Geography Graduate Handbook
2017–18

This revision approved by:

[Signature]

Graduate Advisor 9/7/17

Date
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INTRODUCTION

Welcome to the Geography graduate program at UCSB! This handbook is meant to serve as a practical guide to making your way through the graduate program, and in particular to document policies and procedures specific to the Department of Geography. It is intended to be used in conjunction with the Graduate Division’s Graduate Handbook (see link below), which provides more comprehensive information on general campus regulations and resources for graduate students. The first edition of the Geography Graduate Handbook was written in 1989 at the suggestion of a graduate student, and continued student input is both welcome and necessary to maintain its usefulness. If you find any information in this handbook to be unclear or missing, please notify the Graduate Program Assistant.

Every effort is made to keep this handbook accurate and up-to-date, but information given here is subject to change. It is each student’s personal responsibility to confirm deadlines, requirements, and paperwork that apply to his/her degree program at each step in the process.

2017-18 Academic Contacts

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Department Chair</td>
<td>Stuart Sweeney</td>
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</tr>
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GRADUATE ADVISING

For further information about different roles in the graduate community see http://www.graddiv.ucsb.edu/handbook/graduate-community.

Your Advisor
Upon admission to the Geography graduate program, all students have a faculty sponsor who normally will become the chair of their thesis and/or dissertation committee. Your advisor (mentor) should be your first stop for research mentoring and academic advising. It is essential to discuss your research, academic activities and plans with your advisor regularly, or the quality of advising will be diminished and your progress may be slowed. Graduate students are responsible for keeping their advisors informed and seeking the advice they need on research and academic matters. Your thesis or dissertation committee members are another important source of mentoring for your research and academic career. Just as with your advisor, it is essential to keep your committee informed of research plans and progress as you move through the graduate program, not just when you are ready to submit degree materials.

The Graduate Program Assistant
The Graduate Program Assistant (GPA) is the staff member who is responsible for administrative advising of graduate students and for providing support to the graduate program. The GPA works with the faculty Graduate Advisor to ensure students are receiving clear and timely advising on administrative processes and procedures for their degrees. The GPA works with students regarding registration and other academic deadlines, and provides vital information to graduate students concerning policy changes, fellowship and grant opportunities, and workshops and events. The GPA assists the Graduate Advisor in monitoring students’ progress toward degree. Faculty and students alike rely heavily on the GPA for information but, ultimately, faculty are responsible for academic advising.

The Graduate Advisor
Every graduate program has a Graduate Advisor, appointed by the Dean of the Graduate Division, who is the official representative of the Graduate Council in matters affecting graduate students and the graduate program. The Graduate Advisor leads recruitment and admission efforts, counsels enrolled students, and guides decision-making for fellowship nominations and teaching appointments. It is the Graduate Advisor who reviews and approves students’ study lists, advises them on advancement to candidacy, considers petitions for waivers, substitute requirements, leave requests, and takes other official actions on behalf of the Geography graduate program. The Graduate Advisor’s original signature is the only departmental signature, other than the department chair’s, recognized as official on forms and petitions concerning graduate students. Please note that some forms require the signature of your advisor (i.e., the chair of your thesis or dissertation committee), while others require the approval of the departmental Graduate Advisor. Forms requiring the signature of the Graduate Advisor, should be brought to the GPA for processing and approval, rather than taking them directly to the Graduate Advisor.
The Graduate Committee
The Graduate Committee consists of Geography faculty, plus the GPA. The Graduate Advisor is Chair of the Graduate Committee. The responsibilities of the Graduate Committee include reviewing student applications to the graduate program, making admission and funding decisions, conducting the annual review of graduate student academic progress, and determining policies and procedures for the graduate program.

The Department Chair
The Department Chair has broad authority to conduct academic planning, manage departmental resources (financial, space, equipment, etc.), and safeguard the welfare of students, among other responsibilities. Therefore, some graduate matters are referred to the Department Chair and certain graduate student forms require approval of the Department Chair. When you have a form that requires the signature of the Department Chair, it should be brought to the GPA for processing and approval, rather than taking it to the Department Chair directly.

Graduate Division
The Graduate Division provides student services for all graduate academic and professional programs at UCSB. Its major functions include an Academic Services unit that monitors and encourages successful progress toward degree completion, enforces academic standards, responds to student problems, and processes student petitions and forms. A Financial Support unit administers fellowship programs and certifies student eligibility for fellowship funding and graduate student academic appointments. It also provides numerous services to students, including a Graduate Student Resource Center. General information about Graduate Division is at http://www.graddiv.ucsb.edu.

Graduate Council
The Graduate Council is a standing committee of the Academic Senate consisting of 17 faculty members, a representative from the Graduate Students Association, and the Dean of the Graduate Division as an ex officio member. The Graduate Council sets campus policy for graduate education in graduate admission, distribution of fellowship funding, appointments for student academic titles, degree milestones and degree requirements, and Master’s and doctoral committee service. Specific graduate student actions that require Graduate Council approval include: (a) any student request that involves exceptions to Academic Senate policies governing graduate education, and (b) nomination of non-ladder faculty, such as lecturers, researchers, visiting faculty, and adjunct faculty, to serve on thesis or dissertation committees.
REGISTRATION AND STANDARDS OF SCHOLARSHIP

For current registration information and deadlines, see http://www.registrar.ucsb.edu/.

Fees and Registration
Care should be taken to enroll and pay fees by the established deadlines, and can be found on the Office of the Registrar’s website: http://registrar.sa.ucsb.edu/calinfo.aspx. Students who fail to pay fees and/or register by the 3rd week of the quarter lose student status and relinquish virtually all student privileges (university housing, library privileges, student health insurance, and employment in TA, GSR, or Associate titles). If your registration status lapses, you must petition for reinstatement. Petitions are available from Graduate Division or can be downloaded at: http://www.graddiv.ucsb.edu/docs/default-source/forms-and-petitions/academic-documents/reinstatement-petition.pdf. Reinstatement is not guaranteed, especially if you have exceeded maximum time limits for completion of the degree.

Full-Time Enrollment
For the Geography Department, the standard course load is 12 graduate units per quarter. Since resources come to the campus (and, in turn, to the Department) in the form of block grant fellowships, Teaching Assistantships, tuition fellowships, etc. based on the 12 graduate unit formula, it is strongly recommended that students enroll in at least 12 graduate units each quarter. You may have to provide a justification for why you cannot enroll in 12 units at the time of registration. With the availability of courses in the 500 series (GEOG 596, 597, 598, 599), it should be no problem for everyone to enroll in at least 12 graduate units per quarter. There is no upper limit on the number of units a graduate student may take. Students enrolled in less than 8 units cannot receive student employment.

Independent Study Courses

GEOG 596, 597, 598, and 599. These independent study courses are designed to provide flexibility for individual study towards the Master’s and Ph.D. degrees and to enable students to easily maintain a 12-unit course load each quarter. Instructor codes can be found in GOLD and at the Geography website: http://geog.ucsb.edu/instructor-codes/.

GEOG 596: Directed Reading and Research (2–8 units). Must use an instructor number when registering. The student, with the instructor’s endorsement (the instructor is usually the student’s thesis or dissertation advisor), writes a brief proposal for each tutorial. No more than half the graduate units necessary for the Master’s degree may be taken in Geography 596. You will need an approval code to register for this course - the Graduate Program Assistant can provide it.

GEOG 597: Individual Study for the Ph.D. Examinations (1–12 units). Must use an instructor number when registering. Graded S/U and does not provide unit credit towards the degree. The total number of units that the student can enroll in Geography 597 is limited to 24.

GEOG 598: Master’s Thesis Research and Preparation (1–12 units). Must use an instructor number when registering. Graded S/U and does not provide unit credit toward the Master’s degree. Instructor normally is the chair of the student’s thesis committee.
GEOG 599: Ph.D. Dissertation Research and Preparation (1–12 units). Must use an instructor number when registering. Graded S/U. Instructor normally is the chair of the student’s Doctoral Committee.

Grades and Incompletes
Letter grades assigned at UCSB are A, B, C, D, and F. Non-letter grades are: S (Satisfactory), U (Unsatisfactory), I (Incomplete), IP (In Progress), P (Passed), and NP (Not Passed). S/U grades are for graduate courses only. The grade S may be assigned only if the work is of B or better quality (not B–). P/NP grades are for undergraduate courses. The grade P may be assigned only if work is of C or better quality (not C–). Only upper-division and graduate courses in which grades of A, B, C, or S are received are counted toward satisfying graduate degree requirements. A student must petition the Office of the Registrar to obtain an Incomplete (I) grade. The deadline to submit an Incomplete petition is the last day of the quarter. In the absence of this petition, a grade of F, NP, or U will be recorded. Incomplete grades must be completed by the end of the first quarter following the incomplete class, or the I grade will be changed automatically to an F, NP, or U.

Grading Policy
The UCSB Faculty Legislature has established regulations concerning unfinished graduate coursework (which is defined as any course in which a graduate student enrolls, regardless of the course number). They provide uniformity to the way unfinished coursework is treated, making it important that students complete their coursework in a timely manner.

Students are allowed to carry No Grades (NG) and No Records (NR) for only one quarter past the quarter when the course was originally undertaken before the NG or NR automatically reverts to a failing grade. This brings the grade notations of NG and NR in line with the policy governing incomplete grades, except that students will not be able to petition for extensions of NG and NR (as they can with an Incomplete). This rule applies to courses numbered 597, 598, or 599.

S/U, or P/NP is reported to the Registrar by the instructor of record. While a NG or NR requires no Registrar’s petition (as does the I grade), they automatically expire at the end of the next quarter with no possibility of extension. Incomplete grades “can” be extended.

Students are reminded that if they have 12 or more units of unfinished coursework, they will be placed on academic probation after first receiving an advisory letter. Students continuing on for a doctorate must complete all unfinished coursework before a Master’s degree can be awarded. Finally, excessive units of unfinished coursework may block appointment to an academic apprenticeship (e.g., TA, GSR, fellowship, etc.).

Standards of Scholarship
To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by University and campus Academic Senate regulations or Graduate Council rulings. All disciplinary actions are taken after consultation with the Department Chair and Graduate Advisor except where otherwise noted.

- Establish a GPA by taking courses for letter grades.
• Maintain a cumulative GPA of at least 3.0.
• Keep the student transcript free of excessive units of unfinished coursework, defined as 12 or more units of Incomplete, No Grade, and/or No Record.
• Complete the Master’s degree within the normative time of 7 quarters, but not in excess of the 4 year maximum.
• Advance to doctoral candidacy (successfully pass required written and oral exams) within four years of admission. Note that if the student entered the program without a Master’s degree (M.A./Ph.D. program), the time used to complete the M.A. will count as part of these four years.
• Complete the Doctoral degree within Time-to-Degree Standards:
  For doctoral students entering the program in Fall 2010 and after, the Time-to-Degree standard to complete the program is six years. For doctoral students entering the program prior to Fall 2010, the normative time to complete the degree is five years if the student entered the program with a Master’s degree, and six years if the student entered the program without a Master’s, with a seven year maximum time-to-degree.
• Meet all departmental degree requirements in accordance with departmental expected norms and time limits, including: satisfactory performance in core courses and on required examinations; making satisfactory progress towards degree; and, pass departmental examinations within the number of attempts permitted.
• Form a Master’s or Doctoral Committee, present a thesis plan or dissertation research proposal acceptable to the committee, complete a thesis or dissertation acceptable to all committee members, and successfully pass a final defense of the thesis or dissertation when required.

Annual Review of Graduate Student Progress
The Graduate Council and the Graduate Division suggest that every department conduct a faculty review of all graduate students’ progress each year in order to spot problems, evaluate chances of successful completion, and maintain quality research standards. The Geography Department normally conducts this review in winter and/or spring quarters. Students on probation or not making satisfactory progress will receive clear explanations of problems, along with specific requirements to remedy deficiencies in a specific amount of time. In this way problems can be addressed early before they become more serious.

Leaves of Absence
UCSB requires continued registration of all graduate students until completion of all requirements for the degree. In extraordinary circumstances, however, students who have registered for and completed at least one quarter and are in good academic standing may petition for and be granted a leave of absence. An approved leave of absence is intended for students who encounter extraordinary circumstances that require a break in progress toward their degree objective. The mechanism guarantees their place in the degree program upon return from their approved leave, and allows for a very minimal use of University resources during the approved leave time, as noted below. Anyone expecting to use additional University resources or faculty time will be required to register and would not be granted leave.

The circumstances for which students may apply for a Leave of Absence include the following: 1) documented medical/health difficulties which would reasonably inhibit
graduate studies; 2) pregnancy/parenting needs up to the age of 12 months of the child or up to the first 12 months of adoption placement in the home; 3) family emergencies of an unusual and unanticipated nature; 4) military service required by the student’s country; 5) Filing Fee Quarter of Leave during student’s last quarter at UCSB to file thesis or dissertation (terminal students only). Petitions for leaves must be accompanied by appropriate supporting documentation.

The following examples are not circumstances for which an approved leave of absence will be granted: 1) financial hardship and the desire to not pay fees; 2) wanting to take “time off” from the pressure of studies; 3) the necessity to focus primary energies on library, laboratory, or field work related to examinations or thesis/dissertation requirements, including study abroad or outside the University community; 4) exigencies resulting from outside employment; 5) protecting visa status; or, 6) conducting research outside the state of California.

A leave of absence petition is available from the Graduate Division front desk or may be downloaded at: http://www.graddiv.ucsb.edu/academic/forms-petitions. When considering a leave of absence you may wish to meet with an Advising Assistant in the Graduate Division to discuss your particular situation. You can find more information about leaves of absence at http://www.graddiv.ucsb.edu/academic/leave-of-absence.

In Absentia Registration

Graduate students whose research or study requires them to remain outside California throughout a quarter may be able to take advantage of “in absentia” registration, which reduces the combined tuition, student services, and campus fees by 85%. Students will still have to pay the full health insurance fee and will have access to student health centers and all benefits associated with the student health insurance plan. Non-resident tuition remains unchanged. This option will be of use to graduate students who need to spend a quarter or more outside California doing fieldwork or fulfilling required internships out-of-state. Students may apply by completing a Graduate Student Petition which can be downloaded at http://www.graddiv.ucsb.edu/academic/forms-petitions. The student's Advisor must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside California for one to three quarters. Doctoral students must have advanced to candidacy by the time their In Absentia status begins. Doctoral students can only be granted a second year of In Absentia status by the Graduate Dean. You can find more information about the In Absentia policy at http://www.graddiv.ucsb.edu/academic/in-absentia.

Degree Dates and Filing Deadlines

Degrees are granted four times a year; the degree conferral date is the last day of each quarter. You can find the specific deadlines on the Graduate Division calendar: http://www.graddiv.ucsb.edu/academic/filing-degree-conferral-deadlines.

A student must have finished all requirements by the final Friday of the quarter to get a degree dated that quarter, even though the conferral date may be the next day (i.e., a Saturday when Graduate Division is closed). Theses and dissertations filed between quarters (in mid-September or during the break between Fall and Winter quarters, for example) will not cost students additional fees if they were enrolled the previous quarter, but the degree will be dated the end of the next quarter.
Filing Fee

All graduating students must be in a fee relationship with the university, that is, either registered or on an official filing fee leave of absence with the Graduate Division. The filing fee is a reduced fee paid instead of full registration fees during the quarter a student is completing the last requirements for a degree and is equal to half of the registration fee or roughly $165.00 (subject to change). Paying the filing fee terminates graduate status; therefore, it may be used only by Ph.D. students and terminal Master’s degree students (those NOT planning to continue into the Ph.D. program). Students should not pay the filing fee until they have completed all requirements for the degree. If you are registered during the quarter in which you plan to complete and graduate, then you do not have to pay a filing fee when you file your thesis or dissertation because you are already in a fee relationship with the university. If you finish during the summer and you were enrolled during the previous Spring Quarter, you do not have to pay the filing fee because your enrollment status technically lasts until the day before the next regular academic quarter begins (i.e., the day before Fall Quarter begins).

Appeals Procedures for Graduate Student Disputes with Graduate Committee

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

The following actions should be taken:

a) A student should first meet with the Chair of his/her committee 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 outside involvement should be addressed within 14 days to the Department Chair. If the Chair is a member of the committee, the appeal should be made to the Graduate Advisor. If further conflict of interest arises, then the appeal will be forwarded to a non-conflicting faculty member with signature authority.

b) The department should act to resolve the issue or declare it irresolvable and inform the student in writing within 30 days.

c) 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.

d) 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.
M.A. PROGRAM

The Master’s program includes two plans: thesis (Plan I) and examination (Plan II). In the Geography graduate program, students are normally expected to follow Plan I and write a thesis. The thesis will summarize the results of original scholarly research in Geography, shall conform to the style required by the Graduate Division (margins, formatting, paper, pagination, etc.), and must be approved by each member of the Master’s Committee. The Master’s thesis may be equivalent to a paper suitable for publication in a peer-reviewed academic journal (either submitted for or accepted for publication). However, it must be acceptable to all members of the student’s Master’s Committee and it requires the same review and approval process that all theses do. The Master’s degree by examination is a terminal degree and Plan II Master’s students are ineligible for the Ph.D. program.

Residency Requirement for the M.A. Degree

Students in a Master’s program must spend a minimum of three quarters in full-time residence at UCSB.

Course and Unit Requirements of the M.A. Degree

Students in the Master’s program are expected to complete the degree requirements in effect at the time they are admitted to the program, though they may elect to follow a subsequent set of requirements.

<table>
<thead>
<tr>
<th>Plan I Thesis</th>
<th>Plan II Examination</th>
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<tbody>
<tr>
<td>A. Total Units Required</td>
<td>34</td>
</tr>
<tr>
<td>B. 200 &amp; 500 level Geography units (exclusive of GEOG 201; 200A, B, and C; 500; 597; 598; and 599). No more than half may be in GEOG 596.</td>
<td>20*</td>
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* The number of systematic or techniques units that any student should take will depend on the student’s needs and background, but the total should include some of each.

The program is designed to provide maximum flexibility while assuring a basic level of competence within Geography. Because Geography is traditionally among the broader academic disciplines, coursework in related departments is often appropriate for graduate study within the field.

Required Courses

GEOG 201: Seminar in Geography (Required every quarter offered; S/U grading only.)
GEOG 200A, B, and C: Introduction to Geographic Research
GEOG 210A, B, and C: Analytical Methods in Geography
GEOG 500: T.A. Training (Required for all Teaching Assistants.)

Students must earn a grade of B or higher in GEOG 200A, 200B, 200C, 210A, 210B, and 210C.

GEOG 200A, B, and C: In the Fall quarter of the second year, every graduate student is required to give a talk on his/her research proposal in the Geography Department.
Colloquium. Please contact the Graduate Program Assistant for information about the date on which your talk will be scheduled during the Fall quarter of your second year. After the committee accepts the proposal, a maximum of 3 academic quarters will be allowed to complete the thesis or the student will be transferred to the Plan II. For Plan II (examination) students, GEOG 200A, B, and C will provide a needed exposure to research methods, and, for Plan I (thesis) students, the courses will provide a firm foundation for thesis research. A secondary goal is the building of improved bibliographic and other research and writing skills. Performance in the course will also help the faculty determine the suitability of the student to the chosen program (Plan I or II).

**GEOG 210A, B, and C:** Students may petition out of this requirement if:
- They have taken the equivalent elsewhere or will take equivalents from another department on campus.
- Their faculty advisor does not feel the student needs the courses.

To petition out of a department requirement, you need to submit a Petition for Graduate Degree Requirements which justifies your request for exemption, have it signed by your Master’s Committee chair, and then submit it to the Graduate Advisor for approval.

### Financial Support as a Master’s Student and Standard of Scholarship

Financial support for Master’s students on departmental funds (e.g., Teaching Assistantships, Fellowships) beyond four quarters is contingent upon satisfactory progress and performance. For any student enrolled in the Geography M.A. or Ph.D. program, a GPA of less than 3.3 or a grade of C+ or less in Geography may cause departmental financial support to be withdrawn.

### Master’s Committee

The Master’s Committee consists of at least three UC ladder faculty members. Two members of the committee must be ladder faculty from the Geography Department (or who hold Affiliated appointments with the Geography Department), one of who will be appointed as chair or co-chair. Additional members may be added beyond the three required when appropriate. The committee requires the approval of the Graduate Advisor, the Department Chair, and the Graduate Dean. The thesis requires the signatures of all members of the committee, as nominated on Master’s Form I. Ladder faculty who retire when a student’s thesis is still being written may continue to serve on and chair the committee in question without any further approval. In instances where the faculty member retires before the Master’s Committee is nominated, the retired faculty member may serve as a second or third member without special approval from Graduate Division. Graduate Council approval is required when the faculty member who has retired is being nominated to serve as chair of a Master’s Committee. Retired faculty who continue with the University as “research professors” may chair committees without special approval.

### Time-to-Degree Standards for the M.A. Degree and the Ph.D. Degree

The normative time for completion of the Master’s degree in the Department of Geography is 7 quarters. Normative time is the number of years considered to be reasonable for completion of a particular program by a full-time student who enters the program without academic deficiencies. The maximum time allowed at UCSB for Master’s degree candidates in all fields to complete their degree requirements is 4 years (Academic Senate Regulation 300(A)). The University’s 4-year degree deadline for a Master’s degree is distinct from an individual academic department’s average or
normative time for completion of a Master’s degree. The Department will enforce these rules and approve exceptions only under unusual circumstances.

If you exceed the 4-year maximum before completion of the requirements for the master’s degree, you will enter the Time-to-Degree monitoring/probation process as described at http://www.graddiv.ucsb.edu/academic/academic-performance. The department will deliver written notification to students if the time standard for completing a Master’s degree has been exceeded. The departmental faculty Graduate Advisor and the student’s faculty advisor will consult with the student to develop an Academic Progress Plan (signed by the faculty advisor and the student). After Graduate Division receives a copy of the written notification and Academic Progress Plan, the student will be on departmental progress monitoring status for the remainder of the academic year or until the Master’s degree is completed. For a student who has not completed the Master’s degree after the period of probation, the Graduate Dean will ask the department to recommend and justify (a) continued academic probation, which must involve extenuating circumstances, or (b) academic disqualification.

For students continuing on the Ph.D. program, it is important to understand that the time-to-degree standards for the Ph.D. are measured from the time a student first begins graduate study at any level in any program at UCSB. This means that the entire time used to complete the M.A. degree counts toward the time limits for the Ph.D. In the Geography Department, students have a time limit of 4 years to advance to candidacy and 6 years to complete the Ph.D. degree.

### 8th Quarter Justification

All Master’s students who have not finished by the 8th quarter will be required to file a justification with the department, signed by their thesis advisor, which includes a timeline for completion of the thesis. If a justification is not filed and approved, the student will be switched to Plan II and will then be given the exam during the 9th quarter.

### Filing your Master’s Thesis

In the quarter when you plan to file your Master’s thesis, you should meet with the Graduate Program Assistant to get advice on the process of completing your degree and to obtain a copy of the current M.A. Thesis Filing Checklist (see Appendix B).

### Continuation or Transfer into the Ph.D. Program

Once all requirements for the Master’s degree (Thesis Plan I) are completed, the student should consult their advisor, or other faculty, about continuation to the Ph.D. program. The Graduate Division makes all decisions regarding admission and continuation. This is based on the student’s academic performance being deemed excellent by all standards used by the Department and the Graduate Division to assess degree progress and student potential, such as: exams, grades, coursework, timely progress toward the degree, and teaching (as evidenced by student evaluations and advisor’s assessments). Students must demonstrate an ability to work independently and to make innovative and original contributions to the critical literature of the field.

If you were not admitted to the Ph.D. program when you originally applied to UCSB, you must submit a “Change of Degree Status Petition” form, available from the Graduate Division or you can download a copy at http://www.graddiv.ucsb.edu/academic/forms-petitions. When the petition has been signed and approved, the Graduate Advisor will
notify the Graduate Division officially of your acceptance into the Geography Ph.D. program. You should petition to add the Ph.D. at the time you file your thesis with the Department or immediately thereafter. If you wait too long, you could be required to apply for reinstatement.

**Petitioning to Skip the M.A. and Go Directly to the Ph.D. Program**

Qualified students in the M.A./Ph.D. program may petition to skip the M.A. and go directly into the Ph.D. program. Students must have been enrolled for at least 3 regular academic quarters. The petition requires the approval of the student’s committee. Attached to the petition should be:

- A letter of justification from the committee chair
- Ph.D. Form I, which officially nominates the Ph.D. Committee
- A Ph.D. proposal

The petition requires the approval of the Graduate Committee. Any student who fails to pass the qualifying exams and advance to Ph.D. candidacy will be converted to the M.A. Plan II (exam).
Master’s Degree by Examination (Plan II)

The M.A. Degree by Examination is a terminal degree and Plan II Master’s students are ineligible for the Ph.D. program.

For students electing Plan II, the final examination will consist of three parts and will assess the candidate’s general knowledge of geography, as well as testing the candidate’s mastery of one or more specialty areas and/or areas of technical expertise. Students should prepare themselves and their examination committee for the examination, beginning at least three months before the expected date of the examination. The final examination will be conducted by the student’s advisor and examination committee, and the scope and structure of the exam shall be determined by the advisor, the committee, and the student. If the student fails to pass the examination, he/she may try once more without penalty, taking the retest during the quarter following his/her failure or at the next available opportunity, whichever is later.

Students must be registered the quarter they take their masters examinations, or they will have to use filing fee status. Registration as a graduate student in the Spring Quarter maintains graduate status until the beginning of the next Fall Quarter. A student who registered in spring may, therefore, take examinations during Summer without additional fees.

A student taking the exam under Plan II must provide each member of the committee with a copy of undergraduate and graduate level courses completed or in progress at UCSB or elsewhere and a list of the key books and periodical articles that s/he have read, grouped into the three areas proposed for the exam.

The examination will cover your two areas of emphasis (2 systematic areas or 1 systematic and 1 technical area), plus a general examination. For example, a student interested in remote sensing of vegetation may use vegetation geography and remote sensing as the two primary areas and have a general examination in general physical geography. On the human side, a student may be interested in behavioral geography and computer cartography and would take a general examination in general human geography. The content of these examinations will be based upon course work taken to date (including that taken elsewhere and as an undergraduate if it is relevant), the readings done to date, plus additional readings allocated by the members of your examination committee (no later than ten weeks before you propose taking the examination).

The examinations are usually written over a three-day period. Some may be open-book exams and could be given to you the weekend before. If open-book examinations are used, you will be notified well in advance. Closed-book examinations normally last three hours. Again, however, this is at the discretion of the individual faculty member who administers the particular examination.

In a committee composed of King, Roberts, and Carvalho, for example, Carvalho may administer the exam dealing with meteorology. Roberts may administer the remote sensing exam and be responsible for most of the questions. King may collect relevant questions and administer the general physical geography exam. Faculty consults widely and frequently in preparing the examinations, and it is common for each of them to
prepare questions in each of the areas. The format of the written exams, and the way faculty interact, make it important for you to document what your background is and what additional readings you may need to do, so that all parties are of like mind well in advance of the examination.

It will be the explicit responsibility of the chair of your examination committee to ensure that an appropriate balance is maintained between coursework and readings and the examination questions asked of you. The burden of documentation and, essentially, of management, however, is yours. It can work most efficiently when you are well organized and inform faculty members of where you are in the process. Past examination questions are maintained in a department file to enable you to see the types (and relative difficulty) of questions asked. Inspection of these questions will show you that we seek to see how you reorganize and use your existing knowledge when confronted with relatively unfamiliar or downright new situations. The questions are demanding, and not all students pass all written examinations the first time around. Experience to date is that one-third succeed in all examinations the first time, another third must retake the entire exam, and the remaining third partially succeed and have parts which need further work either by written or oral examination or by focused analyses and written responses over a period of weeks or, sometimes, months. Since faculty members try to match the student and the exam in a way that best acknowledges the circumstances, the precise nature of additional requirements after the first exam is failed is at the discretion of your committee. To date, nearly all students have passed the exams the second time around, and we see no reason for that record to change drastically. Except in unusual circumstances, the student will be given a written evaluation of the exam within two weeks and, in all cases, within six weeks of finishing the exam.

It is expected that all committee members will grade all questions, although a member may skip questions well outside his/her expertise. Each member will assign one of the following grades to each question: Excellent; Satisfactory; Unsatisfactory. If one or more committee members grade a question as Unsatisfactory, it must be rewritten according to feedback from the committee. An Unsatisfactory section may be rewritten once, in the same quarter or the quarter immediately following the receipt of the written evaluation.

We expect the whole process to work well and with substantial agreement among all parties, and that it will be responsibly administered and equitable for all students taking the exam. Your access to previous questions, your chairperson’s unambiguous responsibility to ensure an appropriate balance between areas, and the appropriate level for questions is your and our best assurance of equity in these matters. In the event that you have concerns, which your committee find less persuasive than you do, you may present your concerns to the Chair or the Graduate Committee for review.
PH.D. PROGRAM

A variety of Ph.D. programs can be generated based on selections of major systematic study (e.g. Earth System Science and Human Geography) and minor technique (Modeling, Measurement, and Computation) emphases. All Ph.D. students must major in a systematic area of study and are expected to develop depth in one or more technical areas, but they will be tested only in one technical area. No foreign language is required.

Residency Requirement for the Ph.D. Degree

Students in doctoral programs must enroll for at least 6 regular academic quarters. Three consecutive quarters of residence must be completed prior to advancement to candidacy. If you were enrolled in the M.A./Ph.D. program and you were registered for 6 quarters as a Master’s student (including 3 consecutive quarters), you do not have to enroll for another 6 quarters to satisfy the residency requirement.

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

Required Courses

Students in the Ph.D. program are expected to complete the degree requirements in effect at the time they are admitted to the program, though they may elect to follow a subsequent set of requirements. If that is the case, the Graduate Program Assistant and Graduate Division should be notified.

GEOG 201: Seminar in Geography (Required every quarter until doctoral candidacy.)
GEOG 200A, B, and C: Introduction to Geographic Research
GEOG 210A, B, and C: Analytical Methods in Geography
GEOG 500: T.A. Training (Required for all Teaching Assistants. All Ph.D. students are required to gain teaching experience by serving as a TA for at least one quarter during their graduate studies. Therefore, Ph.D. students must enroll in GEOG 500 if they haven’t already taken it as an M.A. student.)

Students must earn a grade of B or higher in GEOG 200B, 200C, 210A, 210B, and 210C.

GEOG 210A, B, and C: In the Fall quarter of the second year, every graduate student is required to give a talk on his/her research proposal in the Geography Department Colloquium. Please contact the Graduate Program Assistant for information about the date on which your talk will be scheduled during the Fall quarter of your second year. Students may petition out of 210A, B, and C if they have taken the equivalent elsewhere, or will take its equivalent from another department on campus, or their faculty advisor does not feel the student needs the courses.

In addition, all doctoral students must have basic computational skills and knowledge of spatial analysis. These requirements will be filled through courses selected by the student and his/her major advisor.
To petition out of a department requirement, you need to submit a Petition for Graduate Degree Requirements which justifies your request for exemption, have it endorsed/approved by your Ph.D. Committee chair and the instructor of the course you are seeking to be exempted from and then submit it to the Graduate Advisor for approval.

**Teaching Requirement**

All doctoral candidates must teach (usually as a Teaching Assistant) at least one quarter before the Ph.D. is awarded.

**Time-to-Degree Standards for the Ph.D. Degree**

Time limits for doctoral programs are approved by the Graduate Council. In the Geography Department, students have a time limit of 4 years to advance to candidacy and 6 years to complete the Ph.D. degree. It is important to understand that the time-to-degree standards for the Ph.D. are measured from the time a student first begins graduate study at any level in any program at UCSB. This means that, if you did your Master’s degree at UCSB, the entire time used to complete the M.A. degree counts toward the time limits for the Ph.D. In the case of a Leave of Absence for medical, family emergency, pregnancy/parenting, or military reasons, a maximum of three quarters Leave of Absence are permitted which will not accrue toward the time limits. However, any additional Leaves of Absence or periods of lapsed status beyond three quarters will be counted toward the time limits. The Department will enforce these rules and approve exceptions only under unusual circumstances.

If you exceed the Time-to-Degree limits for the Ph.D. program, you will enter the Graduate Division Time-to-Degree monitoring or probation process as described at [http://www.graddiv.ucsb.edu/academic/academic-performance](http://www.graddiv.ucsb.edu/academic/academic-performance). The Department will deliver written notification to students if the time standard for completing a Master’s degree has been exceeded. The departmental Graduate Advisor and the student’s faculty advisor will consult with the student to develop an Academic Progress Plan (signed by the faculty advisor and the student). After Graduate Division receives a copy of the written notification and Academic Progress Plan, the student will be on departmental progress monitoring status for the remainder of the academic year or until the degree milestone is completed. For a student who has not advanced to doctoral candidacy or completed the degree after the period of probation, the Graduate Dean will ask the department to recommend and justify: (a) continued academic probation, which must involve extenuating circumstances, or (b) academic disqualification. Students who are beyond the Time-to-Degree limits for advancement to doctoral candidacy or degree complete in are not eligible for central fellowship support.

**The Ph.D. Committee**

Ph.D. committees in Geography follow the campus-wide regulations of Graduate Council. A Ph.D. committee consists of at least three UC Academic Senate members, with a tenure-track faculty member from the student’s major (home) department serving as chair or co-chair. At least two members of every doctoral committee must be tenure-track faculty. The majority of the three members shall be from the student’s UCSB major (home) department. Faculty who hold an Affiliated appointment in the Geography Department may be considered to be from the "home" department. Additional members may be added to the committee beyond the minimum required where appropriate.
Any three UC ladder faculty members of the Ph.D. Committee (including the chair of your committee and at least one additional member from the Geography Department) constitute an examining committee for administering the oral or written exams. The dissertation requires the signatures of all members of the Ph.D. Committee, as nominated on Ph.D. Form I. If one or more members of your committee (after the first three) will not be participating in your written or oral examinations, but will be serving only as a reviewer for your dissertation, this must be indicated clearly on Form I (Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy). The Committee requires the approval of the Department Graduate Advisor, Chair, and the Graduate Dean. A Conflict of Interest Form (COI), signed by the student, the Ph.D. Committee Chair, and the Department Chair must accompany this form.

Ladder faculty who retire when a student’s dissertation is still being written may continue to serve on and chair the committee in question for up to two years without further approval. Exceptions for additional years may be granted with Graduate Council approval. In instances where the faculty member retires before the Doctoral Committee is nominated, Graduate Council approval is required for the retired faculty member to begin chairing or serving on committees after retirement. Retired faculty who continue with the University as “research professors” may chair committees without special approval.

Requirements of the Ph.D. Program
Prior to advancement to candidacy, the Geography Department requires:
• A diagnostic interview
• A written comprehensive examination
• An approved dissertation proposal
• An oral qualifying examination

Diagnostic Interview
All incoming Ph.D. students will be required to take a diagnostic interview to assist in the preparation for undertaking a doctoral program in Geography. Graduate students who have completed the M.A. in our Department and are continuing to the Ph.D. are exempt from the Diagnostic Interview requirement. The interview will normally be oral and last about an hour. Two professors, appointed by the departmental Graduate Committee, will be responsible for administering it; however, any department faculty member may also participate, should he or she so elect. Although the student’s primary area of interest will be emphasized, students should anticipate questions which will probe their general knowledge of the entire field of geography; thus, a systematic review of geography coursework may be helpful in preparing for the interview. Within ten days of completion of the diagnostic interview, the student will receive an analysis of the results of the interview from the chair of the examining committee, assessing strengths and weaknesses, and suggesting coursework or independent study by which such weaknesses may be strengthened. A copy will also be lodged in the department files. The interview will normally be administered during the first year of the student’s residence.

Students must be registered during the quarter in which they take qualifying exams. Registration as a graduate student in the Spring Quarter maintains graduate status until the beginning of the next Fall Quarter. A student who registered in Spring Quarter may, therefore, take examinations or file a dissertation during Summer without additional fees. A student who did NOT register Spring Quarter, however, will have to use filing fee
status to file a dissertation and may NOT take Ph.D. qualifying examinations in the summer unless he/she registers in summer session.

**Written Comprehensive Examination**

The student’s Ph.D. Committee will administer the written comprehensive examination. Ph.D. written exams conform to the following standards:

1. The exam will span three days, with questions from at least three examiners. There will be 2-3 questions per day. Student will be given 24 hours to answer each day’s questions.
2. The questions will be coordinated and reviewed by the Chair of the committee before being given to the student.
3. The exam is open book, enabling the student to access internet resources as well as the Library/Melvyl.
4. Questions will not be given in advance.

The exam is structured to test the student’s knowledge, research skills, problem solving skills, and the student’s ability to do academic work. The content of the questions vary, but include a focus on general geography, techniques, and the student’s systematic area of study.

Past examination questions are maintained in a department file so that you may see the types (and relative difficulty) of questions asked. To aid in preparation for the examination, the Department will provide a reading list (see Appendix A). The reading list is simply a guide for study and should not be interpreted as a catalogue of required knowledge. Consult with the chair of your committee for additional suggested reading. The written qualifying examination will normally be administered in the student’s fourth, fifth, or sixth quarters of his/her residence. Following administration of the examination, the faculty will evaluate the student’s performance in each section. Except in unusual circumstances, the chair of the student’s dissertation committee will provide the student with a written evaluation of the examination within 2 weeks and, in all cases, no longer than 6 weeks of finishing the exam. It is expected that all committee members will grade all questions, although a member may skip questions well outside his/her expertise. Each member will assign one of the following grades to each question: Excellent; Satisfactory; Unsatisfactory

If one or more committee members grades a question as Unsatisfactory, it must be rewritten according to feedback from the committee. An Unsatisfactory section may be rewritten once, in the same quarter or the quarter immediately following the receipt of the written evaluation.

**Dissertation Proposal**

Prior to the student’s oral qualifying examination, the student will prepare a dissertation proposal which describes the dissertation topic, summarizes the relevant background literature, and presents a comprehensive research plan for the student’s doctoral dissertation, including a timetable and budget which identifies any financial support essential to preparation of the dissertation. All members of the student’s Doctoral Committee must approve this proposal. Students should be aware that the first draft of the
proposal is unlikely to be accepted as is. Several drafts are usually necessary. Proper and correct use of the English language is required for the proposal.

A list of theses and dissertations is posted at the department’s website at http://www.geog.ucsb.edu/graduates/. Copies of most theses and dissertations are available for check-out in the department - those that are not available in the department can be found in the Special Collections Department of the main Library. Theses and dissertations are cataloged and searchable in Pegasus, the Library’s online catalog.

**Oral Qualifying Examination**

Having successfully completed the diagnostic interview and written comprehensive examination, the student’s doctoral committee will conduct an oral qualifying examination, based on a draft proposal for doctoral research. It is expected that the oral exam will take place soon after the written exam, normally within four months following the successful completion of the written exam. Graduate Division regulations require that three consecutive quarters of residence must be completed prior to taking the oral qualifying exam. Thus, the oral exam will normally be taken in the fourth, fifth, or sixth quarters of residence. The general objective of this examination is to ensure that the student has a satisfactory proposal for dissertation research, and that the student possesses the full knowledge and competence required to carry out his or her dissertation research. Upon successful completion of the oral exam, a student who carries out the program of research agreed upon by the committee will be entitled to the Ph.D. degree, assuming the research is carried out with demonstrated quality, is written up satisfactorily for the dissertation, and is defended satisfactorily at the doctoral defense. Thus, the examination will emphasize (but not necessarily be limited to) the systematic and technical areas relevant to the student’s proposed dissertation research and the viability and relevance of the specific elements of that research. Following the examination, the committee members shall vote “Pass” or “Fail” on the student’s level of preparation. A unanimous passing vote is required for advancement to candidacy. This examination is usually open only to voting committee members.

**Advancement to Candidacy**

A student is advanced to candidacy for the Ph.D. after completing all course requirements and residence requirements, passing the written comprehensive and oral qualifying exams, filing Ph.D. Form II, and paying the $50.00 advancement to candidacy fee. Students with Incompletes, NG, or NR grades on their record are ineligible to advance to candidacy until such grades have been removed. Following advancement, the student will normally devote a full-time effort during the academic year to carrying out the research for, and writing of, the doctoral dissertation. Graduate Division regulations require that the student be registered and enrolled continuously during this time.

Students are reminded that they have until the last working day before the next quarter officially begins (as indicated in the Graduate Division calendar) to officially advance to candidacy, including paying the $50.00 advancement fee. After advancing to doctoral candidacy, a student’s class level changes to P2 the next registered quarter, non-resident supplemental tuition is waived for three years (9 academic quarters), if applicable, and additional borrowing privileges are granted at the Davidson Library.

**International Students**: The non-resident supplemental tuition is reduced by 100% for graduate doctoral students who have advanced to doctoral candidacy, subject to the
understanding that (a) a graduate student may receive the reduced nonresident fee rate for a maximum of three continuous years (9 academic quarters), and (b) any such student who continues to be enrolled or who re-enrolls after receiving the reduced fee for three continuous years will be charged the full nonresident tuition that is in effect at the time.

The Graduate Council has set a **four-year time limit for advancement to Ph.D. candidacy for all graduate students.** Any exception to the policy must be requested by the home department on behalf of each graduate student.

### Dissertation and Open Defense

Following the completion of doctoral research, each candidate for the Ph.D. degree must publicly defend a dissertation in order to demonstrate their ability to contribute significantly and independently to a major field. The candidate’s Doctoral Committee guides the student in this work and judges the merit of the completed dissertation. Approval of this dissertation by each member of the Doctoral Committee is required for the degree (Academic Senate Reg. 355B). After receipt of the final draft of the dissertation, a formal oral defense will be scheduled and announced to the department as a whole. The purpose of the defense will be to clarify segments of the dissertation and/or acquaint the candidate with the nature of any further work that needs to be undertaken prior to approval of the dissertation. The Graduate Division cannot award a degree until a Doctoral Form III is received from the department indicating that the student has successfully defended the dissertation. All approved committee members must sign Form III. These signatures must be the same as the signatures appearing on the approval pages of the dissertation (it’s a good idea to circulate Form III at the same time that the approval pages are circulated for signatures). A public lecture (colloquium) is encouraged to present the results of the doctoral research to the entire University community. The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate’s Doctoral Committee and the Department Chair, using Doctoral Form III-A (Senate Regulation 355C).

### Filing your Ph.D. Dissertation

In the quarter when you plan to file your Ph.D. dissertation, you should meet with the Graduate Program Assistant to get advice on the process of completing your degree and to obtain a copy of the current Ph.D. Dissertation Filing Checklist (see Appendix B).
Optional Interdisciplinary Ph.D. Emphases and Certificate Programs

Graduate students at UCSB may participate in several interdisciplinary emphases and certificate programs to enhance their education by acquiring skills that supplement their major discipline. The Department of Geography participates in the following five Ph.D. Emphases and two certificate programs. Both the program leader of the interdisciplinary emphasis or certificate and the Department Graduate Advisor must approve students’ petitions to add (or drop) an interdisciplinary emphasis or certificate.

Ph.D. Emphasis in Cognitive Science
http://www.cogsci.ucsb.edu/

Ph.D. Emphasis in Environment and Society
http://www.es.ucsb.edu/phd

Ph.D. Emphasis in Global Studies
http://www.global.ucsb.edu/phd

Ph.D. Emphasis in Quantitative Methods in the Social Sciences (QMSS)
http://www.qmss.ucsb.edu/

Information Technology & Society Ph.D. Emphasis Program
http://www.cits.ucsb.edu/education

Certificate in College and University Teaching (CCUT)
http://www.graddiv.ucsb.edu/academic/ccut

Graduate Program in Technology Management Certificate (GPMP)
http://www.tmp.ucsb.edu

Demography Ph.D. Emphasis
http://www.broomcenter.ucsb.edu/training/demography-phd-emphasis
FINANCIAL SUPPORT

Current fee information can be found at http://registrar.sa.ucsb.edu/feechart.aspx. Please note that all financial information in this handbook is intended only for reference to explain Departmental policies. The amounts, deadlines, and other specifications at any given time are determined by campus and University policies, and are subject to change.

Fee Deferral

Students may defer the payment of a quarter’s fees by filling out a “promise to pay” agreement at the BARC Office. Depending on whether the student is eligible to receive financial aid or not, fees may be divided into three equal monthly installments or they can come due in a lump sum at a specified date as a student loan. More information can be found here: http://www.bfs.ucsb.edu/barc/payment-plans. A fee deferral or promise to pay obligates the student to register. If, after signing a promise to pay, the student decides to take a leave of absence rather than register, she/he must inform the BARC Office, Registrar, and Graduate Division of this decision. If the BARC Office is not informed of the student’s change in plans, the fees will remain on the student’s account, and the student will return from a quarter’s leave owing two quarter’s fees.

Financial Support

The Department has control over a moderate level of support, which it distributes on the combined factors of merit and need. You can get financial support information on the Graduate Division’s web page at http://www.graddiv.ucsb.edu/financial/. There, you will find information about campus competitions and deadlines, National Fellowship Competition Announcements, hot links to funding sources and databases, and access to the Pivot, IRIS, and GRAPES databases, including search capability.

Employment

All employment is processed electronically. If you anticipate getting employed anytime while you are here on campus, please keep the following in mind: Federal law requires employers to certify that everybody they hire is legally entitled to work in the U.S. This law applies to everyone - native-born American citizens, as well as immigrants, foreign visitors, and naturalized citizens. If you intend to work for pay for any employer, either on or off campus, you must provide documentation of your eligibility to work before you can be hired or re-hired. No one will be hired or re-hired at UCSB for any position, including academic appointments (Teaching Assistants, Graduate Student Researchers, etc.), without proof of eligibility to work. To avoid delays in hiring dates, late checks, etc., be prepared to show appropriate papers when you arrive on campus.

Fellowships

Fellowships provide funds to support the living and educational expenses of graduate study. If you apply for this merit-based assistance, your application will be judged on the basis of the quality of your previous academic work, on the evidence of your ability to do research and other creative accomplishments, and on your promise of becoming a productive scholar. Except in unusual circumstances, applications for fellowships are considered only once a year, and awards are made for the academic year beginning with the Fall Quarter. Central Continuing Student Fellowships can come in the form of a 1-quarter to 1-year fellowship (Dean’s Fellowship, Graduate Opportunity Fellowship, Graduate Division Dissertation Fellowship, President’s Dissertation Fellowship) or the payment of fees and non-resident tuition (Block Grant). If your fellowship includes the
payment of fees and/or tuition, payments will be credited directly to your billing account prior to payment deadlines. Read the award letter carefully and contact the department if you have questions.

Most central fellowship awards are based on nomination by departments and selection by the Graduate Committee. There are, however, a few central fellowship awards to which continuing students may apply directly. Applications are typically due in March for the following academic year. These fellowships are:

- Broida-Hirschfelder Dissertation Award
- Brython Davis Graduate Fellowship
- Olivia Long Converse Graduate Fellowship
- UCSB Affiliates Graduate Dissertation Fellowship
- James D. Kline Fund for International Students Award
- Humanities/Social Science Research Grant

More information about these awards is available at http://graddiv.ucsb.edu/academic/forms-petitions.aspx#fn.

**Departmental Awards**

There are a number of awards based on the generosity of various donors to the Department of Geography. These awards are made by the Awards and Nominations Committee, and the annual number and dollar amount of awards are at the Committee’s discretion. Most awards are presented at the last colloquium of Spring Quarter. For a list and the specifics of departmental awards, go to http://geog.ucsb.edu/fellowships-and-awards.

**Extramural Fellowships**

Students who are awarded graduate fellowships from a U.S. Federal program (e.g., NSF, NASA, EPA) are eligible to receive supplemental funding for tuition, fees, and health insurance (not stipend) if the dollar amount specified in the fellowship for those fees is less than the actual amount charged by the University. The difference will be paid using Block Grant funds (consisting of 50% Departmental funds and 50% matching additional Block Grant funds from the Graduate Division provided upon request by the Department), subject to continued availability of such funding. If the fellowship program specifies a separate expense category (apart from “tuition and fees”, “university allowance”, etc.) as a “student” or “research” expense allowance, then that full amount will remain available for the expenses that were budgeted by the student in the fellowship application, or that are otherwise allowable under the fellowship at the discretion of the student.

**Supplementation Policy**

Students who have been awarded fellowships have won awards that enable them to spend the majority of their time studying. Additional financial need should be minimal and easily covered by quarter-time employment that will not impede progress to the degree. The supplementation policy, therefore, is designed primarily to ensure that excess employment will not impede fellowship holders’ graduate studies and, secondly, to encourage a distribution of university support funds among the best students. A chart showing the supplementation limits can be found at https://www.graddiv.ucsb.edu/financial/central-campus-fellowships.
Graduate Student Academic Appointment

Academic appointments are the single largest component of graduate student support at UCSB. Appointments are also a key element of graduate training and an opportunity for mentorship by UCSB faculty. Graduate student titles include: Graduate Student Researchers (GSR), Teaching Assistants (TA), Associates, and Tutors. To be eligible for any appointment, students must be:

- Currently registered graduate students, enrolled in at least 8 units (the department requires 12 units).
- In good academic standing (i.e., 3.0 GPA and fewer than 12 units of Incomplete/NR/NG grades) and not on academic probation or subject to dismissal.
- Within Time-To-Degree standards
- Chosen for academic appointment on the basis of high scholastic standing.
- Certified as having language proficiency in spoken English if their native language is not English. Detailed procedures about the ELPE, “Minimum Proficiency Requirements in Spoken and written English,” and the TA Language Evaluation Exam are outlined under “English for Multilingual Students (EMS) Requirements” on the Admissions & Outreach webpage: http://www.graddiv.ucsb.edu/admissions. Computer-based TOEFL scores are not valid. Internet-based TOEFL (iBT) and Paper-based TOEFL (PBT) scores are still accepted (minimum 100 and 550 respectively).

Appointments or combined appointments are limited to 50% time (15–20 hours per week) during the academic terms. The Department Chair may ask for an exception for a graduate student to be compensated to a maximum of 75% for total service on campus. Per Graduate Council policy, exceptions to appointment percentage can only be considered if the student is within the major program’s normative time and should be submitted for the approval of the Graduate Dean in advance of the appointment. The 50% time restriction will apply without exception for most international students, dependent upon their visa type or country of origin (consult OISS or Graduate Division for details). All continuing students may work 100% time during the summer.

Teaching Assistantships

The Department believes that teaching experience is a valuable part of graduate education and strives to offer each student an opportunity to serve as a Teaching Assistant (TA). A Teaching Assistant is chosen for excellent scholarship and for promise as a teacher, and he/she serves an apprenticeship under the active supervision of a regular faculty member. Teaching Assistantship awards may be renewed after careful review of actual teaching performance. At least one quarter of Teaching Assistant or equivalent experience is required of all Ph.D. students.

Policies, procedures, and resources for Teaching Assistants are covered in the Geography TA Handbook, which is available at the Geography TA Resource Site on GauchoSpace. All graduate students receive access to this GauchoSpace site when they take the required TA Training course GEOG 500, and their access continues as long as they remain in the graduate program. The Geography TA Handbook is required reading for all TAs in the Department. If you have any difficulty accessing the Geography TA Resource Site on GauchoSpace, please ask the Graduate Program Assistant for help.
Students will receive a formal Teaching Assistant Appointment letter detailing the percentage of their appointment, the rate of pay, the dates of the teaching appointment, and the course they will be teaching. Students must verify that they will be available for teaching duties during the entire period, from the start date to the ending date, that is listed for each course. Your signed acceptance of the TA appointment letter means that you will be available for teaching duties during that entire period of time. If you have any time conflicts with your TA appointment (such as travel for conferences, research, or personal trips, or any other reason), you must indicate them in writing at the time you accept the TA position.

Teaching Assistantship awards for the following academic year are made in March–April (only those who receive TA support will be notified). Normally, we support between 25–30 graduate students each year on full (50% time) or partial (33% or 25% time) Teaching Assistantships. Teaching Assistantships provide financial assistance as below (all figures are gross salary based on the 10/1/17 salary scales from Academic Personnel):

<table>
<thead>
<tr>
<th>25% TA</th>
<th>50% TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Salary:</td>
<td>$1,147.39</td>
</tr>
<tr>
<td>1 quarter</td>
<td>$3,442.17</td>
</tr>
<tr>
<td>2 quarters</td>
<td>$6,884.33</td>
</tr>
<tr>
<td>3 quarters</td>
<td>$10,326.50</td>
</tr>
</tbody>
</table>

Pay periods:
Fall quarter: October 1 – December 31
Winter quarter: January 1 – March 31
Spring quarter: April 1 – June 30

**Associate Teaching Appointments**

An Associate is a graduate student employed temporarily to give independent instruction for a course. An Associate is the instructor of record for the course. Minimum qualifications for this position require the possession of a Master’s degree or equivalent training and at least one year (3 quarters) of teaching experience. All Associate appointments require the review and pre-approval of the Graduate Dean and the appropriate College/School. Associates may not evaluate fellow graduate student appointees (e.g., TAs). If TAs are assigned, a faculty member must be named responsible for the evaluation of the TA(s). Associate appointments are at 50%, with a gross of $8,018.16 per quarter ($2,672.72 per month).

TAs and Associates must be registered graduate students. You must take GEOG 500 (T.A. Training) in order to be a TA (during your first quarter here, you will be allowed to TA as long as you are enrolled in Geography 500 at the same time). Teaching Assistants and Associates are paid once a month, on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. It is possible, however, to arrange to have your first paycheck on October 1; the salary is divided over 4 months instead of 3 for Fall Quarter, in that case. You may borrow up to the amount of your first paycheck 30 days prior to the date of your first paycheck through the TA loan program. To apply for a TA loan, obtain proof of your employment from the department and take that to the Financial Aid Office.
The total length of service rendered in any one or any combination of the following titles may not exceed four years (12 quarters): Reader on annual stipend, Teaching Assistant, Teaching Fellow, and Associate. Under special circumstances the Chancellor, upon recommendation of the Department Chair and the Dean of the school of college, may authorize a longer period, but in no case for more than six years (18 quarters).

Readers
Graduate Reader ($15.78/hr) – Readers are assigned by the department and by a faculty member for assistance in classroom work (normally grading exams, papers).

UAW Bargaining Agreement for Academic Student Employees (ASE)
The University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) agreed to a three year agreement which is effective June 20, 2014 through June 30, 2018. The current contract is at this link http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html.

Graduate Student Researchers (GSR)
A GSR is a graduate student who assists faculty members with scholarly research. GSRs are selected for high achievement and promise as creative scholars; they may collaborate in the publication of research results as determined by supervising faculty members. GSRs may not be assigned teaching, administrative, or general assistance duties. Between 30 and 40 GSR appointments are available each year, depending on the level of extra-mural support the department has received through proposals submitted by the faculty. Generally, these are given to students after one year in residence, but, occasionally, may be provided on initial enrollment. GSR appointments are arranged on an individual basis between the student and a faculty member who is a Principal Investigator on a grant and generally cannot be “applied” for as one would a Teaching Assistantship or Fellowship. A graduate student must be registered in the Spring to be eligible for a Summer GSR appointment. The department expects that students about to embark on thesis/dissertation research will work with their faculty advisor on research proposals in order to secure this form of support, if it is not already available.

GSR appointments provide financial support as follows (rates as of 10/01/2017):

<table>
<thead>
<tr>
<th>GSR Level</th>
<th>Monthly</th>
<th>Hourly</th>
<th>Department Policy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step V</td>
<td>$4,486.00</td>
<td>$25.88</td>
<td>Students not advanced to candidacy</td>
</tr>
<tr>
<td>Step VI</td>
<td>$4,695.00</td>
<td>$27.09</td>
<td>Students advanced to Ph.D. candidacy</td>
</tr>
</tbody>
</table>

*These are Department of Geography guidelines only (P.I.’s are not required to follow them). Other departments/ORUs are not required to follow them.

GSRs must be registered graduate students and are paid once a month on the first of the month. GSRs using a work-study allocation must be hired on an hourly rate.

Employment Benefits for TAs, Associates, Readers, and GSRs
Employment at different percentages as a TA, GSR, or Reader includes certain employment benefits, most notably, payment of the Graduate Student Health Insurance (Gaucho Health Insurance), partial fee remission, or payment of full fees and
nonresident tuition where applicable. The table below indicates the most common combinations of employment and the benefits associated with them for the 2017-18 academic year.

<table>
<thead>
<tr>
<th>Employment</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>24% TA or GSR or below (&lt;100 hours) Reader under 100 hours</td>
<td>No Gaucho Health, no remission</td>
</tr>
<tr>
<td>25% or more TA or Reader</td>
<td>Gaucho Health, Partial fee remission*</td>
</tr>
<tr>
<td>25% TA &amp; 25% GSR combination</td>
<td>Gaucho Health, Partial fee remission*</td>
</tr>
<tr>
<td>25% to 34% TA or GSR (≥100 but &lt;140 hours)</td>
<td>Gaucho Health, Partial fee remission*</td>
</tr>
<tr>
<td>35% GSR and over (140 hours or more)</td>
<td>Gaucho Health, full fees, nonresident tuition where applicable</td>
</tr>
<tr>
<td>49% GSR</td>
<td>Gaucho Health, full fees, nonresident tuition where applicable</td>
</tr>
<tr>
<td>50% TA or Associate</td>
<td>Gaucho Health, Partial fee remission*</td>
</tr>
</tbody>
</table>

*100% of the education and registration fee only

NOTE: The salary and remissions quoted above are consistent with the terms of the current contract for Fall 2017 only. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

**Student Assistant Series**

Employment on campus funds (Instructional Development/Academic Senate grants) frequently requires that the student not be hired as a GSR because there are no funds to pay fees or nonresident tuition. Positions in the Assistant series are temporary and less than 50% time or temporary and up to 100% time during Summer and quarter breaks. Positions classified within the Assistant series are reserved for registered undergraduate and graduate students. Work assignments range from simple, routine, and repetitive tasks to complex assignments requiring extensive academic training and/or technical expertise. This series is characterized by the temporary nature of appointments, the general absence of continuing responsibility for work performed, and the diversity of duties which may be assigned. The Assistant series consists of four levels, with the distinction between levels based on the relative degree of difficulty inherent in the manual, clerical, administrative, advising, public contact, technical, professional, and/or research-related duties performed. Students in the Assistant series receive hourly pay for time worked. The departmental policy on the hiring of Assistants is as follows.

**Need-Based Financial Support**

Graduate students may apply for a variety of need-based awards, including work-study and loans, through the Financial Aid Office. Students must file the FAFSA (Free Application for Federal Student Aid) each year by the March 2nd deadline and provide the Financial Aid Office with supplemental information as it requests it. The FAFSA is available on-line at . or in hard copy at the Financial Aid Office (805-893-2432).
Tax Information

Information and a general discussion of the federal and California state tax status of common sources of graduate student income can be found at http://graddiv.ucsb.edu/financial/tax-information. It is not meant to be a substitute for professional tax advice regarding specific individual problems. Students should review available tax materials and make their own decisions about reporting of income, excluding income from taxation, and filing required tax forms. All salaries are taxable income. All gross earnings are reported to both the federal and state tax services. In the case of US citizens, permanent residents, refugees, asylees, or residents for tax purposes, the university is not required either to withhold federal or California state tax or to report fellowship income to the IRS or state tax service. Individuals are required to report this income themselves and to make any necessary arrangements with the IRS and state tax services to make estimated quarterly tax payments on fellowship income. For all nonresident aliens, the university is required to withhold federal tax at a flat 14 percent rate on fellowship stipends unless the international student’s country of origin has a tax treaty with the United States that excludes US-sourced fellowship stipend income from US federal tax. For all international students, whether there is withholding by the university or not, U.S. fellowship stipend income is reported to the IRS on form 1042S and to the FTB on form 592B. The Accounting Office provides a copy of both forms to the student by mid-March. The Office of International Students & Scholars provides personal assistance in preparation of federal and California state tax returns. Please contact OISS to make an appointment.

Establishing California Residency

Because out-of-state residents must pay over $15,000 each year in tuition in excess of what California residents pay each year, California residency is valuable. Out-of-state students who are U.S. citizens cannot expect more than one year of support for non-resident tuition from the Department because one year on campus is normally sufficient to establish California residence. It is your responsibility to consult the regulations at http://registrar.sa.ucsb.edu/residenc.aspx to establish California residency.

There are three basic components of the residency determination process:

1. Physical presence: Has the student lived here for at least a year and a day?
2. Financial independence: A student is considered “financially independent” if one or more of the following applies:
   • Is at least 24 years of age by Dec 31 of the year the applicant requests resident classification,
   • Is a veteran of the U.S. Armed Forces,
   • Is a ward of the court or both parents are deceased,
   • Has legal dependents other than a spouse,
   • Is married, or a graduate student or professional student, and will not be claimed as an income tax deduction by his or her parents or any other individual for the one calendar year immediately preceding the term for which the request for resident classification is made.
   • Is a single undergraduate student and was not claimed by his or her parents or any other individual for the two years immediately preceding the term for which the request for resident classification is made.
3. Intent: Has the student demonstrated intent to make California his or her permanent home? Relevant proof of intent includes: obtaining a CA driver’s license and
registering your motor vehicle in CA; obtaining a CA identification card; registering to vote and voting in CA elections; using a CA address on W-2 forms and tax returns; paying CA income tax as a resident; establishing and maintaining active bank accounts in CA; registering with the Selective Service in CA; owning residential property or continuously occupying rented or leased property in CA; the presence of spouse, children, or other close relatives in CA or obtaining a divorce in CA; applying for loans, scholarships, grants from a CA source. **These steps should be taken immediately upon arrival at UCSB, before the first day of classes.**

Your actions during the entire academic year and the summer will affect the determination regarding your residence status for tuition purposes. Students may contact the Office of the Registrar for counseling on residency questions. The final authority on residency matters rests with the Campus Residence Deputy in the Office of the Registrar. Students who leave the state, either on leave of absence or with lapsed status, have to file a residency statement when they return or reapply.

**Graduate Student Travel Funds**

The Academic Senate has available funds for students who have advanced to candidacy for the Ph.D. and who have been invited to present a research paper at a scholarly meeting or to present the results of research before a distinguished audience. Students are eligible to receive support for one trip during their scholarly career. Applicants must be registered or on an approved leave of absence. Students in joint degree programs are eligible for one-half of the regular allocation. Student applications for travel funds must be accompanied by an abstract of the paper to be presented, a copy of the formal invitation, and a letter of support from the student’s advisor indicating the importance of the forum. These limited funds are awarded by the Academic Senate to eligible students on a first-come, first-served basis each fiscal year until all of the funding is allocated. The funding for the year is split into two equal pools: for conference travel between July 1 and December 31 and for conference travel between January 1 and June 30. For information, consult [https://senate.ucsb.edu/grants/doctoral.student.travel/](https://senate.ucsb.edu/grants/doctoral.student.travel/). Monies are available for transportation at the maximum fund limitation:

<table>
<thead>
<tr>
<th>Location</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>$400</td>
</tr>
<tr>
<td>All other U.S. Locations, Mexico, Canada</td>
<td>$900</td>
</tr>
<tr>
<td>Puerto Rico, Europe</td>
<td>$1,350</td>
</tr>
<tr>
<td>Central or South America</td>
<td>$1,400</td>
</tr>
<tr>
<td>Asia, Africa, Middle East, South Pacific</td>
<td>$1,600</td>
</tr>
</tbody>
</table>

Thanks to the generosity of Jack and Laura Dangermond, multiple travel expense awards are available to help qualified graduate students present GIS-related work at conferences and workshops. Allowable expenses are the actual cost of transportation, lodging, and conference registration costs. Calls for applications for Dangermond Travel Scholarships are usually made in August for the Fall Quarter, December for the Winter Quarter, and March for the Spring and Summer Quarters.
SERVICE ON COMMITTEES

The Graduate Students Association (GSA) is the elected representative government for UCSB graduate students. They work to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions, 2) provide graduate students with information concerning decisions that are relevant to student life, and 3) provide social activities for UCSB graduate students. As a GSA representative (the department has two representatives), you have a large voice in establishing the concerns of graduate students and articulating these concerns to the administration. We have an active graduate program, a lot of committed people, and a lot of energy. If you can’t be the department representative, then be sure to sign up to sit on one of the numerous campus committees that shape life at UCSB. Examples include:

- Academic Freedom Committee
- Alcohol & Drug Task Force
- Campus Planning Committee
- Financial Aid Advisory Committee
- GSA Teaching Assistant Awards Selection Committee
- Graduate Council
- Natural Reserve System Committee
- Program Review Panel (modest stipend)
- Student Affairs Council (modest stipend)

Graduate Student Committees

Coffee Committee (10 - 3 per qtr; includes 1 organizer): Members purchase (w/reimbursement) and make coffee for weekly Colloquia.

Events Committee (6, 3 per qtr + 1 organizer): Members help to organize 4 departmental functions: the beginning of year party, the holiday party, the recruitment open house in Winter Quarter, and the end of year party, and they plan social activities for graduate students throughout the year and during Staff Celebration Week. The previous committee does the fall bbq.

Faculty Meeting Representatives (2–4, 2nd yr students and up): The 2 grad student representatives (with two backups) attend faculty meetings, report back to the grad students as a whole, collect student opinions, and make recommendations to the faculty. They send meeting summaries to all graduate students. They also are involved in faculty searches and have a single vote when selecting the final candidate for appointment.

Visibility and Outreach (3): Assists with providing guidance for the positive public presence of the department and helps recruit students. Every quarter this committee sponsors an event to promote the department. In the Fall, this committee organizes Geography Awareness Week where members of the department present in local schools.

Sports (1-4 + 1 organizer)

Lounge (2)
ADMINISTRATIVE POLICIES

General Departmental Policies for Graduate Students
There are some general Department of Geography policies that you should be aware of. If you have questions about any of them, please ask in the office—we’re glad to assist you.

1. **Copiers**: The department copiers can be found in 1829 Ellison Hall. Copier codes are issued only to employed graduate students for instructional (e.g., Teaching Assistant, Reader, Associate) or grant-related (e.g., Graduate Student Researcher, Postgraduate Researcher) copying. If you are employed on a research grant, please contact Geography Research or the P.I. in charge of the grant to find out if there is a copier code assigned to that account. Personal copying is not allowed. All personal copying should be done on the copiers available in the Library. If the copier isn’t operating properly, or is giving a message that isn’t clear to you, or indicates that there is a problem, please inform the office staff so that we can assist in correcting the problem or call for repair, if necessary.

2. **Office Space**: While the department has no obligation to provide space for graduate students, we have always tried to accommodate space needs for all graduate students. Campus and department policy dictates to a very large extent the priorities for the allocation of space to persons associated with the department as follows:
   1. Faculty
   2. Support staff
   3. Temporary faculty (Lecturers)
   4. Associates, Teaching Assistants, and UCSB fellowship holders (Regents Special Fellowship/Doctoral Scholars Fellowship/President’s Predoctoral Fellowship)
   5. Graduate Student Researchers/Post-graduate Researchers
   6. Visiting scholars
   7. Undergraduate Researcher Assistants

Appendix C outlines departmental policies regarding graduate student office space. Note that each person assigned space is responsible for maintaining the work space in a professional manner. Cleaning products for regular maintenance can be obtained from the administrative office. We want to be able to maintain excellent indoor air quality, so please be sure to use only the recommended products when spiffing up your office!

3. **Keys**: All graduate students are eligible, upon request, for keys to their assigned office and Ellison Hall exterior doors. Requests for any other keys require special permission. All faculty and graduate student offices are considered private. Requests should not be made for keys to these offices unless there is a real emergency. The transfer or the "loaning" of keys from one individual to another is not permitted. Lost or stolen building or office keys shall be reported to the Department of Geography as soon as the discovery is made in order to ensure that appropriate security measures can be taken. Desk, storage cabinet and file cabinet keys are not included as security risks. All keys must be turned in to Lauren Kerr before final degree completion.

4. **Mail/Packages**: Mail is delivered to the office daily in the morning (approximately 8:15am) and is sorted into assigned mailboxes in the office. Incoming mail should be limited to official university business. Do not use this address for personal mail, especially for magazines, etc. University policy clearly states, “Outgoing personal mail should not be deposited with official University mail.” For your convenience, there are a
number of U.S. postal deposit boxes located around campus. If you are leaving campus (temporarily or permanently), please keep in mind that the Post Office will not forward mail that is addressed to the University. Submitting a “Change of Address” postcard to the U.S. Post Office for a University address will not work. You need to take steps to change your mailing address well in advance, because the department does not have the staff or the financial resources to forward mail. Making arrangements for your mail after you leave is your responsibility, not that of the department.

5. Telephone Use: Long distance calls must either: a) be charged to a grant, b) be paid for by the student personally using a calling card, or c) made on your home or cell phone. Correspondence with faculty off campus should be by email or regular mail if the student does not wish to pay for the call or if she/he is not working on a grant that will pay for the call. The main Geography Department office phone should not be used as a message phone, unless it is an emergency.

6. Supplies: Only office supplies used for your teaching responsibilities will be provided by the department. GSRs hired on grants should obtain their supplies through the office responsible for handling the grant. TAs who need to print or copy more than 20 pages per student in a quarter are required to use a reader rather than handouts. Graduate students who are not employed by the department nor employed on any research grants are expected to pay for their own supplies (this includes copying, envelopes, paper, etc.).

7. Recycling: There are clusters of recycle bins for plastic, aluminum, glass, and office pack located on each floor of Ellison Hall (each container is clearly marked). Please be sure to deposit your recyclables in the appropriate container each day. The blue bin in your office is for office pack only and, when full, has to be carried to the large receptacle in one of these locations. The custodial crew no longer picks up the trash from offices on a regular basis, so we need your help to be sure we are capturing the office pack appropriately for recycling.

**Things to Do Before Leaving the Department**

1. Make sure that all Graduate Division paperwork has been completed.
2. File a copy of your thesis or dissertation with the Department.
3. Those wishing to make a PDF of their thesis/dissertation available on the Geography web site should submit the PDF with the Graduate Program Assistant and sign a permission form.
4. Return your keys to our Academic Personnel Analyst, Lauren Kerr.
5. Talk to Dylan Parenti about your email and computer accounts, lab keys, data, etc.
6. Fill out the Exit sheet with the Graduate Program Assistant before you leave.
APPENDIX A

Example Reading List for the Ph.D. Written Exam

To prepare for the Ph.D. written exam, each student should seek advice from members of their Ph.D. Committee. It is recognized that suggested readings in preparation for the exam will be made up primarily of material that is related to the primary systematic and/or technical area of focus of the student.


APPENDIX B

M.A. Thesis Filing Checklist

In the quarter when you plan to file your M.A. thesis, you should meet with the Graduate Program Assistant to get advice on the process of completing your degree and to obtain an up-to-date version of this checklist.

The student is ultimately responsible for making sure that all forms, fees, documents, etc. are filed in correct and timely manner to meet the requirements of your degree. Many of forms can be found at http://www.graddiv.ucsb.edu/academic/forms-petitions.

Steps 1–3 should be completed by the student:

1. **Check unit/course requirements:** Check your transcript to make sure that you have fulfilled all course and unit requirements for the degree; that you don’t have any Incompletes, NG, or NR grades on your record; and that you have a cumulative GPA of at least 3.0. Don’t wait until the day you file your thesis to do this!

2. **File Master’s Form I - “Nomination of Thesis Committee for Master’s Degree Candidates.”** Ideally, this form should be filed no later than the beginning of the quarter in which you plan to graduate. Form I requires the approval of the department Graduate Advisor, the Department Chair, and the Graduate Dean. Type (or print legibly) the names and titles of the committee members on the form. A Conflict of Interest Disclosure Form (COI), signed by the student, the Committee Chair, and the Department Chair, must accompany this form. If you wish to change a member or members of your committee after Form I has been filed and approved, you need to submit Committee Form I-A - Changes in Thesis or Dissertation Committee found here http://www.graddiv.ucsb.edu/docs/default-source/forms-and-petitions/academic-documents/form1ma.pdf?sfvrsn=2.

3. **File your Master’s Thesis with the Graduate Division and the Department.** To file your thesis with the Graduate Division, you must submit electronically your entire committee-approved thesis, including a formatted, but unsigned, signature page at http://www.etdadmin.com/cgi-bin/school?siteld=67. After electronically submitting your thesis, take to the Graduate Division:

   - One original signed signature page (on 8.5 x 11 inch plain white paper, signatures in blue or black ink). It must include the signatures of all members of your committee as listed on Master’s Form I.
   - One copy of your title page
   - Cashier’s receipt showing payment of $25.00 Master’s Thesis Submission Fee
   - If on Filing Fee Leave of Absence, Cashier’s receipt showing payment of the Filing Fee (equal to one-half of the amount of the Student Services Fee)
   - Copyright permission letters (if applicable). For more information, see http://media2.proquest.com/documents/UML_CopyrightGuide.pdf.

To file your thesis with the Department, bring one hard copy, which does not need to be bound, and also provide an electronic version.
The UCSB Guide to Filing Theses and Dissertations can be found at http://www.graddiv.ucsb.edu/academic/preparing-filing. While it is not required that you give a copy of your thesis to your committee members, it is customary.

After Steps 1–3 have been completed by the student, the Graduate Program Assistant will ask the chair of the committee to complete Form C1. Form C1 indicates that all requirements have been met, that there are no Incompletes/NR/NGs on the record, and that the thesis has been approved and filed, and it makes a recommendation on admission to the Ph.D. program. If the student joined the program in Fall 2011 or later, the Graduate Advisor will use the check sheet created by the department for the General Catalog for the year that the student entered the program. If the student entered the program in Fall 2010 or earlier, the Graduate Advisor or Department Chair will authorize the Graduate Division to award the degree using Form C2.

The Department WILL NOT authorize the Graduate Division to award the degree until Steps 1–3 have all been completed.
Ph.D. Dissertation Filing Checklist

In the quarter when you plan to file your Ph.D. Dissertation, you should meet with the Graduate Program Assistant to get advice on the process of completing your degree and to obtain an up-to-date version of this checklist.

The student is ultimately responsible for making sure that all forms, fees, documents, etc. are filed in correct and timely manner to meet the requirements of your degree. Many of forms can be found at http://www.graddiv.ucsb.edu/academic/forms-petitions.

Please be sure that Steps 1–6 are all completed:

1. **File Ph.D. Form I - “Nomination of Ph.D. Committee,” with the Graduate Division.**
   This form should be filed as soon as you know who will make up your official Ph.D. Committee. It must be approved and on file BEFORE taking written and oral examinations. The form should include the names of all members of your committee. Type (or print legibly) the names and titles of the committee members on the form. Be sure to indicate on the form if any members will serve as a reviewer for your dissertation only. The form requires the approval of the departmental Graduate Advisor, the department Chair, and the Graduate Dean. If you are including any members that are not UC faculty, be sure to attach a C.V. or other information describing the person’s qualifications. If you wish to change a member or members of you committee after Form I has been filed and approved, you need to submit Committee Form I-A - Changes in Thesis or Dissertation Committee. Together with the Ph.D. Form I, you should also submit the Conflict of Interest Form that must be signed by you, your research advisor, and the department Chair.

2. **File Ph.D. Form II - “Report on Qualifying Examinations for the Degree of Doctor of Philosophy.”** Take the form with you to the oral examination. You should obtain signatures from your committee members on Form II immediately following successful completion of the oral examination. Take the completed Form II to the Cashier’s Office, pay the $50 advancement to candidacy fee, and then file it with the Graduate Division. This form officially advances you to candidacy. You will not be permitted to advance to candidacy if you have an Incomplete or “No grade” on your record - no exceptions.

3. **See the Graduate Program Assistant to check course requirements:** Check your transcript to make sure that you have fulfilled all course requirements for the degree; that you don’t have any Incompletes, NGs, or NRs on your record; and that you have a cumulative GPA of at least 3.0.

4. **File Ph.D. Form III - “Report on Final Examination for the Degree of Doctor of Philosophy.”** The Graduate Division cannot award the degree until a Doctoral Form III is received from the department, indicating that the student has successfully defended the dissertation. All approved committee members must sign the Doctoral Form III. These signatures must be the same as the signatures appearing on the approval pages of the dissertation. Because your dissertation approval page and Form III require the same signatures, if at all possible you should circulate them together. The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate’s Doctoral Committee and the Department Chair, using Doctoral Form III-A.
5. **File your Dissertation with the Graduate Division and the Department.** To file your dissertation with the Graduate Division, you must submit electronically your entire committee-approved dissertation, including a formatted, but unsigned, signature page at http://www.etdadmin.com/cgi-bin/school?siteId=67. To file your thesis with the Department, bring a hardcopy, which does not have to be bound or follow a specific format, and also provide an electronic version. The UCSB Guide to Filing Theses and Dissertations can be found at http://www.graddiv.ucsb.edu/academic/preparing-filing. While it is not required that you give a copy of your thesis to your committee members, it is customary.

After electronically submitting your thesis, take to the Graduate Division:
- One original signed signature page (on 8.5 x 11 plain white paper, signatures in blue or black ink). It must include the signatures of all members of your committee as listed on Ph.D. Form I.
- One copy of your title page
- If on Filing Fee Leave of Absence, a Cashier’s receipt showing payment of the Filing Fee (one-half of the amount of the Student Services Fee)
- Copyright permission letters (if applicable). For more information, see: http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf.

6. **Complete the required surveys on-line at:**
   - Survey of Earned Doctorates
     https://sed.norc.org/doctorate/showRegister.do
   - UCSB Doctoral Exit Survey
     https://ucsbirpa.az1.qualtrics.com/jfe/form/SV_6M4s0sBczlHjFyt
APPENDIX C

Geography Department Office Space Rules and Regulations

The department is providing a faculty & graduate student lounge so you will have access to a refrigerator and microwave. The graduate student lounge committee will be disseminating rules and procedures for storing goods in this space and best practices for maintaining the lounge.

The department reserves the right to change and/or alter office and lab space arrangements as needed, taking into account space capacity, student standing, progress to degree, and making best use of departmental resources.

Geography Office Code of Conduct:

a. Office space must remain in its initial condition and may not be altered in any way

b. Use of additional furnishing requires prior approval by the departmental space manager. Any furnishings approved for use must be removed when the student vacates the office.

c. Office space must be kept free of noise or other distractions that may negatively impact office mates or others in and around the building

d. Office space must be kept clean and sanitary at all times (should you have questions on recycling, waste systems, or need access to cleaning supplies, please see the Geography administrative staff)

e. Office furniture must never be destroyed, defaced, damaged, impaired or removed

f. No overnight sleeping or cooking are allowed

g. Upon graduation and/or departure, office space must be left in a clean state, devoid of trash, books, papers, electronic equipment, etc., and all keys returned department staff.