty research interests cluster particularly in democratization, the politics of identity, political behavior and institutions, political economy, and environmental politics and policy.

The exact number and kinds of seminars offered in a given quarter or year vary according to the availability of particular faculty members and the fluctuating levels of student interest in specific seminars. In a typical quarter, at least one seminar is offered in each field; two or more are offered in most fields. As a rule, the more basic seminars are offered every year, normally during the Fall Quarter, while the more specialized seminars are available in alternate years. The current list of graduate courses and their instructors is available from the Graduate Program Assistant.

Courses in the 596-599 series are designed primarily to fill gaps in the seminar program and should be taken infrequently. Ordinarily, students will not take 503 or 596-599 courses in their first year. When a student does need to register for a 596-599 course, he or she should secure the proper form from the Graduate Program Assistant, obtain a faculty sponsor's approval of a detailed course description, and secure final approval by the Graduate Advisor. Students normally take a full load of 12 units—that is, three seminars in the 200-299 range and 594 (special topics). Students must maintain full-time status by registering for at least 8 units.

The department allows its graduate students considerable flexibility in designing their plans of study. Where seminars offered in the department do not meet their special curricular needs, students may take appropriate courses in other departments at UC Santa Barbara, subject to the approval of the Graduate Advisor. They may also take, with the approval of the Graduate

¹ The department is discontinuing the M.A.-only degree program beginning with the entering class of Fall 2012.

Advisor and the Graduate Dean, graduate-level courses at other University of California campuses under the University's Intercampus Exchange Program.

Facilities

Computing facilities, including instructional space, are available to all graduate students in the department, primarily through the Letters & Science Information Technology Labs. Located in Social Sciences/Media Studies Bldg. 1005 and Humanities/ Social Science Bldg. 1203, LSIT labs offer access to various Apple and PC computers, including multimedia units that have document scanning, slide scanning, optical character recognition (OCR), video capture, and web-authoring capabilities. Available statistical software includes JMP, R, SAS, S-PLUS, SPSS, Stata, and others. Many software programs are also available to graduate students under a site license for a fee that is generally much lower than the retail price. Information about available titles may be found at <http://www.software.ucsb.edu/>. General information about LSIT labs may be found at <https://it.ucsb.edu/services/labs/open-access-labs>.

The department's Lancaster Room houses a library of materials of particular interest to those studying international and comparative politics, including *The New York Times* and a variety of other news periodicals. The Room supplements the services available from the campus Library.

The department provides mail folders for all registered graduate students. Office space is provided to graduate students who serve as Teaching Assistants, Research Assistants or Teaching Associates. A graduate student lounge located in Ellison Hall 2803 is available to all political science graduate students and includes two computers with Internet access. Additional computers, printers, photocopying machines, and a fax machine are available for graduate student use on the third floor of Ellison Hall.

THE PH.D. PROGRAM

ADMISSION TO THE PROGRAM

Applicants with a B.A. degree may apply to the M.A./Ph.D. program. Only students who complete the requirements for the M.A. with sufficient distinction will be invited to continue in the Ph.D. program. Students with an M.A. degree may apply directly to the Ph.D. program. Students transferring from another M.A. program may be admitted “M.A./Ph.D.,” and automatically advanced to the Ph.D. program at UCSB if the M.A. from the previous program is granted during the first year of residence at UCSB. Should the unfinished M.A. work not be completed by the end of the first year of residence at UCSB, the student will be examined under the M.A. rules of the UCSB Political Science Department.

Criteria for admission include evidence of intellectual achievement and promise, academic records, and fit between the applicant’s interests and our program. Evidence of promise may include, but is not limited to: GRE scores, grade point average at the undergraduate/graduate level, recommendations from advisors familiar with the applicant’s capabilities, experiences (academic or otherwise), maturity and clarity of focus as expressed in the Statement of Purpose, and—in the case of applicants whose first language is not English—evidence of English language proficiency.

All applicants must submit the following application materials on-line:

1. A Statement of Purpose
The statement of purpose should outline the student’s Ph.D. study plans, personal achievements/contributions, and resume. It should include a clear statement of the student’s career goals, identification of the intended fields of specialization, and a plan for completion of all requirements except the thesis within four years.
2. Two official copies of transcript(s) from all post-secondary institutions previously attended (the department only considers an applicant’s grades from his/her junior and senior years at the institution from which the BA was received).
3. Three letters of recommendation
The letters of recommendation should include at least two from previous instructors.
4. A non-refundable application fee (the current charge is listed on the supplemental financial information sheet)
5. Official Graduate Record Examination (GRE) scores
Applicants currently residing in the United States or in other countries where the GRE is administered must take the General Test (Verbal, Quantitative, & Writing). The Subject (Political Science) test is not required. ETS will send your GRE scores electronically to this university. Applicants residing in countries without access to the GRE should contact the department for more information.
6. Test of English as a Foreign Language (TOEFL) scores for foreign applicants
The department requires a minimum score of 600 for the written test or 80 for the internet-based test. Applicants may substitute the International English Language Testing System (IELTS) for the TOEFL. The department requires a minimum score of 7 on the IELTS.
7. Example of written work
This may be an undergraduate paper (for those with only a B.A.), an M.A. thesis, or a paper prepared for a graduate course.

Applications for admission are ordinarily accepted for enrollment only in the Fall quarter. *The department begins reviewing applications shortly after the December 15th application deadline. The department will cease admissions when the slots in its entering class are filled.* Within the department, each application is reviewed by faculty members of the Graduate Committee only after all the required forms and other materials mentioned above are received by the department.

Applicants should complete an electronic application (available on the Graduate Division's website at <https://www.graddiv.ucsb.edu/eapp/>) well in advance of the December application deadline and submit all the requested forms and materials as promptly as possible. If applicants change their plans during the application process or after notification of admission, they should immediately inform the department's Graduate Program Assistant.

Applicants who have earned the M.A. in the department need not supply any of the materials listed above, unless specifically requested by the Graduate Committee. After a UCSB student passes the comprehensive examination or thesis requirement for the M.A. degree, he/she will automatically be evaluated for admission to the Ph.D. program by the comprehensive examination or thesis committee.

UCSB M.A. students normally will be admitted to the Ph.D. program if all of the following are true: The student's graduate GPA is 3.5 or higher; the student's examining committee recommends admission; in other periodic evaluations the department may undertake, the student receives generally positive evaluations; and, when notified, no members of the faculty express reservations about the admission. If any of the foregoing is not true, the case will be examined closely by the Graduate Committee. The Graduate Committee may seek such additional information, including written letters of recommendation, as it needs to reach a decision on the case. If the Graduate Committee makes a negative decision on the student's application, then the student or interested faculty may appeal for reconsideration to the full faculty. The decision of the full faculty will be final.

PH.D. PROGRAM RULES AND REQUIREMENTS

Each new student will be assigned an individual faculty advisor to advise the student on matters pertaining to his or her academic work. Students are required to meet with their advisors early in fall quarter and again late in spring quarter every year. Students should periodically meet with their advisors throughout the year. Students may also wish to seek advice from the Graduate Advisor who oversees the department's graduate program.

All doctoral students must conform to the regulations and requirements of the Graduate Division, including the following:

1. Students in doctoral programs must spend at least six regular academic quarters, exclusive of summer sessions, in residence on the UCSB campus. Three consecutive quarters of residence must be completed prior to taking the Ph.D. oral qualifying exam. Quarters in residence on other UC campuses count toward the required three quarters.
2. Students must register continuously for all regular quarter sessions until advancing to candidacy. 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 or readmission and, where applicable, re-advancement to candidacy.

3. Credit units earned in other graduate programs in political science or in a related discipline may be transferred subject to the limitations specified by the Graduate Division and with the approval of the department Graduate Advisor.
4. Students must advance to Ph.D. candidacy within four years of beginning their graduate studies at UCSB.

The normative time for the Ph.D. in Political Science is seven years. This is the time span in which the Ph.D. program should normally be completed. If a student received an M.A. from UCSB, then that time is included in the normative time frame. Students who fail to complete their degrees within the seven-year, normative time deadline become ineligible for some kinds of financial aid. In addition, students who substantially exceed normative time are subject to further sanctions and dismissal.

Listed below are the formal requirements of the Ph.D. program. (Also see the section headed “Seminars” on p. 1.) Figure 1 (p. 7) summarizes the departmental requirements for the Ph.D. degree:

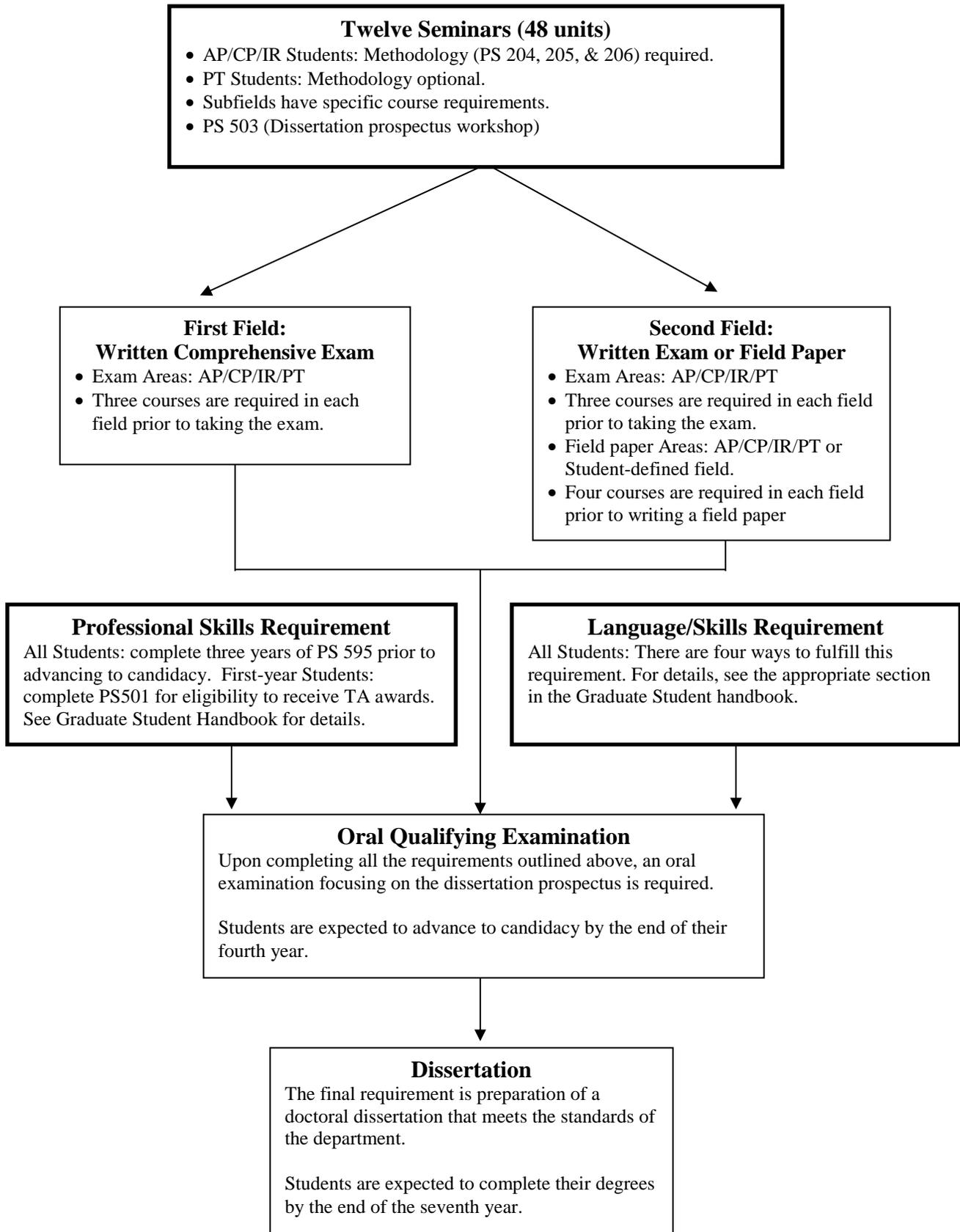
1. Complete a minimum of twelve courses with a grade of B or better (or thirteen if selecting a non-exam qualifying option, described below), subject to additional requirements as follows:
 - a. Students specializing in American Politics, Comparative Politics, or International Relations must complete at least three courses in two of four fields of political science (AP, CP, IR, and PT), three core Methodology courses (PS 204, 205, and 206) and three elective courses. Elective courses may be in any field of Political Science, or they may be taken in a discipline other than Political Science with the approval of the Graduate Advisor in consultation with the Graduate Committee.
 - b. Students specializing in Political Theory must complete at least three courses in each of three fields plus three elective courses. As above, elective courses may be in any field of Political Science, or they may be taken in a discipline other than political science with the approval of the Graduate Advisor in consultation with the Graduate Committee.
2. Complete at least one quarter of Dissertation Prospectus Workshop (PS 503). This course is required for all subfields, and emphasizes preparation of the dissertation prospectus, but it is also designed to assist students during the dissertation research and writing phases.
3. Students must qualify in two fields.
 - a. Each student must prepare for and pass one written comprehensive exam from among the four fields of political science: AP, IR, CP, and PT (the “first field”). A student must take at least three seminars in the examination field. Some fields also have additional requirements, and these are listed on a supplementary sheet outlining the requirements for each subfield. A student may take no more than one quarter of PS 596 (Directed Reading and Research) as part of exam preparation. Further detail on written exams is given below.
 - b. Students may choose one of the following three options for qualifying in a second field:
 - (1) Traditional Second Field Exam. Students may declare a traditional second field (AP, CP, IR, or Theory), take at least three courses in the fields, and pass the field’s qualifying exam.

- (2) Paper Option, Traditional Field. Students may declare a traditional second field (AP, CP, IR, or Theory), take at least four courses in the field (raising the minimum number of required seminars from 12 to 13), and write a field paper reviewing and critiquing a substantial subsection of the field. The topic of the field paper must be approved by the chair of the field paper committee, the student's advisor in his/her primary field (as of the time the field paper is proposed) and the Graduate Advisor. The field paper must be graded as passing or above by both members of the field paper committee in order for the student to qualify in the field. The paper is expected to be 30 to 50 pages long. (See additional field paper guidelines in Appendix A.)
- (3) Paper Option, Defined Field. Students may petition to define a field of their own design. To do so, they must identify at least four appropriately related courses in the field (raising the minimum number of required seminars from 12 to 13), and they must write a memo explaining why the courses constitute an intellectually coherent field and attach copies of the syllabi for the courses. Students are expected to consult closely with their advisors when designing a field. The field must be approved by the student's advisor, the chair of the field paper committee, and by the Graduate Advisor. The student may then qualify in the field by taking the courses and writing a field paper, following the guidance for field paper in one of the traditional fields (as described in section [b (2)]).

In the descriptions above, the phrases "first field" and "second field" are used only to note that students must still demonstrate competency in two fields. Either field may serve as the student's dissertation field.

4. Fulfill a language or skills requirement.
5. Fulfill the professional skills requirement.
6. Pass an oral qualifying examination, which will focus on the dissertation prospectus. This must be completed within four years of beginning graduate studies at UCSB.
7. Pay the "Advancement to Candidacy" fee to the Cashier's Office and take the receipt to the Graduate Division.
8. Make one formal public presentation. This requirement may be fulfilled by a practice job talk, a works-in-progress presentation of one's research before the department, or a paper presentation at a major conference. However, we strongly recommend a solo presentation before the department as the means of fulfilling this requirement.
9. Write a doctoral dissertation that is acceptable to the department.

FIGURE 1: PH.D. PROGRAM OVERVIEW



Second Year Review

All students must meet with a Review Committee during the winter or spring quarter of their second year. Each student's Committee, consisting of the student's faculty advisor and one other faculty member appointed by the Graduate Advisor, will review the student's progress and plans, and offer the student advice and guidance. If the Committee feels that the student is not succeeding in the program, the Committee may counsel the student to leave the program. The Review Committee will write a brief report assessing the student's status for the Graduate Committee.

Written Comprehensive Examinations

The written comprehensive examinations may be taken in American Politics, Comparative Politics, International Relations, and Political Theory. A written examination is not offered in Methodology. Ph.D. students must complete at least three graduate seminars in each examination field plus any additional requirements specific to the field before they are considered ready to take the written comprehensive exams. ***Students may not take comprehensive exams in any field if their transcripts show no-grades/incompletes or "lapsed incompletes."*** The Ph.D. exams are offered two times a year, normally in September and March. The two field exams may be taken during the same exam period, but are generally taken in separate sittings.

Although the work that students have done in seminars will no doubt be very useful in their preparation for the Ph.D. written exams, students should not rely solely on what they have learned in these courses. The Ph.D. written examinations are aimed at testing a student's knowledge about an entire field of the discipline; hence students are responsible for the entire corpus of knowledge in a particular field, whether or not it has been covered in specific seminars. In preparing for the exams, students should confer with all departmental faculty working in the particular field. Core reading lists are available for each examination field. Consulting previous Ph.D. written exam questions (which are available in the Graduate Assistant's office) is also useful.

The exam questions are written and graded by a field exam committee composed of faculty members working within a particular field. If you are uncertain as to which faculty members work in particular fields, please consult your faculty advisor, the Graduate Advisor, or the Graduate Assistant. The chairship of the field exam committee rotates among all members of the field. Normally, the faculty on the committee meet together to discuss their individual grading of each exam and to arrive at a consensus grade for each student.

The written exams are graded according to the following five categories: Distinction, High Pass, Pass, Not Passing, and Fail. Exams are graded anonymously. Exam results are normally communicated to the student within ten days unless special circumstances (such as faculty being on leave, ill, out of town, or otherwise not readily available) prevent grading on a timely basis. A score below "Pass" on any exam is considered a failure.

Students who fail a Ph.D. examination at the first sitting are automatically eligible for re-examination. Students seeking to re-take a written exam must do so in the next exam cycle. Students seeking to take the field paper option after failing a written exam in the second field must file a petition for approval of a field paper area within three months upon notification of the exam results. Failure to re-take a scheduled exam or withdrawal from a scheduled exam within one week of the exam date will count as a failure, except in documented extenuating circumstances, such as medical or family emergencies.

Students who fail an examination a second time will be subject to a status review by the Graduate Committee. That review may result in a recommendation concerning additional remedial preparation or a recommendation to the Graduate Dean to dismiss the student. If a third attempt is permitted, and there is a third failure, the Committee will normally recommend to the Graduate Dean the student's dismissal.

Language/Skills Requirement

The language/skills requirement is normally fulfilled prior to taking the Oral Qualifying Exam. Exceptions to completing this requirement prior to the Oral Qualifying Exam may be permitted by the Graduate Advisor (e.g., for native English speakers who plan to demonstrate reading competence as in option 2 below). The requirement may be fulfilled in one of the following four ways:

1. Students for whom English is a foreign language may petition to have the requirement waived.
2. Students whose native language is English may demonstrate reading competence in a foreign language in two ways. The first way, for students with little or no undergraduate foreign language training, is the standard university course requirement: three language courses with a B or better in each course; or two intensive language courses with a B or better in each course; or one upper division literature course taught in the language concerned with a B grade or better. The second way, for students with sufficient undergraduate foreign language training, is to pass a translation test administered by the appropriate language department at UCSB. Placement exams are offered regularly by the language departments. Students must pass the exam at "Level 4."
3. Competence in statistics and in the use of the computer in data analysis. For students specializing in AP, CP, or IR, this requirement is satisfied by completion of two methodology courses in addition to the three core methodology courses. For students specializing in PT, this requirement is satisfied by completion of any two Methodology courses.
4. Competence in other skills, including qualitative or other methods appropriate to a well defined research program in political science. This requirement is satisfied by completing a coherent program of training fulfilling the following criteria:
 - a. Training will not normally include reading courses (e.g. in PS 596).
 - b. Training will normally involve completion of at least three courses, with a grade of B or better in each, preferably at the graduate level.
 - c. Training programs must be approved in advance by the Graduate Committee of the Department of Political Science.

Professional Skills Requirement

Ph.D. students are required to register for two units of POLS 595A,B,C (Group Studies) fall, winter, and spring quarters respectively. An "In Progress" grade will be assigned for PS 595 A & B, fall and winter quarters. A Pass/Fail grade for the entire year will be assigned for PS 595C at the end of spring quarter. Students must successfully complete EIGHTEEN UNITS (three full years) of 595 credit prior to advancement to candidacy. In unusual circumstances where a student cannot be physically present on campus during the relevant period, he/she may petition the Graduate Committee for an exception, to finish the requirement after advancement.

To successfully complete PS 595, a student must satisfy a two-part requirement. The first part involves departmental guest presentations (e.g., invited lectures or candidate job talks or Works in Progress seminars). In EACH year, a student must attend at least FIVE departmental guest presentations, for a cumulative total of FIFTEEN presentations over three years. The second requirement involves the department's professional skills forums. Professional skills forums are designed around a series of six topics that are presented each year in turn (i.e., exam preparation, public speaking, publishing, research financing, dissertation, and placement). Over THREE years of enrollment, a student must attend EACH professional skills forum at least ONCE, for a minimum total of SIX.

To ensure our students are properly trained to carry out responsibilities as teaching assistants, each entering student is required to register for a 2-unit course POLS 501A and 501B in the fall and winter quarters of the first year, respectively. Students who are non-native English speakers may be required to take additional language training courses based on assessment results of English TA Proficiency Test required of all incoming students who are non-native English speakers.

Oral Qualifying Examination

Having fulfilled the requirements for the written comprehensive exams, the core methodology requirements, the language/skills requirement, and the professional skills requirement, a student then takes an oral qualifying examination. Successful completion of this exam marks "advancement to candidacy." The examination will focus on a dissertation prospectus. A minimum of three UC ladder faculty members is required for the oral exam committee. The future chair and at least one member of the student's prospective dissertation committee (note there is no official dissertation committee at this point) will be proposed by the student. After consulting the student, the Graduate Advisor will appoint a UCSB faculty member from within or outside the department to serve on the committee as an outside member. This appointment does not block the outside member from serving as a future member of the dissertation committee. The composition of this committee is subject to approval by the Graduate Advisor, the Department Chair, and the Graduate Dean as to the appropriateness of the members in light of the proposed subject matter and satisfaction of Graduate Council rules. The oral qualifying exam will be scheduled only with the concurrence of the prospective dissertation chair. Immediately following the examination, the committee members evaluate the student's performance. A majority of passing votes is required for advancement to candidacy. Graduate Division regulations specify that students must advance to candidacy by the end of their fourth year.

Graduate Division regulations require that three consecutive quarters of residence must be completed prior to taking the oral qualifying exam. Unless a student makes an explicit written request to the contrary, the degree of Candidate in Philosophy (C. Phil.) will be awarded at this time. The C. Phil. is not really a degree in the same sense as an M.A. or Ph.D., but it is the University's (and department's) way of verifying the completion of all Ph.D. requirements (excluding the dissertation) and the expectation of finishing the dissertation in due course of time. In other words, it is the official designation for the time-honored ABD ("All But Dissertation") status.

Fees

Once students are advanced to candidacy, they are eligible for a faculty library card, which carries with it more extensive library borrowing privileges. In order to take advantage of this, students must pay the advancement fee and take the receipt to the circulation desk in the library. The advantages of having a faculty library card include access to Library of Congress

materials, four-day loan period on periodicals, and an unlimited loan on books (as long as periodic renewal inquiries are answered).

For graduate doctoral students who have advanced to candidacy, the quarterly non-resident tuition fee is waived for three years. Waiver eligibility begins with the first academic quarter following advancement to candidacy. Leave of absence and unregistered quarters will not extend a student's eligibility. Following this three-year period, the student will again be charged the full non-resident tuition.

Preparation of Doctoral Dissertation

Upon advancement to candidacy, the student proposes a dissertation committee of three faculty members who will guide the research and the preparation of the dissertation. One, designated as chair, has primary responsibility for supervision of the work, but all are expected to assist with the work. At least two of the committee members, including the committee chair, must be from the UCSB Political Science Department (or Department affiliated faculty). The composition of the committee must be approved by both the Graduate Advisor and the Department Chair. Additional members, including non-UC faculty, may be added to the committee subject to the approval of the dissertation committee chair, Department Chair, and the Graduate Dean. Their approval indicates their belief that the designate faculty are willing to serve, and that all committee members are appropriate specialists qualified to guide the proposed research.

It is essential that the doctoral student maintain close contact with members of his/her dissertation committee to inform them of progress in writing the dissertation. The dissertation must be filed within seven years after the date of the student's entrance into a graduate program in the department, whether the initial entrance was into the Ph.D. or the M.A./Ph.D. program. If the student finds that more time is necessary, it is possible to petition the Graduate Council for an extension of time provided that: 1) good cause can be shown for the delay; 2) there is continued progress on the dissertation despite the delay; and 3) both the dissertation committee chair and the Graduate Advisor approve of the extension.

Either before or immediately following completion and approval of the dissertation, a public lecture is required to present the results of the doctoral research to colleagues and the entire University community. This can be in the form of a conference presentation or a work-in-progress talk in the department. Following successful completion of the final oral defense, the student is eligible to receive the degree of Doctor of Philosophy. The dissertation defense may be waived by the student's doctoral committee members upon petition.

Students interested in adding an interdisciplinary emphasis or certificate to their primary PhD field should first consult with their dissertation advisor and department Graduate Advisor. Both the program leader of the interdisciplinary emphasis and the department Graduate Advisor in the student's primary field must approve the Graduate Student Petition used to add an interdisciplinary emphasis or certificate.

Optional Ph.D. Emphasis in Quantitative Methods in the Social Sciences

Students pursuing a Ph.D. in political science may petition to add an interdisciplinary emphasis in quantitative methods in the social sciences (QMSS). QMSS emphasis is intended for students who wish to develop and use cutting-edge quantitative methods on social science research. Our curriculum is designed to provide students with the rigorous mathematical and statistical background necessary for advanced quantitative work, while also providing a broad

interdisciplinary perspective on the use of quantitative methods in social sciences. To that end, students who petition to add the QMSS emphasis must complete two quarters of calculus, one quarter in linear algebra, and a one-year sequence of statistics. (These requirements can be waived if equivalent courses have already been completed.) QMSS students must also complete at least three quantitative social sciences methods courses (at least two of which are outside the student's home department), enroll in the QMSS colloquia for at least three quarters, and present their own original quantitative social science research at the QMSS colloquia at least once.

Students that add the QMSS emphasis are expected to write a Ph.D dissertation that is focused on an issue that is appropriate to the QMSS emphasis. For instance, the dissertation could develop a quantitative method that could be applied to social science fields beyond the political science, or adapt a quantitative method used in a different social science field for researching a substantive problem within political science. The dissertation committee must include at least one QMSS faculty member from outside the Political Science Department.

For more information, please consult the QMSS website at <http://www.qmss.ucsb.edu>.

Optional Ph.D. Emphasis in Global Studies

The Global Emphasis allows students to design a course of study focused on international and transnational issues, processes, and flows. Ph.D. Emphasis students receive guidance and mentoring from the Global Studies faculty as they prepare their dissertations, and the Global Emphasis is recognized when they are awarded the doctorate.

Students pursuing a Ph.D. in political science may petition to add an emphasis in global studies. Petitions for adding the emphasis can be made at any time in a student's graduate career, but typically will be made after at least one successful year of study in the home department. Work completed prior to admission in the emphasis that meets emphasis requirements (as determined by the Ph.D. Emphasis Coordinating Committee) may be counted towards completion.

The Emphasis requires four components: a gateway seminar, two qualifying courses, and a capstone seminar. The foundation course that reviews the perspectives, methodology, core works and essential issues of the field, Global Studies 201, is currently offered Winter Quarter each year. Two qualifying courses, one in the home department and one from a different department, should be selected from an approved list of global theory and global issues graduate courses prepared by the Ph.D. Emphasis Coordinating Committee.

When the student constitutes a dissertation committee, at least one member of the committee should be a Global Studies faculty member, faculty affiliate, or member of the Global Ph.D. Emphasis Coordinating Committee. During the academic year the student completes the dissertation, s/he participates in a Global Emphasis capstone pro-seminar or colloquium convened by the Global Studies Ph.D. Director.

For additional information or to declare your intention to pursue the Emphasis, please contact the graduate advisor of Global and International Studies Program at <http://www.global.ucsb.edu/phd/about.html>.

Optional Ph.D. Emphasis in Technology and Society

Students pursuing a Ph.D. in political science may petition to add an emphasis in technology and society. The emphasis brings together doctoral students in engineering, social sciences, and the humanities to engage in multidisciplinary coursework and research into the cultural and societal changes resulting from the use of new information technologies. The emphasis features a structured set of courses that may be taught individually and collaboratively by faculty across disciplines: Anthropology, Communication, Computer Science, English, History, Media Arts and Technology, Political Science, and Sociology.

To be eligible for admission to the emphasis, students must be enrolled in good standing in the department. Petitions for adding the emphasis can be made at any time in a student's graduate career, but typically will be made after at least one successful year of study in the home department. Work completed prior to admission that meets emphasis requirements (as determined by the Ph.D. Emphasis Faculty Executive Steering Committee) may be counted towards its completion.

Requirements for completing the optional emphasis in technology and society include:

1. Gateway Technology and Society Colloquium. Students must complete a 1-unit colloquium that brings together students and faculty from multiple disciplines to explore various approaches to studying technology and society. In addition to helping students understand similarities and differences in conceptualization and knowledge production across disciplines, the seminar promotes interaction among students from different departments.
2. Graduate Coursework. Students must complete four 4-unit courses with a grade of B or better, two each from Area 1 (Culture and History) and Area 2 (Society and Behavior). Area 1 courses explore the humanistic study of cultures, histories and meanings as they intersect with technology. Area 2 investigates the social scientific study of technology in relationship to human behavior, organizations, and social structures.

One course from the student's home department can be applied toward meeting this requirement. Students can petition to substitute a non-listed course, subject to approval by the Technology and Society Faculty Executive Committee.

3. Dissertation. A student's dissertation must have relevance to at least one of the two Emphasis areas. In addition, the student's dissertation committee must include a member from another department participating in the emphasis. Exceptions are subject to approval by the Technology and Society Faculty Executive Committee.

For additional information and a current list of courses, please contact the graduate advisor or visit <http://www.technology-society.ucsb.edu>.

Optional Ph.D. Emphasis in Feminist Studies

The Feminist Studies Program, with over 50 core and affiliated faculty members in over eleven disciplines, serves as a mode of interdisciplinary work and scholarly collaboration at UCSB. Feminist Studies doctoral emphasis students are required to complete successfully four seminars that will enhance their understanding of feminist pedagogy, feminist theory, and topics relevant to the study of women, gender, and/or sexuality. Using an interdepartmental set of

conversations and intellectual questions, Feminist Studies support a multifaceted undergraduate curriculum at UCSB. Graduate emphasis students are encouraged to apply to teach Feminist Studies courses as teaching assistants and associates as part of their Feminist Studies training.

Students pursuing a Ph.D. in political science may petition to add an emphasis in Feminist Studies. Candidates complete four graduate courses and select a member of the Feminist Studies faculty or affiliated faculty to serve on their Ph.D. exam and dissertation committees. Applications to the Feminist Studies Doctoral Emphasis may be submitted at any stage of Ph.D. work.

Students pursuing the emphasis in Feminist Studies will successfully complete four graduate courses. Only one may be taken in the student's home department.

1. Issues in Feminist Epistemology and Pedagogy (Feminist Studies 270/Fall). A one-quarter seminar that considers Feminist studies as a distinct field. It offers an interdisciplinary exploration of feminist theories of knowledge production and teaching practices. Readings cover past and present critical debates and provide theoretical approaches through which to analyze interdisciplinary epistemological and pedagogical issues.
2. Special Topics in Feminist Studies (594 AA-ZZ). A one-quarter seminar offered by a Feminist Studies faculty member on topics of central concern to the field of Feminist Studies.
-- Or --
Research Practicum (Feminist Studies 280). A cross-disciplinary seminar in which fundamental questions in contemporary feminist research practice are considered in light of students' own graduate projects. Students may fulfill the Area 2 requirement by taking either a Special Topics Seminar or the Research Practicum.
3. Feminist Theories. A one-quarter graduate seminar in feminist theory offered by any department, including Feminist Studies.
4. Topical Seminar. A one-quarter graduate seminar, outside the student's home department, that addresses topics relevant to the study of women, gender, and/or sexuality.

For additional information and application deadlines, please contact the graduate advisor or the Feminist Studies Program website, http://www.femst.ucsb.edu/doctoral_emphasis.html.

Optional Ph.D. Emphasis in Environment and Society

The interdepartmental emphasis in environment and society (IEES) aims to provide student participants with the interdisciplinary tools—including methods, concepts, vocabularies, analytical frameworks, and critical thinking skills—necessary to communicate across disciplines and undertake dissertation projects that address complex environmental issues. It provides a structured opportunity for students to develop an area of conceptual depth or methodological expertise not available in their home department and opens up new opportunities for students to explore diverse and interconnected questions about the environment and society in an interdisciplinary and interdepartmental community of faculty and students.

Students pursuing a PhD in political science may petition to add an IEES emphasis, typically in their second or third years of doctoral study. To earn the emphasis certificate, students must complete the following requirements:

- All students in the emphasis must register for a *Core Seminar*, offered each fall, which will bring together that year's cohort for an interdisciplinary discussion with faculty from across campus about key issues, concepts, problems, and methods in interdisciplinary environmental studies and sciences.
- All students in the emphasis must take *three elective courses* in departments and disciplines other than their own. Students may choose these electives from a standing list, or they may design a more tailored elective curriculum, with proper justification.
- All students in the emphasis must have one *outside member* on their dissertation committees, selected from the list of faculty affiliated with the emphasis.
- All students must attend the IEES *annual symposium*, where beginning and continuing students will present their research.
- All students must include some aspect of interdisciplinary environmental studies as a substantial component of their dissertations. There are many ways to fulfill this final requirement.

For additional information and application deadlines, please contact the emphasis Director, Peter Alagona (alagona@history.ucsb.edu).

Placement

The department is committed to assisting its Ph.D.s in securing suitable employment. Before or after completion of the graduate program, the student may call upon any members of the department's faculty and UCSB's Counseling and Career Services for advice and assistance in the search for employment. Each spring quarter, the department conducts a job placement workshop for all interested students, particularly those expecting to be on the job market during the next academic year. The department has a strong placement record, placing our Ph.D.s at teaching and research institutions both in the US and throughout the world, and in nonacademic jobs in both the public and private sector. Our academic placements include:

Public Universities

- Arizona State University
- Idaho State University
- Miami University of Ohio
- Northern Arizona University
- Northern Illinois University
- Oklahoma State University
- Portland State University
- Purdue University
- Texas A&M
- UC Irvine
- UC Santa Cruz
- University of Arkansas-Little Rock
- University of Delaware
- University of Kentucky
- University of Missouri
- University of Nebraska-Lincoln
- University of New Mexico
- University of Nevada-Las Vegas

- University of Northern Iowa
- University of Utah
- University of Virginia
- Utah State University
- William Patterson University

Private Colleges and Universities

- Baldwin Wallace University
- DePaul University
- George Washington University
- Gonzaga University
- Hamilton College
- Johns Hopkins University
- Loyola Marymount
- Metropolitan State University
- Pomona College
- Ramapo College of New Jersey
- Redlands University
- Seton Hall University
- University of Denver
- University of San Diego
- Washington and Lee University
- Wesleyan University

California State University System

- Cal Poly, Pomona
- Cal Poly, San Luis Obispo
- Long Beach
- Northridge
- San Bernadino
- San Francisco
- San Jose

Other:

- Academia Sinica (Taiwan)
- London School of Economics (UK)
- Pew Research Center
- Nanyang Technological University (Singapore)
- National Chung Cheng University, Taiwan
- University of Essex (UK)
- U.S. Naval Academy

THE M.A. DEGREE

The M.A. degree at UCSB is not designed as a terminal professional degree, but as an interim step toward the Ph.D. degree. To earn the degree, an M.A. candidate must complete one of the two plans of study listed below (also see the section headed “Seminars,” page 1). Most students progressing towards the Ph.D. degree will earn their M.A. through the Comprehensive Examination Plan.

1. Thesis Plan

Under this plan, a candidate completes at least nine regular courses (36 units) and one PS 598 course (Master’s Thesis Research and Preparation), and then submits an M.A. thesis. At least six of the nine courses (24 units) must be in regular graduate seminars in political science. The additional three courses may include upper-division undergraduate courses (subject to prior approval by the Graduate Advisor), or up to two graduate reading courses in political science (PS 596, subject to prior approval by the Graduate Advisor), or graduate or upper-division undergraduate courses in a related discipline approved by the Graduate Advisor. In taking an undergraduate course, an M.A. candidate is expected to undertake additional work to be assigned by the instructor. Candidates must distribute their course work so that they take at least three courses each from any three fields of political science (note that some fields have specific course requirements).

The thesis itself is a major scholarly undertaking reflecting extensive research and original analysis. It is prepared under the supervision of a faculty committee with which the candidate is expected to work closely. The supervising committee must judge the thesis to be of passing quality before the candidate can attain the M.A. degree. In addition to determining whether or not the thesis is passable, the supervising committee shall make a consensus recommendation about admission to the Ph.D. program in all cases, independent of the student’s current intent to continue or not, when the thesis is completed.

2. Comprehensive Examination Plan

Under this plan, a candidate must complete ten regular courses (40 units of course work). At least seven of the ten courses must be in regular graduate seminars in political science. The additional three courses may include upper-division undergraduate courses (subject to prior approval by the Graduate Advisor), or up to two graduate reading courses in political science (PS 596, subject to prior approval by the Graduate Advisor), or graduate or upper-division undergraduate courses in a related discipline approved by the Graduate Advisor. In taking an undergraduate course, an M.A. candidate is expected to undertake additional work to be assigned by the instructor.

Candidates must distribute their course work so that they take at least three courses each from any three fields of political science and one elective course (note that some fields have specific course requirements). Candidates pursuing the field paper option must take at least four courses in their exam field, which may determine the choice of the elective course. The elective course may be in any field of political science, or it may be taken in a discipline other than political science with the prior approval of the Graduate Advisor in consultation with the Graduate Committee.

Candidates must also show mastery of one of the traditional sub-fields in political science or a special approved sub-field. This may be done by either passing a written comprehensive examination, or completing a passing field paper. Field papers are comprehensive, critical reviews of the literature in a sub-field. Note that in order to advance to Ph.D. candidacy

candidates must either pass two comprehensive exams, or pass one exam and write one passing field paper, while the M.A. can be attained with just one of these qualifications. Both exams and field papers are graded on the following scale: Distinction, High Pass, Pass, Not Passing, or Fail. The candidate must receive a grade of Pass or above in order to attain the M.A. degree. In addition to assigning an overall grade for the performance, the examining faculty shall make a consensus recommendation about admission to the Ph.D. program in all cases, independent of the student's current intent to continue or not.

STANDARDS OF SCHOLARSHIP

Only upper-division and graduate courses in which a student earns grades of A, B, C, or S may be counted in satisfaction of the unit requirements for graduate degrees. In courses specifically required for a program, a grade of A or B must be earned. Independent undergraduate courses (198/199) will not be counted toward unit requirements for graduate degrees.

The Graduate Division will not allow any student with an incomplete/no grade on his or her record to receive an M.A. or a Ph.D. The Graduate Division also requires students to maintain their grade point averages above 3.0. The department considers excessive incompletes (2 or more) and low GPAs to be signs of possible academic difficulties. Grade point averages are evaluated relative to graduate students in the department as a group. Students with GPAs under 3.5 are generally considered to be underperforming.

Students showing signs of academic problems should discuss their programs with the Graduate Advisor. In some cases, students may be asked to prepare written statements to indicate how they will resolve their incompletes or other academic problems.

GRIEVANCES

The department is committed to resolving problems as quickly and amicably as possible. If a student has a complaint about the graduate program or any faculty, staff or other graduate student, he or she may do one of the following: 1) Talk to one of the PSGSA Grievance Committee members. The information discussed in this confidential meeting will (upon request) be anonymously conveyed to the Graduate Advisor, who will try to resolve the issue; 2) Give a written statement explaining the grievance to the department Chair and Vice Chair, who will act as the department grievance committee. If the complaint is about either of those two people, the Graduate Advisor will replace the subject of the grievance. The committee will inform the subject of the complaint and seek to resolve it informally.

Alternatively, students have the right to make formal complaints with a variety of administrative agencies. Students should contact the Graduate Division or the University Ombudsman's Office for details.

LEAVE OF ABSENCE

Students are required to register continuously. The Graduate Division will grant leaves of absence on a quarter by quarter basis for up to one year for the following categories only:

- medical/health difficulties
- pregnancy and/or parenting needs
- family emergencies
- military duties
- research leave
- filing fee quarter

More information about Graduate Division's leave policies is available at <http://www.graddiv.ucsb.edu/academic/petitions/LOA.htm>.

A student completing a terminal M.A. may turn in the thesis or take the comprehensive examination, assuming all course work has been completed, and pay only the filing fee. The filing fee terminates graduate standing at the time of payment.

A student who does not take a leave of absence or who fails to pay fees and to register by the third week of the quarter loses student status. Students who have a break in registration must petition for reinstatement. The request may be reviewed by the department with the same attention as an application. Reinstatement to the program is not guaranteed.

In general, foreign students are not allowed to take leave until they have either advanced to candidacy for the Ph.D. or completed their course work and need to work on a master's thesis or study for the master's comprehensive examinations. For visa purposes they are not supposed to take leaves for personal or financial reasons if they stay in the U.S. for the duration of the leave. Foreign students who do not register jeopardize their visas if they fail to get an approved leave of absence.

IN ABSENTIA PETITION AND REQUIREMENTS

Graduate students whose research or study requires them to remain outside California for the duration of a full quarter can take advantage of in absentia registration. 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 registration, educational, and campus fees. Other fees, notably the nonresident tuition and graduate student health insurance fees remain unchanged.

Doctoral students must have advanced to candidacy by the time in absentia status would begin. Doctoral students may be granted up to two years, with the second year requiring special approval by the Graduate Dean. Master's students must have completed one year of coursework by the time in absentia status would begin. Master's students may be granted up to one year in absentia registration. Please consult the Graduate Division Policies and Procedures Handbook for the petition procedures.

TUITION, FEES, AND RESIDENCY

There are two types of fees at UC Santa Barbara. One is a combination of miscellaneous fees, which all graduate students must pay. The other is the non-resident tuition fee, which non-residents must also pay. A student who is either a U.S. citizen or a resident alien who has established residence in California for at least one year immediately preceding his or her enrollment at the University and can show financial independence from parents who reside outside the state for the three years previous to enrollment, may petition to be classified as a resident for tuition purposes. If the petition is approved, the student pays only the miscellaneous fees.

A student must also prove his/her intent to remain a resident of California. Even if a student has worked, studied and paid taxes in the State for over a year, he/she may be forced to pay non-resident tuition if the registrar can establish that s/he intends to leave the state after receiving a degree. Establishing intent to reside in California upon arrival in the state is essential. Intent to remain in California will be evidenced by taking as many of the following actions as possible:

1. Registration to vote in California, and to actually vote.
2. Use of a California permanent address.
3. Employment in California.
4. California vehicle registration.
5. Possession of a California driver's license.
6. Lease or rental agreement for more than one academic year.
7. Continuous presence in California, through summer months.
8. Payment and filing of California income taxes.
9. Savings and/or checking account in California.
10. Membership in service or social club.
11. Licensing for professional practice.
12. Buying property or establishing a business in California.

The "intent" clause is not necessarily satisfied by evidence that one intends to stay; any evidence to the contrary could adversely affect one's residency status. Foreign students often have a difficult time in establishing intent to stay. To apply for residency one must fill out the appropriate form provided by the Registrar's Office. Any question regarding residency should be directed to the Office of the Registrar at (805) 893-3033.

FINANCIAL AID

Financing of the graduate career is primarily the student's responsibility. The department controls a modest level of fellowship support which it distributes to students on the basis of merit and need (these are discussed below). The amount of individual awards and the number of students receiving fellowship support will vary annually. All domestic students and permanent residents who wish to be considered for any type of financial support are required to file the FAFSA (Free Application for Federal Student Aid) form and provide the Financial Aid Office with any supplemental information they request. **While merit-based fellowships are awarded regardless of financial need, filing of the FAFSA form is still required of all U.S. citizens and permanent residents.**

University Fellowships

UC Santa Barbara offers several types of intramural fellowships. **Although most of these fellowships are awarded regardless of financial need, filing of the FAFSA form is still required of all U.S. citizens and permanent residents**

Regents and University Fellowships are awarded to top students. Recipients generally have GPAs of at least 3.5 and GRE scores in the 85th percentile. The department of political science distributes a limited amount of Regents Fellowship money as well as Non-resident Tuition Waivers. These funds normally go to first-year students.

The Chancellor's Fellowship and Regents Special Fellowship are awarded to a select group of incoming students who have GPAs above 3.6 and excellent GRE test scores. The fellowship provides four–five years of support and access to university sponsored housing.

The Eugene Cota-Robles Fellowship, Doctoral Scholars Fellowship, and Graduate Opportunity Fellowship are reserved for meritorious incoming domestic doctoral or M.F.A. students. The Eugene Cota-Robles and Doctoral Scholars Fellowships include four-year financial packages. The Graduate Opportunity Fellowship is available for one additional year provided that a continuing student is re-nominated for the award.

The deadline for the submission of completed applications is **JANUARY 1**. Additional information about these awards and a variety of extramural fellowships is available at <http://www.graddiv.ucsb.edu>.

Extramural Fellowships and Scholarships

Agencies outside the University make awards directly to qualified applicants. A comprehensive list of agencies may be found in such publications as the Annual Register of Grant Support. Copies of this and similar reference books are available at the Library Reference Desk, in the Office of Research (Cheadle Hall 3227), and at the Graduate Division (Cheadle Hall 3117). The Graduate Division will be happy to assist you in applying for either intramural or extramural fellowships. They have also established a web site on funding opportunities (referred to as "The \$source") at <http://www.graddiv.ucsb.edu/source/> to assist students with their search for financial support. In addition, the Graduate Advisor and the Graduate Assistant often receive bulletins issued by the Office of Research as well as notices of other scholarship and fellowship opportunities (e.g., National Science Foundation, Fulbright, etc.). These will be publicized in the department's weekly graduate student newsletter. One should be aware that many of the non-UC fellowship competitions have earlier application deadlines than the University and Regents awards, typically early in the Fall.

Loans and Grants

The Financial Aid Office, Student Affairs/Administrative Services Building (SAASB) 2101, is responsible for the administration of various Federal and University programs and monies which are not based on academic competition, although a student must remain enrolled to qualify for them. There are a number of loans available through this office such as the National Direct Student Loan (NDSL), Guaranteed Student Loan (GSL), and California Loans to Assist Students (CLAS). Applying for a fellowship from the Graduate Division does not result in automatic consideration for other forms of aid. It takes a separate form or several forms, filed with the Financial Aid Office, to qualify for a loan, grant-in-aid, or work-study job. The deadline for filing the Free Application for Federal Student Aid (FAFSA) and for first priority consideration is March 2.

Teaching Assistant Loans

Teaching Assistants are allowed to borrow a sum of money equivalent to one month's salary the first month of each academic year of assistantship. These loans must be repaid within three month's time and bear one percent interest per quarter. Written certification from the Graduate Office must be presented at the time of application to the Financial Aid Office verifying the student's Teaching Assistant employment.

Teaching Assistantships

The College of Letters and Science allocates to departments Teaching Assistantships. The selection and appointment of Teaching Assistants are based on merit and curricular needs. In determining merit, the department considers grade point averages, applicants' records of scholarly achievement and proven performance as classroom instructors. Offers of TAs are typically made to students beginning in their second year of the program. At times exceptions are made for those who enter the program with a Master's Degree or with prior teaching experience. All incoming graduate students are required to enroll in our TA Training seminar (PS 501A and 501B) fall and winter quarters of their first year. Foreign students granted Teaching Assistantships will be asked to demonstrate oral competency in English before a panel consisting of representatives from the English for Multilingual Students (EMS) program and the Graduate Division, and a Political Science faculty member. For this examination, students must prepare an oral presentation on a topic of their choice and respond to questions from the panel.

Teaching Assistant applications for continuing students are typically announced before the close of the Winter quarter and appointments are announced in May contingent on the department's final budget. A list of alternates is kept from which vacancies are filled if they occur during the academic year. Graduate students may also seek other means of support from both within the department and outside. For example, there are a number of interdisciplinary programs on campus that hire political science graduate students to serve as Teaching Assistants for their courses. These programs include Black Studies, Chicano Studies, Environmental Studies, Global and International Studies, Feminist Studies, and Film Studies. Students should contact these programs directly the quarter prior to entering the program. Application deadlines are usually in April/May.

Research Assistantships

Usually a few Research Assistant positions become available each year as individual faculty members receive research funding. Interested students should apply directly to the faculty members concerned. Check also with the Graduate Assistant for information about Research Assistant positions or other employment opportunities.

Graduate Readers

Graduate students are recruited by individual faculty members and appointed each year to help with reading and grading in undergraduate courses. You may contact the Graduate Program Assistant for information. Faculty make their selections each quarter in light of class enrollment and availability of individual graduate students.

Teaching Associateships

A few students who have been advanced to candidacy in the Ph.D. program may be appointed as Teaching Associates to teach certain undergraduate courses. These appointments are made in order to fill gaps in the undergraduate curriculum, which arise, for example, when members of the faculty take administrative posts. Interested students should consult the Chair or Vice Chair of the department.

Foreign Student Employment

A small number of graduate non-immigrant foreign students are allowed to engage in part-time, off-campus jobs, which require a work permit from the Immigration and Naturalization Service (with the exception of “J” visa holders, in which case permission to work on or off-campus is issued by the sponsor). It is unlikely that the Immigration Service will authorize off-campus employment at all during the first academic year in the United States. In addition, part-time job opportunities are extremely limited.

HOUSING

Students should plan to arrive sometime before September to search for housing since housing in the area is scarce, competitive, and expensive. One should plan to sign up for university housing as soon as admission is confirmed or at least six months prior to the beginning of fall quarter. Apartments for rent in the area are generally unfurnished. Be prepared to pay first and last month’s rent plus a security deposit. The campus Community Housing Office provides lists of all types of housing (on-campus, off campus, houses, apartments, rooms in Isla Vista, Goleta, and Santa Barbara). You may write to the Community Housing Office, University Center, Room 3151, University of California, Santa Barbara, 93106-7160; or call them at (805) 893-4371; or visit their website, <http://www.housing.ucsb.edu/index.asp>, for an electronic contact form. The *Santa Barbara News Press* (<http://www.newspress.com>), *Santa Barbara Independent*, and the *UCSB Daily Nexus* also carry current listings. If you are looking for a room or a roommate, you can post an index card in the Community Housing Office (or advertise in one of the above newspapers).

University-owned housing of varying types is also available to graduate students. Single graduate students are eligible to rent furnished apartments in the new San Clemente Graduate Housing complex. Family Student Housing is available in the University-owned West Campus Apartments and Storke Apartments (single parents are also eligible). All the Family Housing apartments are furnished with stove and refrigerator only. For further information on University apartments, contact the Office of Apartment Living, Assignment Services Office, 6750 El Colegio Road, Goleta, CA 93117-4274, (805) 893-4021; or email them at aptcontracts@housing.ucsb.edu. Apartments are assigned on a first-come, first-serve basis; graduate students have priority over qualified undergraduates only in “tie-breaker” cases. If at all possible, apply at least a year ahead of time to insure the type of accommodations you want. Be sure to notify the Residential Contract Office immediately when notified of acceptance; otherwise you may miss a timely chance for a housing assignment. Additional information about University housing in general can be found at <http://www.housing.ucsb.edu/home>, the Housing

and Residential Services website. Current average monthly rents for apartments are listed on the accompanying financial information sheet.

The University maintains two Child-Care Centers. Students with children who are interested in this service should register as much in advance as possible at (805) 893-3665. Partial scholarships and grants are available. More information is available on their website, <http://www.childrenscenter.sa.ucsb.edu>.

TRANSPORTATION

Daily campus parking permits on campus are available for purchase, but students living within two miles of the campus may not buy them. If you drive frequently, you'll want a parking permit. One can be purchased for the academic year or for the entire year. Contact the Transportation and Parking Services Office at (805) 893-2346 for information, or visit their website, <http://www.tps.ucsb.edu/>.

The Metropolitan Transit District (MTD) runs the local bus system. The bus service is frequent and can take you almost anywhere you want to go within the bounds of Isla Vista, Goleta, and Santa Barbara. **During the academic year, there is no fee for registered students.** Schedules can be picked up in the Community Housing Office, in the Library, on the buses, or in the bus terminal in Santa Barbara (downtown at Chapala and Carrillo).

There is a bike path throughout the campus, and from the campus to the university-owned apartment complexes. The city-county bike routes run throughout Santa Barbara. There is plenty of space provided on campus for parking bicycles--a good chain and lock are essential. It is a good idea to register your bicycle with the Community Service Organization in case your bicycle gets lost or stolen.

HOW TO APPLY

Those interested in applying for admission to the Graduate Program must apply online by going to the Graduate Division home page at <http://www.graddiv.ucsb.edu/>. Information about the graduate program in political science may be requested from:

The Graduate Program Assistant
Department of Political Science, MC 9420
University of California
Santa Barbara, California 93106-9420

The department home page is <http://www.polsci.ucsb.edu>.

If you have any questions about the political science graduate program, or if you need this material in another format or have special requests due to a disability, please don't hesitate to call the Graduate Program Assistant at (805) 893-3626. You may also contact the Graduate Program Assistant via fax (805) 893-3309 or via e-mail at polsgad@polsci.ucsb.edu.

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or mental disability (actual or perceived),

medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).² This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. Individuals protected by this policy also include persons who assist someone with a complaint of discrimination or harassment, or participate in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation may include threats, intimidation, reprisals, and/or adverse actions related to employment.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of unlawful harassment. Every member of the University community should be aware that the University will not tolerate sexual harassment, and that such behavior is prohibited by both University policy and state and federal law.

The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, correct, and if necessary, to discipline behavior that violates this policy.

Inquiries regarding the University's employment nondiscrimination and sexual harassment policy may be directed to: The Office of Equal Opportunity & Sexual Harassment/Title IX Compliance, University of California, 3217 Phelps Hall, Santa Barbara, CA 93106-2060; telephone (805) 893-5410.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective and current students are entitled to request and receive a copy of the security report of any university or college campus. A copy of the UCSB report is available online at <http://www.sa.ucsb.edu/Policies/CleryAct/> or contact the Office of Student Life at (805) 893-7884.

¹Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

²As defined by the Uniformed Services Employment and Reemployment Rights Act of 1994.

Appendix A. ADDITIONAL FIELD PAPER GUIDELINES

In addition to the information found in the preceding pages of this handbook, the Department has agreed to several additional guidelines:

Topic and Scope

- A field paper is a critical review of a substantial subsection of the literature in a given field, not original research.
- The topic of the field paper must be approved by the chair of the field paper committee, the second member of the field paper committee, the student's advisor in his/her primary field (as of the time the field paper is proposed) and the Graduate Advisor. The topic of the paper and a one page abstract must be submitted to the Graduate Advisor for formal acceptance of the field paper topic.
- A field paper may be based on a seminar paper. That is, a student may write a seminar paper and then expand that paper and submit it as a field paper.
- Describing what constitutes a "substantial subsection of a field" is difficult, and each student must work with his or her committee to outline mutually agreed expectations before the student begins work on the paper. In general, we expect that papers will be substantially broader than seminar papers.
- A student may take an exam in a traditional field and define a field that is a subset of another traditional field. For example, a student might want to take the comparative politics exam and then define a field in international political economy.
- Some overlap between the material covered in traditional exams and student-defined fields is inevitable. If a student wishes to define a field that overlaps with a field in which he or she has taken or plans to take an exam, there must be a substantial amount of material included in the defined field which would fall outside of the exam field. If we were to state overlap in terms of a percentage, at least 50 percent of the material should be outside of the student's exam field. For example, a student could not test in American politics and then define a field in U.S. congressional studies. In contrast, if a student were to expand the defined field so that it would draw in a substantial area outside the exam field, we would allow it. For example, if a student was to take the AP exam and then define a field in "legislative studies"—which would include legislatures around the world—we could allow it.
- The student is required to consult the faculty advisor and the Graduate Advisor in selecting the chair of the field paper committee. The student should consult the faculty advisor and field paper chair before nominating a second committee member for approval by the Graduate Advisor. The second member of the committee needs not be a member of the Political Science Department.
- In order to define a field and write a field paper, a student must:
 - a) Identify four graduate seminars which will constitute the courses for the field. None of these courses may be counted as fulfilling the requirements of a different field. For example, a student may not use a seminar on Congress to count toward both the field of American politics and the defined field of legislative studies.

- b) Write a statement explaining why the courses fit together into an intellectually coherent field which relates to political science.
- c) Submit the statement and course syllabi to the Graduate Advisor, the student's advisor, and the chair of the field paper committee.
- d) The student must obtain the approval of both members of the committee and the Graduate Advisor in order for the topic of the field paper to be accepted. A form for establishing defined-field paper committees is available from the Graduate Assistant.

In practice, we expect students who wish to write a paper in a defined field to start by contacting the professors with whom they wish to work to discuss the proposed courses and the field before they begin taking the courses.

- It is expected that students will work under the supervision and receive guidance from their field paper committee as they write the field paper. The student and the field paper committee will together decide on the extent of this guidance.

Grading and Time to Completion

- For students writing a field paper, it is expected that they will finish both their comprehensive exam and their field paper before the first quarter of their 4th year. This will allow for time to complete the dissertation prospectus by the end of the 4th year and remain within normative time. Students who do not complete their exam and field paper by the first quarter of their 4th year will have their cases reviewed by the Graduate Advisor. Students who do not advance to candidacy by the end of the 4th year will trigger automatic review by the Graduate Division.
- Students will have a maximum of one year to complete the field paper after formal acceptance of the field paper topic (although we expect students to finish well before this deadline). If the field paper is not submitted within a year, it is marked as a Fail, and the student will have an additional three months from the date of this missed deadline to produce the field paper. If this second deadline is missed, this will result in another automatic Fail, a review of the case by the Graduate Committee, and probable dismissal from the program.
- Upon completion, the field paper will be submitted to the Graduate Program Assistant, who will then distribute it to the field paper committee for evaluation.
- Field papers will typically be graded and the results communicated to the student within one month of the submission of the field paper.
- Field papers will be graded using the same categories as exams – Distinction, High Pass, Pass, No Pass, and Fail. Just as with exam grades, field paper grades will be recorded in the student's file and considered in the annual graduate student review and TA allocation meeting each spring.
- Students who do not pass the first attempt at the field paper will have three months from the date they are informed of their grade to revise and resubmit the field paper. Students who do not pass the field paper a second time will be subject to a status review by the Graduate Committee and probable dismissal from the program.

- In no case do these deadlines to complete the field paper after formal acceptance change the expectation that students will complete their exam and field paper by the start of their 4th year.