

**2023-24**

***Gevirtz Graduate School  
of Education***

***Student Guidelines***

The Student Affairs Office  
Gevirtz Graduate School of Education  
University of California, Santa Barbara



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## ***PLEASE NOTE***

The 2023-24 *Gevirtz Graduate School of Education, Student Guidelines* is designed to be used in conjunction with students' Department Handbook and the Graduate Division's *Graduate Handbook* for detailed requirements, policies, and procedures specific to the University and the Gevirtz Graduate School of Education.

Every attempt has been made to ensure that the information in this handbook is current and correct as of the printing date in September 2018. It is each student's responsibility to confirm the deadlines, requirements, and paperwork that apply to their degree/credential program at each step in the graduate school process.

It is important to meet, on a regular basis, with your own faculty advisor. Other key persons to consult as necessary are your Department Offices, the Student Affairs Office, the Credential Advisor, the GGSE Graduate Advisor for your Department, and/or the Graduate Division.

### **Available on-line:**

**Graduate Division's *Graduate Handbook*** <http://www.graddiv.ucsb.edu/handbook/>

***GGSE Student Guidelines*** <http://www.education.ucsb.edu/current-students>

*If you need these materials in an alternative format, or if you have other special needs, please contact the Student Affairs Office, Education Building, Room 4100, (805) 893-2137*

## INTRODUCTION

Welcome to all new graduate students! These student guidelines, along with your department's handbook and the Graduate Division's Graduate Handbook, are intended to make your life as a graduate student easier by providing information on academic policy, financial support, and other opportunities in the Gevirtz Graduate School of Education and at UCSB.

### **The Graduate School of Education Diversity & Equity Statement**

The Gevirtz Graduate School of Education (GGSE), in the pursuit of academic excellence, is committed to recruiting, supporting, and retaining a community of students, faculty, and staff that reflects the diversity of our state and nation. The faculty, staff, and students of the GGSE recognize and respect the dignity and worth of all people. We value individual differences including, but not limited to, racial and ethnic backgrounds, nationality, gender, sexual orientation, disability, religion, socioeconomic status, age, and divergent perspectives. Our goal is to create a diverse community where all members feel safe and included. We welcome discussion of complex issues related to diversity and equity inside and outside the classroom. We are committed to providing all members of the GGSE community multiple opportunities for their voices to be heard. We believe a dedication to these principles of inclusion is essential to our scholarship, leadership, citizenship, and democracy.

### **The Graduate School of Education History**

The Graduate School of Education (GSE) has its roots in professional work. The Santa Barbara State Normal School of Manual Arts and Home Economics was officially established in 1909 as a successor to institutions that traced their roots to the early 1890s. In 1917, the school added a program to prepare elementary school teachers and changed its name to Santa Barbara State Normal School. The 1920s saw initiation of a four-year general education program for teachers and a further change in name to Santa Barbara State Teachers College, which conferred its first Bachelor of Arts degree in 1927. In succeeding years the programs of the college expanded rapidly, the curriculum became more comprehensive, and enrollments included larger numbers of students who did not wish to pursue careers in teaching. These events led to designation of the school as Santa Barbara State College in 1935.

The College took its place as a branch of the University of California in 1944. After a decision to establish a general campus of the University of Santa Barbara and a period of rapid enrollment growth, the School of Education was founded as a separate unit in 1961, followed by conversion to graduate-level status in 1967. In the years since, the school has become a leading educational research center and has added several programs that prepare students for advanced specialization and disciplined inquiry while retaining its commitment to providing the state with a research-based model for teacher preparation.

In 2000, Ambassador Don and Mrs. Marilyn Gevirtz provided a gift to expand the capabilities of the school that is now named in their honor. Thanks to their generosity, the Gevirtz Graduate School of Education (GGSE) is engaged in an unprecedented period of growth and development. The school is building on its existing strengths to increase its capacity to affect public education through a number of focused initiatives and innovative programs.

In the fall of 2009 the Gevirtz School moved into its new building at the intersection of El Colegio and Ocean Roads. The new four-story facility – located in the center of campus – physically represents the university's commitment to excellence in education. The building, designed in concert with the revised campus plan, is sited to enhance axial views of the ocean and mountains and forms the edges of a new campus quadrangle. It is the first time that an entire UCSB building is dedicated to the school of education. The new building more than doubles the clinical spaces of the Koegel Autism Center - a national leader in developing research-based screening protocols and treatment models for autism - and houses the Eli & Edythe L. Broad Center for Asperger Research Center, established in 2007. The building also houses the Hosford Counseling & Psychological Services Clinic and the Tina & Paul McEnroe Reading & Language Arts Clinic. The new building features cutting-edge technology such as: wireless-enabled, high-bandwidth network, accessible from inside and outside the building; smart classroom technology; a twenty-four hour open access student computing center providing meeting space and resources for student research and educational needs; clinic audio and video intake systems using multiple cameras and microphones that allow for easy analysis, recording, and use in classrooms; and lab centralized audio, video, and data control room infrastructure to implement state-of-the-art educational technology, from supporting collaborative research projects to international multi-point video conferences.

# GEVIRTZ GRADUATE SCHOOL OF EDUCATION (GGSE) ADMINISTRATION

## Office of the Department Graduate Advisors

The Department Graduate Advisors are primarily responsible for matters of student affairs. The Department Graduate Advisor must approve all matters pertinent to admissions, financial aid, program changes, and leave of absences. The Department Graduate Advisor's signature is the only signature, other than the Department Chair's, recognized as official on forms and petitions that are sent to the Office of the Registrar and/or the Graduate Division.

The Department Graduate Advisor attempts to serve as a liaison between the student body and the GGSE. In this role, the Department Graduate Advisor also serves as an advisor to the Graduate Student Association in Education (GSAE), works with student's grievances, and advises students on matters of academic policy. Students are encouraged to use the services of this office for matters that are appropriate, either of a professional or personal nature.

**Education Grad Advisor:** Dr. Andrew Maul  
Office: ED 3109  
E-mail: [amaul@ucsb.edu](mailto:amaul@ucsb.edu)

**CCSP Grad Advisor:** Dr. Matt Quirk  
Office: ED 2145  
E-mail: [mquirk@ucsb.edu](mailto:mquirk@ucsb.edu)

## Student Affairs Office (Education Room 4100, 4<sup>th</sup> floor west lobby area)

The Student Affairs Office (SAO), under direction from the Department Graduate Advisors, maintains official student files and assists students with understanding university policies and procedures regarding quarterly deadlines, registration, fellowship information, schedule adjustments, course scheduling, petitions/forms, and degree checks. Like the Department Graduate Advisors, the Student Affairs Office staff members act as a liaison between various campus offices, such as the Graduate Division, Office of the Registrar, and the UCSB Financial Aid Office.

Paperwork is associated with many steps leading to a graduate degree. In order to ensure that progress towards degree completion is recorded by the university in a timely and accurate manner, students should regularly consult with the Student Affairs Office for the appropriate forms or petitions needed when approaching "degree milestones" such as the awarding of a master's degree, nomination of doctoral committee members, qualifying examinations, dissertation defense, and dissertation filing. Students should inform the Student Affairs Office of any changes of a designated faculty advisor (form available from individual Department Offices), changes to student status (e.g., taking a leave of absence), and/or program changes (e.g., petitioning to add or drop degree objective). Please see the inside of the back cover of these guidelines for a list of forms and where they can be found.

## Lockers

Students may rent a locker in either Ada's Lab, ED 1211 or in the Graduate Student Work Room, ED 3140. Lockers are distributed on a first come first serve and require a \$10 refundable deposit in either cash or check. Please contact Jaime Fio in the Student Affairs Office: [glg@ucsb.edu](mailto:glg@ucsb.edu).

## One Time Room Scheduling

To reserve a room for a defense or meeting, please contact Gayle Gonzalez: [glg@ucsb.edu](mailto:glg@ucsb.edu) and include all of the following information in your e-mail:

Today's Date:  
Requested by:  
Department:  
Phone:  
Email:

1. Name of event/description? (e.g., Dissertation Defense)
2. Date needed (if event will occur more than once, list all dates needed):
3. Day and time of event (beginning and ending):
4. Minimum/maximum room capacity needed:
5. Preferred room, if any (indicate "only" if required):
6. Additional information (for media equipment– e.g., need projector in room):

### ***Keys and Security Access Cards***

If you are being assigned a key to a research space or a faculty member's office, please first pick up a key authorization slip in ED 4100, obtain the faculty member's signature, and then return the slip so that the key may be issued. Key assignments are at the discretion of the faculty personnel and based on availability. Keys must be returned upon request. There is a \$10 fee for lost or stolen keys.

Security Access Cards are also needed to access some rooms in the building. To obtain one of these cards, please follow the steps below:

- 1) Go to the Information Desk at the UCen (<http://www.ucen.ucsb.edu/services/information-desk>), pay the charge for the card, and have your picture taken. There will be a minimum lag time of at least 48 hours between the UCen issuing an access card and our ability to add building access to that card. Come to the front desk in ED 4100 to get Education building access added onto your card.
- 2) The UCen will charge fees for replacing a lost or damaged card.

Each GGSE student is given access to the building lobby doors and ADAs lab as well as areas of the building they have been approved for based on employment and faculty authorization. Access levels can be adjusted at the discretion of the ACCESS card administrator.

### ***Timecards and Paychecks***

All students who hold hourly (variable) appointments in the GGSE must submit online timecards via Kronos by the deadlines provided. Refer to the Kronos Approvals Calendar on the GGSE Resources page for pay period information. If Kronos timecards are not submitted on time, your paycheck may be delayed. You can view your online payroll information and make updates via UC Path ([www.ucpath.ucsb.edu](http://www.ucpath.ucsb.edu)). Sign up for Direct Deposit in UC Path. Otherwise, your paycheck will be mailed to your address on file in UC Path. For more information, contact the GGSE Employment Analyst, Tracey Velasquez, in ED 4113 or at: [tracey@ucsb.edu](mailto:tracey@ucsb.edu).

### ***Gevirtz Contracts & Grants Office***

The Gevirtz Contracts & Grants Office, located on the 4<sup>th</sup> floor of the Education building, provides support to faculty, researchers, and students' extramurally funded projects. The researchers write grants, often with student assistance, covering a variety of areas of study. The Gevirtz School administers over \$3 million dollars in funding each year from many different agencies. These include: the National Science Foundation, National Institutes of Health, Santa Barbara Foundation, the Spencer Foundation, and the County of Santa Barbara. Doctoral students involved with these projects receive research experience and training.

Please see: <https://education.ucsb.edu/contracts-grants> for more detailed information about proposals, awards and for contact information.

### ***Credential Services Office***

The central administrative unit for students obtaining a teaching credential, specialist or services credential is the Credential Services Office in ED 4102. Advisor provides information on specific requirements for the Multiple Subject (MST), Single Subject (SST) and Education Specialist (ESC) credentials including state, university, and program requirements. The GGSE also offers the Pupil Personnel Services (PPS) Credential in School Psychology.

The Credential Services Office maintains official student files and assists credential students with university and state administrative procedures such as registration, schedule adjustments, petitions, incomplete grades, quarterly credential and degree checks, questions regarding certification and authorizations, and credential application processing including the university recommendation for the credential.

Students should contact Katie Tucciarone in the Credential Services Office if they have questions or interest in pursuing a credential: [tucci30@ucsb.edu](mailto:tucci30@ucsb.edu).



## **The Department Offices**

Another important resource is your Department Office. The department assistants have a wide variety of information available to students regarding specific department requirements, course schedules, faculty schedules/availability, etc., and are excellent at directing students to the correct office if they do not have the information available.

Each student is also assigned a mailbox in, or near, their designated Department Office. It is important that students remember to check their mailbox on a regular basis, and if sharing a mailbox, please be considerate of fellow students by removing mail in a timely manner.

The Department Offices are located as follows:

CCSP – ED 2103  
Education – ED 3102  
Teacher Education – ED 3230

## **GEVIRTZ GRADUATE SCHOOL OF EDUCATION (GGSE) TECH RESOURCES**

### **Information Technology Group**

The Information Technology Group (ITG), located in ED 4201A, maintains GGSE's technology services including a Help Desk, email, advanced technology classrooms, video conferencing, labs, and more. Access to technology resources is granted to any registered GGSE student who completes a technology registration process, available when a student is admitted, and who continues to abide by the rules of the Information Technology Use Agreement. This agreement addresses such issues as security, privacy, copyright and the proper use of email and other electronic tools at the GGSE. Each user is held accountable and responsible for their use of technology resources. This agreement and other important information can be found at the ITG website: <http://www.education.ucsb.edu/itg>

Helpful tips, software and frequently asked questions as well as IT news, policies, and technical information may be found at the ITG website. Students are encouraged to make use of these resources as well as the online **ITGWiki**: [https://apps.education.ucsb.edu/wiki/Main\\_Page](https://apps.education.ucsb.edu/wiki/Main_Page). The GGSE also provides a Help Desk service for technology problems and requests. If you cannot find what you need on the website, the Help Desk can be reached at: [help@education.ucsb.edu](mailto:help@education.ucsb.edu) or at 893-8031.

GGSE User Account: Students are entitled to an individual user account. This provides students access to the "GGSE Public" wireless network, an email account, classroom and lab computers, and other tools.

It is extremely important that you claim your email account by completing the on-line registration. *All official announcements about fellowship competitions, deadlines, employment opportunities, and progress reports are sent only to official campus email addresses.* You may choose to have your mail forwarded from your email account to a personal email account if you wish.

The GGSE offers students a variety of resources to aid in collaborating with other students, completing work for courses, independent research projects, and dissertations. Specifically, the GGSE offers:

### ***Advanced Technology Classrooms***

Classrooms, seminar rooms, and labs are equipped with short throw projectors, electronic whiteboards, computers, in-ceiling speakers and connections for laptops. Large rooms also have lecterns, LCD touch screen controls, a DVD/VCR, a Document Camera, microphones for voice amplification, and student response base stations.

### ***Ada's Student Lounge***

In room ED 1211 is a 24-hour "open access" student lounge available to everyone in the GGSE Community. It has a welcoming environment and is a great place to study, scan, compute, print, videoconference, and meet with fellow colleagues. All computers are connected to the Internet. Student, staff, and faculty with ACCESS Cards may take advantage of these resources.

### ***Video Conference Centers***

The Education building has 3 permanent video conference facilities for members of the GGSE community. Their purpose is to provide "turn-key" video conference services using H.323 (video over IP) to both small and large groups.

This system is flexible and simple to use. Instructors, researchers and students can use these systems to communicate over the Internet with geographically distant people or groups. These facilities are located in ED 1211, ED 3112 and ED 4201A. Please see the ITG website for directions on how to request a reservation.

### ***Equipment Loans***

Each Department has a limited amount of equipment that is available for "check-out" for special needs or projects related to GGSE work. Please see: [https://apps.education.ucsb.edu/wiki/Loaner\\_equipment\\_list](https://apps.education.ucsb.edu/wiki/Loaner_equipment_list) to get the relevant information for your Department.

### ***Other Resources***

There are many software applications available to students including qualitative and quantitative research software; web development applications; equipment to edit and archive analog video to DV format; image and OCR scanning; printing and more.

### ***Student Technology Fee***

The Student Tech Fee (STF) is designed to help fund enhancements, updates, and improvements in hardware, software, and support, thereby supplementing the school's already strong technology infrastructure. The STF will be assessed \$2.50 per unit for the 15 units of ED or CCSP courses taken each quarter and will be charged automatically to students' BARC accounts. The fee is officially assessed during the 3rd week of each quarter; thus, students who drop a course after the third week census will still incur the per-unit charge. Please refer to the ITGWiki FAQ page for more details: [https://apps.education.ucsb.edu/wiki/Student\\_Technology\\_Fee\\_FAQ](https://apps.education.ucsb.edu/wiki/Student_Technology_Fee_FAQ)

## **GRADUATE DEPARTMENTS, EMPHASES, & ADVANCED CREDENTIALS**

*(See your Department Handbook for specific course and milestone requirements)*

### ***Counseling, Clinical, and School Psychology*** (ED 2103)

CCSP offers the following degrees:

- Ph.D. in either the Counseling, Clinical, or School Psychology emphasis
- Pupil Personnel Services (PPS) Credential in School Psychology en route to the PHD
- MA in Counseling Psychology en route to the PHD
- M.Ed. in School Psychology both terminal and en route to the PHD

### ***Education*** (ED 3102)

Education offers M.A. and Ph.D. degrees. Research focus areas include:

- Culture and Development
- Language and Literacy
- Learning, Culture, and Technology Studies
- Teacher Education and Professional Development
- Policy, Leadership, and Research Methods
- Science and Mathematics Education
- Special Education, Disabilities, and Risk Studies

### ***Advanced Credentials*** (ED 4102)

The University of California, Santa Barbara is approved by the California State Commission on Teacher Credentialing to offer the Multiple Subject, Single Subject and Education Specialist Teaching Credentials. Please contact the Credential Services Office at 893-2036 or stop by ED 4102 if you have any questions about the above credentials.

The GGSE also offers the Pupil Personnel Services Credential in conjunction with a Ph.D. in School Psychology. Please contact the CCSP Department in ED 2103 for more information.

### ***Interdisciplinary Emphases***

In addition to the above programs, GGSE students may have the option to add one or more interdisciplinary emphases. These interdisciplinary emphases are in Applied Linguistics; Black Studies; Cognitive Science; Environment and Society; Feminist Studies; Global Studies; Information Technology and Society; Language, Interaction, and Social Organizations; Quantitative Methods in the Social Sciences; and Writing Studies. These emphases enable students to work with a variety of faculty from different departments on campus while developing expertise in fields that cross traditional disciplinary boundaries. Participants in these interdisciplinary emphases must complete the requirements for

the Ph.D. in their home department as well as course and research requirements specific to the interdisciplinary emphasis. Please consult your Department Handbook to learn what interdisciplinary emphases are available to you and with the Student Affairs Office regarding the process to formally add an interdisciplinary emphasis.

## **ADVISORS AND THE ADVISING PROCESS**

During your time as a student in the GGSE you will have two official "advisors": your faculty advisor and the Department Graduate Advisor.

### ***Faculty Advisor***

A student's faculty advisor plays a key role during the student's graduate career. The faculty advisor guides and assists the student through their graduate school experience. Your faculty advisor's consent is needed when planning coursework as well as when selecting research projects. Students should meet with their advisors throughout the school year for advice as well as to keep the advisor informed of their progress.

First year advisors are assigned during the admissions process when faculty selects the students with whom they share common interests. Should you wish to change your advisor to another faculty member, you may do so without prejudice. However, it is customary to wait and work with your advisor for the first year before requesting a change. Students should contact their Department Office for a change of advisor form, and must also notify the Student Affairs Office of any faculty advisor changes.

Although most advisors are readily available to their students, there are some restrictions upon faculty time and availability. Faculty needs ample time to read student work, especially at the end of the quarter when there are many other demands upon faculty time. Many faculty members are also unavailable during the summer. Most faculty members have nine-month appointments that coincide with the academic year. During the summer they have other obligations and may choose not to do routine advising activities with students.

### ***Department Graduate Advisors***

The Department Graduate Advisors are responsible for signing all forms and petitions on behalf of the school that require the "*Graduate Advisor's signature*". If you are not sure whether a particular form requires your faculty advisor's signature or the Department Graduate Advisor's signature ask the Student Affairs Office staff for clarification. The Department Graduate Advisors are available to consult with you on general issues related to your academic progress, university or school policies or relations with faculty or other students.

## **GENERAL DEGREE REQUIREMENTS**

Please contact your Department Office or visit our website at: <http://www.education.ucsb.edu> for detailed descriptions of the degrees and credentials offered through the GGSE. It is important to review your department for additional milestones above and beyond what is listed below. Additionally, for University requirements please refer to the Graduate Division's *Graduate Handbook*.

### ***Requirements for Degree Completion***

Students must fulfill all University and departmental degree requirements which are in effect the academic year they are admitted to graduate school, as stated in the UCSB General Catalog and departmental materials. To be advanced to candidacy and ultimately be awarded a graduate degree, students must remove any deficiencies (e.g., Incompletes or No Grade recorded) found during degree checks performed by the Student Affairs Office and the Graduate Division.

Department requirements may change during the course of a student's graduate career. If degree requirements change, students are usually given the option of continuing under the original program or changing to the revised curriculum, depending on which alternative appears more appropriate for their interests. It is important that students notify the Student Affairs Office if choosing to follow new requirements.

### ***Requesting a Degree Check***

The Student Affairs Office performs degree checks for students in the CCSP and Education Departments. Students should contact Sam Rifkin (rifkin@ucsb.edu) to request a degree check. It is recommended that students complete at least their first year of study before requesting a degree check. Education students specifically will receive a degree check by default near Spring Quarter of their second year of study.

### ***Degree Time Standards***

The University has set time limits for completion of the master's and doctoral degrees. Students who exceed either degree deadline must petition for an extension of the degree deadline and prove they are current in the scholarship of their chosen field. The department time limits are:

#### Education

- Master's degree candidates must satisfy all requirements for the degree within 4 years from the admitted quarter.
- Doctoral candidates must Advance to Doctoral Candidacy within 4 years from the admitted quarter.
- Doctoral candidates must satisfy all requirements for the degree within 6 years from the admitted quarter.

#### CCSP

- Master's degree candidates must satisfy all requirements for the degree within 4 years from the admitted quarter.
- Doctoral candidates must Advance to Doctoral Candidacy within 4 years from the admitted quarter or 3 years if they entered with a relevant MA.
- Doctoral candidates must satisfy all requirements for the degree within 6 years from the admitted quarter or 5 years if they entered with a relevant MA.

### ***Ramification of not Meeting Time to Degree Requirements***

Students who fail to meet the required Department time limits will be asked to meet with their faculty advisor to discuss the following steps. It should be noted that for any of these steps, the department has the discretion to ask for probation or academic dismissal under an earlier timeframe.

- 1) ***Step 1*** "Academic Monitoring": Graduate Division will deliver written notification to the student that they have exceeded degree time standards. The Department Graduate Advisor and/or the student's faculty advisor will consult with the student to develop an *Academic Progress Plan* (to be co-signed by the faculty advisor, the Department Graduate Advisor, and the student). A copy of the notification and the Progress Plan will be sent to the Graduate Division and placed in the student's department file. A student will remain on monitoring status for the remainder of the academic year or until the student advances or graduates within the academic year.
  - a. ***A student is not eligible for central merit fellowship support if they are beyond time-to-degree expectations for advancement to candidacy or degree completion.***
- 2) ***Step 2*** "Formal Academic Probation": If the student does not advance or graduate after the end of an academic year (or subsequent summer) on monitoring status, the student can be placed on formal academic probation by the Graduate Division Dean. A student will remain on probation status for the remainder of the academic year or until the student advances or graduates within the academic year.
  - a. ***A student on academic probation is not eligible to hold a graduate student academic appointment or to receive fellowship/grant support.***
- 3) ***Step 3*** "Continued Probation or Recommendation for Dismissal": If a student does not advance or graduate after the end of an academic year on formal university probation, the Graduate Dean will ask the department to recommend and justify (a) continued academic probation (must involve extenuating circumstances) or (b) academic dismissal from the program.

### ***Doctoral Levels (P1, P2, & P3 Status)***

- P1 status degree objective is academic or professional doctorate, but student has not been advanced to candidacy.
- P2 status degree objective is academic or professional doctorate, and student has advanced to candidacy (students can maintain P2 status for up to 9 quarters).
- P3 status is assigned after 9 registered quarters as P2 status. Once P3 status has been assigned by the Office of the Registrar, a student is ***not*** eligible for fellowship support, but may apply for extramural funding and employment.

- These class level designations are of particular importance because they are used by the Graduate Division to determine eligibility for financial support.

After advancing to candidacy (P2 status), students have 3 years (9 quarters) to complete their degree. If they do not file their dissertations by the end of the 9th quarter, they will be converted to P3 status in the 10th quarter. Below is a chart of approved leaves and their influence on a student's Time to Degree clock.

	<b>In Absentia Registration</b>	<b>Filing Fee Leave</b>	<b>Medical Leave</b>	<b>Family Emergency Leave</b>	<b>Parenting/Pregnancy Leave</b>	<b>Military Leave</b>
<b>Time to Degree</b>	Does not extend	Does not extend	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters	Extends up to 3 quarters
<b>PHD Classification</b>	Does not extend	Extends P2	Extends P2	Extends P2	Extends P2	Extends P2
<b>Non-Resident Tuition Reduction</b>	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend	Does not extend

### ***Fee Status for Graduate Degree Awards***

The University requires graduate students to be in a *fee relationship* with the University the quarter they wish to have a graduate degree awarded. Students have the option of enrolling the quarter of degree completion, or using the filing fee leave of absence. A filing fee leave may only be taken once and can only be taken if registered the quarter prior to taking the leave.

### ***Changing Degree Objective or Interdisciplinary Emphasis***

Continuing graduate students may petition for a change of degree objective or interdisciplinary emphasis after discussing their intentions with their faculty advisor and/or the intended home department. The Student Affairs Office assists students with processing the required petition by obtaining the appropriate faculty and Department Graduate Advisor approvals before forwarding to the Graduate Division for final processing. Please consult with the Student Affairs Office regarding the steps involved.

### **The Master's Degree**

The master's degree may be obtained in one of the following ways: Plan 1 requires a thesis; Plan 2 requires a comprehensive examination or an independent research project. Students in each plan must satisfy all departmental and University requirements. Because each department has slightly different requirements on how the comprehensive exam or research project may be completed, students must consult with their faculty advisor to decide which will work best for them in their field of study and when selecting a committee. For both Plan 1 and Plan 2, students must have a committee consisting of at least 3 tenure-track faculty members. Students must complete a master's degree within 4 years or they will be placed on academic monitoring, which may lead to probation and eventual dismissal. The University specifies a minimum of 36 units for the master's degree. Students should contact the Student Affairs Office for information regarding the required form for awarding a master's degree.

### ***Admission to a Doctoral Degree Program from the Master's***

Students whose initial degree program objective was only a terminal master's degree must apply through the online EApp system to be admitted to a doctoral program. Students initially admitted to the terminal master's must demonstrate, during their master's degree work, that they are capable of performing doctoral-level work in order to be approved to continue for a doctoral degree. Students who wish to apply to the doctorate should discuss their continuation with their faculty advisor and the Student Affairs Office one year before the expected completion of the master's degree in order to ensure continuous registration as a student. Graduate Division has the final approval for a student's acceptance into a doctoral program. Please consult with the Student Affairs Office regarding the EApp steps involved to apply to a GGSE doctoral degree.

### **The Doctoral Degree**

All doctoral students are required to prove mastery of the methods, scope, and content of their respective fields through doctoral qualifying examinations. All doctoral degrees are awarded upon demonstration of academic excellence and original contributions to the discipline. The University does not specify minimum unit requirements for the doctorate. Students should plan their program of study, including required examinations, in consultation with their faculty advisor.

### ***Nominating a Doctoral Committee***

Nominating a doctoral committee typically occurs around when a student is preparing for their qualifying examination. This committee consists of at least three UC tenure-track faculty or academic senate members that have been approved by Graduate Council. Two members of the committee must be approved faculty members from the student's UCSB major department, one of which is appointed as chair or co-chair. Recommendation of the appointment of additional members to the doctoral committee is at the discretion of the department. To formally nominate a committee, students should consult the Student Affairs Office, so that a Doctoral Form I is properly prepared and sent to the Graduate Division. At this time, a student must also fill out a Conflict of Interest Form. This conflict of interest policy affirms joint student and faculty responsibilities, as members of the University of California, in relationship to potential conflicts of interest and provides mechanisms to ensure that outside activities are consistent with University policy.

### ***Qualifying Examination to Advance to Doctoral Candidacy*** (referred to as quals/comps exam, candidacy exam, specialty exam)

The qualifying examination format varies but in all instances, students must pass written examinations and an oral qualifying examination conducted by their doctoral committee. The first step in the process of advancing to candidacy is for students to request a degree check from the Student Affairs Office. Once it has been determined that the student has completed all required coursework, the student should then nominate a committee. Students must advance to candidacy within 4 years or they will be placed on academic monitoring for one year. Probation and dismissal could follow if a student has still not advanced to candidacy in 5+ years.

Prior to the oral examination students should obtain from the Student Affairs Office the appropriate Doctoral Form II for committee signatures (see inside of back cover for appropriate form). Once the student has passed the qualifying examination, completed the form (including date), and obtained committee signatures, the Doctoral Form II must be filed with the Graduate Division (after the \$50.00 fee is paid at the Cashier's Office).

### ***The Dissertation***

The doctoral dissertation must be an original work based on independent research in the candidate's field of specialization. The student's research topic and plan must be approved by the student's doctoral committee, which usually reviews and approves the dissertation prospectus during the *Dissertation Proposal Approval Defense* milestone. The dissertation must meet the formatting and filing requirements of the Graduate Division and conform to norms of the field and requirements affecting content. For details, consult the Graduate Division website at: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>.

## **GENERAL REQUIREMENTS, POLICIES, & PROCEDURES**

Continuous registration is expected of all graduate students. Enrollment means registering for the proper course load approved by your faculty advisor and paying all fees due on your BARC bill in accordance with the dates published on the Office of the Registrar's website under Calendars and Deadlines: <http://registrar.sa.ucsb.edu/calinfo.aspx>. Students must pay the GGSE Student Technology Fee (STF) during the 4<sup>th</sup> week of instruction each quarter. Campus graduate student health insurance (GHI) is also a mandatory fee each quarter. If you have comparable coverage through an outside source, you may seek a waiver of the mandatory GHI from UCSB Student Health: <http://studenthealth.sa.ucsb.edu/gauchos-health-insurance/waiving-unwaiving-ghi>.

The normal course load for graduate students is 8-12 units (12 units are considered full-time) per quarter, which may include units for independent studies. Graduate students are expected to register in at least 8 units minimum per quarter to be eligible for many campus and extramural benefits and services - e.g., to have student employment appointments (TA or GSR), to qualify for various types of financial aid, and to be eligible for student housing. There are generally no reduced fees for graduate students taking a reduced course load.

### ***Academic Residence***

To establish academic residence for a regular term (fall, winter, and spring), you must pay fees and register in at least 4 units in graduate or upper division coursework at UCSB. Although registering for 4 units is the minimum requirement, it is expected that graduate students will enroll in at least 8 units each quarter (12 units being considered full-time) to be eligible for student benefits, financial aid, and employment.

- M.A. Degree            minimum academic residence requirement for a master's degree is **three** quarters.
- Ph.D. Degree            minimum academic residence requirement for a doctoral degree is **six** quarters.

### ***Academic Standards of Scholarship***

To remain in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, all students must demonstrate acceptable progress toward degree completion. This entails the satisfactory completion of all coursework and other degree requirements in a timely fashion. Students must also ensure to take at least one course for a Letter Grade during their *first* quarter in order to establish a GPA.

Students are considered to be making unacceptable progress toward degree completion and become subject to dismissal when their cumulative GPA remains below 3.0; they have 12 or more units of unfinished coursework; they fail to pass comprehensive or qualifying examinations in two attempts or within the required time period (4 years); or they fail to meet time to degree requirements.

### ***Foreign Language & Methodology Requirements***

The GGSE does not have a foreign language requirement. Please see your department requirements for methodology requirements.

### ***Registration Using Gaucho On-Line Data (GOLD)***

Students should obtain their registration appointment days and times by using Gaucho On-Line Data (GOLD), accessible from <https://my.sa.ucsb.edu/gold/login.aspx>. Every graduate student must enroll each quarter according to deadlines found on the Office of the Registrar's website. The enrollment process includes GOLD registration for courses, and payment of fees and all other outstanding financial obligations. Each step must be completed at a specific time or a \$50 to \$100 late fee will be assessed. Please contact the Student Affairs Office with any questions regarding the registration process.

### ***Schedule Adjustment***

Graduate students will use GOLD to make schedule adjustments prior to and at the beginning of the quarters. However, students must file a petition to add or drop classes or to change grading options once GOLD deadlines have passed. Please refer to the Office of the Registrar's website for the exact date each quarter when the paper petition requirement begins. There is a \$3 charge for each schedule adjustment submitted. Petitions require the review and signature of the course instructor and the Department Graduate Advisor.

### ***Transferring and Substituting or Waiving Courses***

If a student enters UCSB with a graduate degree awarded from another institution, none of those units can be officially transferred to the UCSB transcript (as the units were already used to obtain a prior degree). If a student has taken upper-division or graduate courses, and a graduate degree was *not* awarded, then 8 quarter units from a non-UC institution or 12 units from another UC can officially be transferred to the UCSB transcript. *Students **must** complete one graduate quarter at UCSB before petitioning to transfer units.*

The above information is for students who want to *transfer* units to their UCSB transcript. GGSE students also have the option of *substituting* or *waiving* certain required courses. *Substituting* a course means that a student can use one course instead of another in order to gain the required content they need to have. *Waiving* a course means that a student is deemed to already have the required knowledge that the course offers. The waiver "waives" the student's requirement to retake the content but not the student's need for units. *It is important that students refer to their Department Handbook for specific policy in regard to substituting and/or waiving courses (policy varies by Department).*

Students should always consult with and obtain their faculty advisor's approval before beginning the substitution or waiver process. A Course Substitution/Waiver Form may be obtained from, and returned upon completion to, the Student Affairs Office.

### ***Student Status - Leave of Absence and Lapsing***

Students may petition to take an official leave of absence for the following reasons: medical/health difficulties, pregnancy and/or parenting needs, emergencies in the immediate family, required military duties, or filing fee quarter (for the final quarter before completing the last degree objective). Students should consult with their faculty advisor and the Student Affairs Office before beginning the process to petition for a leave of absence.

A leave of absence guarantees the student a position in the department upon return. Students on approved leave retain some student privileges (a fee may be required) but may not be employed as teaching assistants or graduate student researchers. Please review the requirements on-line at: <http://www.graddiv.ucsb.edu/academic/leave-of-absence>.

Students who are neither enrolled nor on approved leave for a particular quarter are considered to have lapsed their status as a graduate student. Students who have lapsed status relinquish virtually all student privileges. Once you have registered for classes and have paid part or all of fees for an upcoming quarter, you must officially withdraw or cancel your registration to receive a refund. Contact the Office of the Registrar as soon as possible to guarantee the maximum possible refund of fees and to avoid receiving failing grades.

### ***Returning from an Approved Leave***

A leave of absence is approved for a set period of time only. Fees will be automatically assessed for the quarter following the approved leave. If the student fails to pay the newly assessed fees or register for courses, their status will be changed to lapsed.

### ***Requesting Reinstatement from Lapsed Status***

**1. Reinstatement for Student within time-to-degree:** Students who have lapsed but remain within time-to-degree standards must provide a memo explaining how they have remained current in the discipline in addition to a detailed timetable for completion of outstanding degree requirements.

- a. In the case of reinstatement for a student within time-to-degree standards the faculty will simply approve or deny the petitions.

**2. Reinstatement for Student beyond time-to-degree:** Students who have exceeded time-to-degree standards must provide a memo explaining how they have remained current in the discipline in addition to a detailed timetable for completion of outstanding degree requirements. These students may also be required by the department to provide any or all of the following information:

- *Statement of Purpose*
- *Statement of Personal Achievements/ Contributions*
- *Resume or Curriculum Vitae (CV)*
- *Three Letters of Recommendation*
- *Official transcripts from all post-secondary institutions attended*
- *GRE General test scores (completed within the past 5 yrs)*
- *Additional supplementary materials*

In reviewing the requested information, departments will determine if the student is adequately prepared to return to the program. In cases where time-to-degree standards have been exceeded, the department will determine whether students continue to follow requirements that were in place when they entered the program or the requirements in place at the quarter of reinstatement. The student may be required to re-complete critical milestone requirements, as determined by faculty.

The following are decision options for students who have exceeded time-to-degree standards:

- a. Reinstatement is approved.
- b. Reinstatement is on hold pending submission of additional information (See #2 above.)
- c. Reinstatement is approved with additional work required to determine currency in the field.

*In some cases, students who have been unregistered for a long period of time may be required to sit for doctoral qualifying examinations following reinstatement to prove currency in the field or to complete any new requirements in place at the quarter of reinstatement.*

- d. Reinstatement is denied.

Request for reinstatement requires approval from the faculty advisor, Department Chair or Department Graduate Advisor, and the Graduate Division. Please contact the Student Affairs Office to initiate the needed paperwork.

### ***In Absentia Registration***

In Absentia registration may be approved for one to three quarters for students whose research is of a nature that makes it necessary to be completed *outside* the state of California. To qualify for In Absentia registration, a student must either be a master's student in their 2<sup>nd</sup> year of the program, or a doctoral student who has advanced to doctoral candidacy. Students on an approved In Absentia will pay 15% of the registration, educational, and campus fees combined. Other fees, notably nonresident tuition and graduate student health insurance, remain unaffected. An extension of three more



quarters to In Absentia status requires special exception by the Graduate Division Dean. To apply for the In Absentia fee reduction, students should submit the required petition to the Student Affairs Office for processing.

### ***Satisfactory/Unsatisfactory & Pass/No Pass Grading***

Graduate students may take coursework on a Satisfactory/Unsatisfactory (S/U) or Pass/No Pass (P/NP) basis only when the course designates this as an option. S/U grading is used for courses numbered 200-599, while P/NP grading is used for courses numbered 1-199. The grade of S in a graduate course is equivalent to a grade of B (3.0) or better. A course grade of B- or lower will result in a U being assigned. No credit is given for a course in which the grade of U or NP is assigned. Students are cautioned from taking a preponderance of courses either S/U or P/NP since this reduces the margin for error if low grades are earned in courses taken for letter grades.

Please note that for a graduate student to remain in good academic standing, a grade-point-average (GPA) of 3.0 is required as well as timely degree progress.

### ***Incomplete Grades, No Grades, and No Records***

The Graduate Division monitors student records to ensure that students do not accumulate excessive Incomplete grades, No Grades, or No Records. Graduate students who have accumulated 12 or more units of unfinished coursework are considered to be making insufficient progress toward the degree and will be sent a warning letter. With repeated occurrences of excessive unfinished coursework, students are placed on academic probation.

Students must file an Incomplete Petition with the Office of the Registrar prior to the last day of the quarter to receive an Incomplete grade. If this petition is not on file, and an instructor submits an Incomplete, the Registrar will enter the grade as "F" or "U." *Any graduate course that does not receive a grade by the end of the following quarter after an Incomplete petition has been submitted will automatically revert to a failing grade of "F" or "U".*

After the coursework has been completed it is the responsibility of the student to coordinate the submission of a grade with the instructor.

### ***Repetition of Courses***

With departmental permission, graduate students may repeat a course to attempt to earn a better grade. Students who succeed in earning a better grade may petition to retroactively drop the first effort, only if they will have a minimum of 8 units in that past quarter after the course has been dropped.

### ***Retroactive Changes to Student Records***

Students are responsible for ensuring that official records maintained by the Office of the Registrar correctly reflect their enrollment. Students should periodically check their transcript to ensure that it reflects the correct courses and proper grading option. Retroactive changes to student records are made only to correct an administrative or clerical error, not to "clean up" or improve student records.

### ***Seminar and/or Independent Research Study Courses***

It is important that students keep copies of syllabi from all seminar and/or independent research study courses (e.g., ED 209E, ED 253D, CNCSP 290, ED 596). Transcripts will not reflect the specific topic of the seminar or independent research study course, but will have a generic title. It is important that students retain copies of either the course syllabus or the ED/CNCSP 596 Individual Study Plan form for each seminar course taken. For each independent study course students will need to file a contract, approved by the faculty instructor, and returned to their Department Office.

### ***Research Subjects***

Students whose research will entail the use of human subjects - e.g., through the use of questionnaires, testing, observation, or interviews - must seek the approval of the Human Subjects Committee at UCSB prior to the initiation of the research project. Information regarding application procedures may be obtained from the GGSE Contracts & Grants Office: <http://education.ucsb.edu/contracts-grants/human-subjects>. Additional information can be found at: <https://www.research.ucsb.edu/compliance/human-subjects>.

### ***Paperwork***

There are a wide variety of required forms and petitions as a student works toward degree completion. Many of the forms are required to be completed and filed with the Graduate Division as a student reaches certain milestones in their

degree program (e.g., doctoral committee selection, master's comprehensive examinations/research projects, qualifying examinations for doctoral candidacy, dissertation defense).

When a student makes a request that involves departmental policy, a departmental memo will normally suffice. Memos in the student file help remind those who come later that an agreement was made in the past. If you are uncertain whether a formal petition or a departmental memo is called for, consult the Student Affairs Office or the Department Graduate Advisor.

Please see the inside of the back cover of these guidelines for a list of required and commonly used forms.

## **FUNDING INFORMATION**

Graduate student support is divided into four categories: fellowships, financial aid support, graduate academic appointments (e.g., Teaching Assistantships and Graduate Student Researcher), and extramural funding. For complete details, please visit: <http://www.graddiv.ucsb.edu/financial>.

In order to be considered for financial support, all U.S. citizens and permanent resident graduate students at UCSB are **required** to file the Free Application for Federal Student Aid: <https://www.fafsa.ed.gov>. The FAFSA is used by the UCSB Financial Aid Office to compile a "need analysis" which is then used to determine financial support packages. The FAFSA must be updated each year by the March 2<sup>nd</sup> deadline.

### **Fellowship Programs**

A variety of fellowships are available to continuing students, and are awarded on the basis of academic merit, financial need, scholarly achievement, and promise. To be eligible, students must be enrolled in a full-time program of study and must have filed the Free Application for Federal Student Aid (FAFSA). Some fellowships are restricted to doctoral candidates, while others are awarded to both master's and doctoral students. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well. Students are encouraged to visit the Financial Aid section of the GGSE website for information directly related to GGSE graduate students: <http://www.education.ucsb.edu/current-students> and the Graduate Division's website for available central and external fellowships: <http://www.graddiv.ucsb.edu/financial>.

### **Departmental and GGSE Fellowships**

The GGSE receives funds from the Graduate Division that are used in a variety of ways to support incoming and continuing students. Please note that doctoral students at the P3 class level (9 quarters past advancement quarter) standing are not eligible for Block Grants; nor are students that have exceeded time to degree standards and/or are on academic probation.

#### ***Block Grants***

Because departmental funds for fellowships are extremely limited, awards tend to be offered to incoming students with unusual promise and to continuing students with good academic promise. Decisions are based on the student's past academic record, Graduate Record Examination scores, letters of recommendation, professional promise, and financial need. Please contact your Department Office for applicable application procedures and deadlines.

#### ***Office of the President Community College Research Assistantship***

When available, this opportunity is open to incoming or continuing doctoral domestic students in the GGSE who are currently employed in a community college setting, are on leave from a community college position, and/or are intending to seek employment in community college administration at the completion of their program. The award will consist of payment of fees and insurance, as well as Graduate Student Researcher employment with your faculty advisor, for 3 quarters. This award may only be received one time. Preference will be given to dissertation year students whose work/research is focused on issues of importance to community colleges. The announcement for applications is sent to students via e-mail.

#### ***General Departmental and GGSE Fellowship Information***

Fellowship award decisions are reported to the Graduate Division and, if applicable, will be posted to student BARC accounts by the graduate students fee payment deadline each quarter as long as students are registered in a minimum of 8 units. Because students will receive several BARC statements before fellowship awards are posted, it is suggested that students continue to check their accounts on-line at: <https://mybarc.ucsb.edu> for the most updated account information.

Please note that awarding of fellowship funds will reduce a student's financial need as calculated by the UCSB Financial Aid Office. For more detailed information see: <http://www.finaid.ucsb.edu/>.

### ***Dream Scholars in the Teacher Education Program***

Dream Scholars enrolled in UCSB's Teacher Education Program (TEP) will be required to complete a California Dream Act Application to qualify for the graduate financial resources outlined below. The CA Dream Act Application can be completed online at <https://dream.csac.ca.gov>. A student's eligibility to receive various financial resources is subject to the student meeting the eligibility requirements in accordance to the standards of each resource. For any additional resources, visit <http://www.sa.ucsb.edu/DreamScholars/> or contact **Diana Valdivia** at [Diana.Valdivia@sa.ucsb.edu](mailto:Diana.Valdivia@sa.ucsb.edu).

### **Privately Funded Fellowships and Awards**

#### ***Donald Atkinson Diversity Award***

This fellowship is awarded to support CCSP research or dissertation focus in the area of multicultural counseling psychology.

#### ***Center for School Based Youth Development (CSBYD) Fund***

Awarded to a CCSP student who has demonstrated leadership in school-based research. Project must address the mission of the CSBYD, which is to understand the role of school engagement as a protective force in children's lives and that promotes academic, social, emotional, and physical well-being.

#### ***Dean's Ambassador Circle Fellowships***

The mission of the Dean's Ambassador Circle is to actively promote and engage in the vibrant intellectual community of the GGSE by providing leadership, counsel and financial support to build capacity and support the school's research, intellectual and physical growth. Awards are by department nomination process.

#### ***Dorman L. Commons***

Provides financial support to GGSE students who are classroom teachers or professional educators.

#### ***Family Strengths Center***

Funds support CCSP students who provide supervised services through the Harding University Partnership School's Family Strengths Center.

#### ***Gevirtz Alumni Fellowship Funds***

Provides partial and/or full fellowships for deserving GGSE students at the discretion of, or designate of, the Dean.

#### ***Gevirtz Doctoral Student Travel Awards***

Provides financial support to GGSE students presenting at a professional conference or meeting. Applications are distributed by the Departments.

#### ***Philip and Helen Green Research Fellowship***

Designed to support currently enrolled Education students working for the Center for Education Research on Literacy & Inquiry in Networking Communities.

#### ***Thomas G. Haring Scholarship***

Presented to a GGSE student or students whose academic and/or professional studies focuses on the education of individuals with special needs, preferably with attention to social and applied cognitive behavior analysis in integrated educational and community settings.

#### ***Ray Hosford Memorial Fellowship***

This memorial fellowship supports CCSP doctoral student research and will be directed to those students who intend to pursue academic careers in research.

### ***Gale Morrison Award for Research in the School Setting***

The Morrison Award represents an appreciation of the inherent complexities of learning to work as a school psychologist and will be given to a CCSP student who has conducted an evaluation of their work in the school setting that demonstrates a positive impact on students, parents, and/or teachers.

### ***Spooner Family Foundation Fund***

Endowment fund established by Barbara and Dean Spooner for the benefit of the GGSE.

### **Extramural Funding**

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin a funding search by visiting the Graduate Division's website at: <http://www.graddiv.ucsb.edu/financial/extramural-funding>. The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development.

Please note that any grants that are awarded to the institution and not to students individually must be processed and reviewed through the GGSE Contracts & Grants Office. If a signature on the proposal is required by an Authorized Institutional Official it must also be processed through the Contracts & Grants Office. Visit their website at: <http://www.education.ucsb.edu/contracts-grants> for more information.

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

For information on any aspect of graduate student financial support, please see the Financial Support section of the Graduate Division's website: <http://www.graddiv.ucsb.edu/financial>.

## **EMPLOYMENT – TEACHING & RESEARCH**

Teaching Assistant (TA), Teaching Associate, and Graduate Student Research (GSR) appointments are offered through the Departments and the GGSE. Please refer to <http://www.graddiv.ucsb.edu/financial/employment/> for detailed descriptions of the TA, Associates, and GSR appointment titles and benefits. GSR appointments are, in most instances, arranged with individual faculty members. Associate and TA appointments are assigned by the Department Chair based upon department need and funding.

### ***Teaching Assistant Policies***

To be eligible for a TAship, students must meet basic criteria set forth in the University's Academic Personnel Manual (APM410) and in the Red Binder. These include:

- Registered graduate student in full-time residence, enrolled in at least 8 units minimum
- In good academic standing, including maintenance of a minimum 3.0 GPA
- Making appropriate progress to degree (time to degree standards)

Please note that the total length of time a student can hold a Teaching Assistant position is 4 years (12 quarters). System-wide regulation does not permit graduate student appointments beyond 18 quarters. An exception to policy is required to extend a Teaching Assistant position beyond 12 quarters. These exceptions are reviewed and approved on a case-by-case basis and requires the Department Chair's approval. For complete information, please visit the Graduate Division's website: <http://www.graddiv.ucsb.edu/financial/employment/>.

### ***Employment in Other Departments***

Additionally, the following departments have hired GGSE graduate students as TAs in the past. If you have special expertise in an area not on this list, do not hesitate to contact that department to see if they have positions available:

Asian American	<a href="http://www.asamst.ucsb.edu/">http://www.asamst.ucsb.edu/</a>
Black Studies	<a href="http://www.blackstudies.ucsb.edu/programs/graduate/teaching-assistants">http://www.blackstudies.ucsb.edu/programs/graduate/teaching-assistants</a>
Feminist Studies	<a href="http://www.femst.ucsb.edu/graduate/teaching">http://www.femst.ucsb.edu/graduate/teaching</a>
Writing Program	<a href="http://www.writing.ucsb.edu/academics/teaching-assistant">http://www.writing.ucsb.edu/academics/teaching-assistant</a>

Other employment, hourly and needing graduate students:

Disabled Students Program

<http://dsp.sa.ucsb.edu>

Graduate Division

<http://www.gradpost.ucsb.edu/career-tools>

### ***Employment and Degree Programs***

Graduate students employed in Teaching Assistant, Associate, Graduate Student Researcher, or Career Staff titles are considered first and foremost students with academic apprenticeships who need to make timely progress toward degree completion. Graduate students are normally limited to a maximum of 50% time employment during the academic year. Students may apply for an exception case, for employment beyond the 50% limit, including those in Career Staff titles. An *Exception to Policy Request* must be approved by the student's faculty advisor and the Department Chair before employment beyond the 50% limit is allowed. University policy also prohibits the employment of graduate students in non-student academic titles. This policy was established to ensure that graduate students make timely progress toward degree completion, are not subject to the conflicting roles of student/faculty members, and are not involved in the evaluation of their peers.

### ***Other Apprentice Appointments***

Graduate students may also be employed as readers, tutors, or student assistants. These positions have variable salaries, and may provide health insurance as a benefit of employment for appointments of at least 25% time. GGSE employment opportunities are listed on our website at: <http://www.education.ucsb.edu/about/employment>.

### ***Part-time University Staff Positions***

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

## **STUDENT ORGANIZATIONS AND SOURCES OF ASSISTANCE**

Graduate school can be a stressful time. You are encouraged to seek out activities that will add enjoyment and variety to your life. The Graduate Student Support Network has a comprehensive resource guide for graduate students at: <http://www.graddiv.ucsb.edu/profdev/home>. When you need the help of a specific organization or center, there are many available to you at UCSB including: the Women's Center; Counseling & Career Services; Student Health; and the Recreation Department.

UCSB graduate students have also found it helpful to join together and form groups that meet periodically to discuss common interests and needs. You may discover one or more organizations related to your interests. Visit: <http://osl.sa.ucsb.edu/OrgList> for information on how to get in touch with one or more of these groups. The GradPost: <http://gradpost.ucsb.edu/> also features news and timely information on many of these groups along with campus events.

***UCSB Graduate Students Association:*** <http://www.gsa.ucsb.edu/>

All graduate students are automatically members of the Graduate Students Association (GSA), the elected representative government for UCSB graduate students. The GSA works to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions; and (2) provide graduate students with information concerning decisions that are relevant to student life.

The GSA welcomes the participation of anyone who is interested in becoming involved. Involvement in the GSA provides a greater understanding of how the university operates, a chance to affect policy and thereby improve the lives of graduate students, and a way to meet people outside of your department. There are several ways that you can become involved: (1) serve as the department's representative to General Council; (2) serve on one of the many campus committees that need graduate student representatives; or (3) attend the monthly General Council meetings to observe or speak out.

The GSA also drafted the "Graduate Student Bill of Rights", which was approved by the UCSB Graduate Council. For a more detailed description of the GSA activities and services, visit their website or their office in Room 2502 of the UCen building.

**Graduate Students Association in Education (GSAE): <http://gsae.weebly.com/>**

The Graduate Students Association in Education (GSAE) is the official students' association, which exists to promote and represent the interests of students in the GGSE to the UCSB campus community on administrative, academic, and student affairs.

As a body of student representatives, the GSAE consists of elected officers as well as the general student population. Decisions are made by consensus, with all members having a voice in decision-making. The purpose of the association is to promote student participation in a manner that is rewarding, challenging, and supportive.

Some of the responsibilities of GSAE are to provide mentorship and relay campus information to new and continuing students. The Council also organizes and participates in numerous events including the Fall Orientation and Spring Graduation Reception, as well as colloquia on topics of interest to graduate students throughout the year.

GSAE meets regularly to discuss issues that are relevant to the students in the GGSE. Every graduate student in the GGSE is invited to participate in the monthly association meetings. Meetings are held once a month – the day, time and room will be announced to students each quarter. Additional information about the GSAE is on their website.

**The Graduate Division Peer Advisors: <http://www.gradpost.ucsb.edu/About>**

The Graduate Division Peer Advisors provides advice and assistance to graduate students and develops workshops relevant to graduate student concerns. The Peer Advisors answer questions about resources for graduate students at UCSB and provides advice on a variety of issues ranging from finding financial assistance to filing dissertations. The Peer Advisors serve as a confidential advisor for graduate students who would like to discuss their questions and problems with a peer.

The Peer Advisors also help to organize and facilitate the "Graduate Success Seminars" sponsored by the Graduate Division, the Graduate Students Association, and other organizations (e.g., Counseling & Career Services) throughout the year.

Among the workshops offered over the last two years were the following: Crafting a Literature Review, Delivering Great Presentations, Turning Course Papers into Publishable Articles, Grant Writing, Finding Funding, Building a Digital Reputation and ePortfolio, Dissertation Completion Strategies, Dissertation Filing, Strategies for Finding Employment, and Advancing Your Career. You may check the Graduate Division's webpages for a listing of this year's events at: <http://www.graddiv.ucsb.edu/calendar> and <http://gradpost.ucsb.edu/events>.

In order to develop additional workshops and resources to help graduate students, the Graduate Peer Advisors welcome suggestions and ideas from graduate students about possible workshop offerings. The Graduate Peer Advisors work in the Graduate Student Resource Center located in the Student Resource Building, Room 1215. They have drop-in hours every week during the academic year. To contact the Graduate Peer Advisors, email: [gsrc@graddiv.ucsb.edu](mailto:gsrc@graddiv.ucsb.edu) or call 893-8994.

**Other Campus Resources**

There are numerous resources available to you through all stages of your life academic career. Identifying and finding the help you need early on is the best way to ensure your smooth and productive academic progress. A list of these resources and more can also be found on the Graduate Division's website: <http://www.graddiv.ucsb.edu/profdev/home>

BARC Billing Office	<a href="http://www.bfs.ucsb.edu/barc">http://www.bfs.ucsb.edu/barc</a>
Campus Learning Assistance Services (CLAS)	<a href="http://clas.sa.ucsb.edu/">http://clas.sa.ucsb.edu/</a>
Children's Center	<a href="http://childrenscenter.sa.ucsb.edu/">http://childrenscenter.sa.ucsb.edu/</a>
Counseling & Psychological Services (CAPS)	<a href="http://caps.sa.ucsb.edu/">http://caps.sa.ucsb.edu/</a>
Davidson Library	<a href="http://www.library.ucsb.edu/">http://www.library.ucsb.edu/</a>
Disabled Students Program (DSP)	<a href="http://dsp.sa.ucsb.edu/">http://dsp.sa.ucsb.edu/</a>
UCSB Financial Aid Office	<a href="http://www.finaid.ucsb.edu/">http://www.finaid.ucsb.edu/</a>
The Graduate Division	<a href="http://www.graddiv.ucsb.edu/">http://www.graddiv.ucsb.edu/</a>
Housing	<a href="http://www.housing.ucsb.edu/">http://www.housing.ucsb.edu/</a>
Instructional Development	<a href="http://id.ucsb.edu/">http://id.ucsb.edu/</a>
Multicultural Center	<a href="http://mcc.sa.ucsb.edu/">http://mcc.sa.ucsb.edu/</a>
Office of International Students & Scholars (OISS)	<a href="http://oiiss.sa.ucsb.edu/">http://oiiss.sa.ucsb.edu/</a>
Office of the Ombuds	<a href="http://www.ombuds.ucsb.edu/">http://www.ombuds.ucsb.edu/</a>
Office of Research (OR)	<a href="https://www.research.ucsb.edu/">https://www.research.ucsb.edu/</a>

Recreation	<a href="http://recreation.sa.ucsb.edu/">http://recreation.sa.ucsb.edu/</a>
Office of the Registrar	<a href="http://registrar.sa.ucsb.edu/">http://registrar.sa.ucsb.edu/</a>
Resource Center for Sexual and Gender Diversity	<a href="http://wgse.sa.ucsb.edu/sgd">http://wgse.sa.ucsb.edu/sgd</a>
Student Health	<a href="http://studenthealth.sa.ucsb.edu/">http://studenthealth.sa.ucsb.edu/</a>
TA Development & Orientation	<a href="http://oic.id.ucsb.edu/ta-development-program">http://oic.id.ucsb.edu/ta-development-program</a>
Transportation and Parking Services (TPS)	<a href="http://www.tps.ucsb.edu/">http://www.tps.ucsb.edu/</a>
Women's Center	<a href="https://wgse.sa.ucsb.edu/">https://wgse.sa.ucsb.edu/</a>

## **APPEALS AND GRIEVANCES**

Should problems occur, every effort should be made to resolve them directly and informally. The first discussions regarding a problem should be with the faculty member concerned. Unresolved issues should be taken up with the Department Graduate Advisor or the Department Chair. If still unresolved, issues relating to TA/GSR employment should be brought before the GGSE Dean. The GGSE Student Affairs Office and the UCSB Graduate Division are also a source of information for graduate students unsure about proper grievance procedures or who have questions about policies affecting their graduate careers. Additionally, academic issues relating to status or progress toward the degree may be brought to the attention of the Deans of the Graduate Division.

In addition, the Office of the Ombuds (1205K Girvetz Hall) and the Office of Equal Opportunity & Discrimination Prevention (3217A Phelps Hall, 893-2701) are available.

### ***Handling of Informal Complaints for General GGSE Matters***

The persons designated to handle such procedures include the Department Graduate Advisors or the Department Chairs. The student may select any one of these people that they feel most comfortable with or that they feel can be most helpful with their problem. The person they speak to will handle the complaint with utmost discretion and will not speak to the involved party(ies) without explicit permission of the complainant. However, if the complaint is of a nature that must be reported to university personnel or becomes a formal complaint, this confidentiality cannot be assured.

The Office of the Ombuds is another resource available. The Office of the Ombuds is a confidential, neutral, informal, and independent resource for dispute resolution that serves all members of the UCSB community. Because of the unique, informal, problem-solving role of the Office, speaking to the Office about a concern does not constitute “notice” to the university that the problem exists, nor is speaking to the Office a step in any applicable grievance process. For more information please visit: <http://www.ombuds.ucsb.edu/>.

### ***Formal Complaint Procedures for General GGSE Matters***

Once a complaint has been brought to the Charges Officer of the Santa Barbara Division of the University of California Academic Senate by either the accused or by the recipient of the complaint, the Academic Senate Procedures will be in effect and the GGSE will cooperate in these procedures as requested to do so.

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## DESCRIPTION OF FORMS AND PETITIONS

FORMS PROCESSED BY THE GRADUATE DIVISION: <http://www.graddiv.ucsb.edu/academic/forms-petitions>

### Master's Degree Forms

- M.A./M.Ed. Comprehensive Examination, Research Project, or Thesis Forms

*There are different versions of these forms based on the route completed. The appropriate form must be signed by your faculty advisor/master's committee chair and committee members. Refer to your department handbook regarding the master's degree requirements. Within GGSE, the master's **research project** route is most common.*

**Please note:** *If you choose to file a master's thesis, your committee must be officially nominated. Notify the Student Affairs Office of your thesis committee so that the nomination paperwork can be filed. Students must also use the Graduate Division's "Guide to Filing Theses and Dissertations" for specific details regarding filing a master's thesis. The guide is available at: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>.*

### Committee Nomination

- Master's Thesis Form I – Committee Nomination for Master's Thesis (only for students filing an official Thesis)
- Doctoral Degree Form I – Committee Nomination for Doctoral Degree

*When a student is close to, or has completed, all required coursework, they should be ready to, or planning to, advance to doctoral candidacy. At this point, students must officially nominate their doctoral committee. This committee, generally, but not always, is the same committee a student has when defending their dissertation. Students should contact the Student Affairs Office in order to have this form processed.*

- Conflict of Interest (COI) Form

*This policy affirms joint student and faculty responsibilities, as members of the University of California, in relationship to potential conflicts of interest and provides mechanisms to ensure that outside activities are consistent with University policy. This form is completed at the same time with a Form I and can be obtained from the Student Affairs Office or downloaded from the Graduate Division's website.*

- Doctoral Form I-A - Changes to Doctoral Degree Committee

*Used to modify a student's existing committee. Required when a student changes their dissertation committee after advancing to candidacy. Students should contact the Student Affairs Office in order to have this form processed.*

### Qualifying Examination to Advance to Doctoral Candidacy

- Doctoral Degree Form II - Report on Doctoral Degree Qualifying Examinations

*This form must be signed and dated by the student's committee once they have passed the Qualifying Examination. There is a \$50 fee (cash or check to 'UC Regents') that must be brought to the Student Affairs Office or paid at the Cashier's Office prior to submitting the form. Please contact the Student Affairs Office in order to have this form processed, or provide the SAO with a copy of the signed form prior to filing it with the Graduate Division.*

### Dissertation Defense

- Doctoral Degree Form III - Report on Doctoral Degree Final Defense

*The student's committee must sign and date the form **along with** the required signature page from their dissertation.*

### Additional Forms/Petitions Processed by the Student Affairs Office and Sent to the Graduate Division

- General Graduate Student Petition
- Change of Degree Status Petition
- Request for Academic Leave of Absence / Filing Leave of Absence
- Petition for Reinstatement to Graduate Status
- Request for *In Absentia* Registration

### Additional Forms/Petitions Obtained from the Student Affairs Office

- Course Substitution/Waiver Form
- Dissertation Proposal Approval Form
- Schedule Adjustment Petition and Request for Incomplete Grade Petition

### Department-Specific Forms

Please contact your Department Office for forms specific to your department (e.g., change of advisor, practicum experience record, research apprenticeship, independent research project, individual study proposal form for CNCSP 596 or ED 596, etc.). Forms can also be found at: <http://www.education.ucsb.edu/current-students>