

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
DEPARTMENT OF ANTHROPOLOGY
SPECIALIZATION IN ARCHAEOLOGY

MA/PHD PROGRAM GUIDELINES
2009-10

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PLEASE NOTE

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The 2009-10 Department of Anthropology *Student Guidelines*, is designed to be used in conjunction with the Graduate Division's *Graduate Handbook**, for detailed requirements, policies, and procedures specific to the University and the Department of Anthropology.

Every attempt has been made to ensure that the information in this handbook is current and correct as of the printing date in September 2009. It is each student's responsibility to confirm the deadlines, requirements and paperwork that apply to his/her 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 Program Assistants, the Faculty Graduate Advisor, Chair, and/or the Graduate Division.

* *Graduate Division's, Graduate Handbook, is available on-line at*
<http://www.graddiv.ucsb.edu/handbook/introduction.html>

MA/PHD PROGRAM IN ANTHROPOLOGY

SPECIALIZATION IN ARCHAEOLOGY PROGRAM GUIDELINES

Revised: Fall 2009

OVERVIEW

The MA/PhD program in archaeology at the University of California at Santa Barbara is designed to provide each student with: (1) a comprehensive knowledge of general anthropology, including ethnology, archaeology, and physical anthropology; (2) a solid grounding in archaeological theory and research design, (3) professional objectives, (4) the practical skills necessary for archaeological fieldwork, laboratory work, and data analysis; (5) oral and writing skills necessary for professional communication.

At the time each student enters the program, he or she is assigned a temporary faculty advisor to act until the MA Committee is formed at the end of winter quarter of the first year. A required series of core courses provides basic training in general anthropology, archaeological theory, research design and analytical skills. Through a written contract, the student and the Committee formalize an individual program of study through which the student gains the special expertise necessary to accomplish his or her professional goals. This contract generally includes course work, directed reading, and independent study.

Courses are normally taken for two years in the MA program, and three years in the MA/PhD or PhD program, with a student taking three courses per quarter (the third course will be the TA Practicum, Anth 501, if the student is serving as a Teaching Assistant). A total of three core courses are required for the MA degree; remaining courses are specified in the individual contracts. In the spring quarter of the second year of study, the student takes a qualifying comprehensive examination that focuses on general prehistory and method and theory in archaeology. A satisfactory performance in the above requirements is necessary to attain the MA degree.

A research paper is due in fall quarter of the third year. Upon completion of all of the requirements for the MA degree, the research paper, and one additional core course, the student writes the dissertation proposal. Once this proposal has been approved by the PhD committee and the student completes an oral defense of the proposal the student is advanced to candidacy.

Once candidacy is achieved, the student begins work on the dissertation which, when completed, must be approved by the PhD committee. After the dissertation is approved the student is awarded the PhD degree. Presentation of the dissertation research in a public colloquium is highly desirable.

I. THE MASTER OF ARTS (MA) PROGRAM

The graduate program in Anthropology is a combined MA/PhD program, with the PhD degree as the ultimate objective. Most students entering the department will work first towards their MA degree in Anthropology. Students who already have an MA degree in Anthropology will work out with their advisory Committee a specific program for advancement towards PhD candidacy. A terminal MA with a specialization in North American Archaeology is also available.

The requirements for the MA degree are as follows:

- 1) Formation of an MA Advisory Committee, regular discussion of progress with Committee members, and submission of a contract specifying the student's program of study and research leading to the PhD.
- 2) At least 36 units of course work. (It is not unusual for students to take as many as 72 units in the course of the MA program.)
 - Of these 36 units, there is a minimum of 24 graduate units (excluding such courses as Anth 501, 597, 598, and 599).
 - A maximum of 4 units of 596 (directed reading and research) may be counted as part of the 24 graduate units.
 - Students may take upper division undergraduate courses. Units from lower division undergraduate courses will NOT count towards degree.
 - Students are required to take three core courses, plus the faculty proseminar (Anth 277) and spring quarter proseminar (Anth 232).
 - Students are strongly encouraged to develop good breadth in other subfields of Anthropology by taking courses in those areas.
- 3) In the spring quarter of the second year, students must pass a comprehensive examination. Failure to comply with this or any other requirement set forth in these guidelines may result in the student being asked to leave the program. Requests to defer or delay requirements due to extraordinary circumstances must be submitted in writing to the department for consideration.
- 4) The student must clear up any incomplete grades before the MA can be awarded.
- 5) Students must be registered the quarter they receive the MA.
- 6) Students admitted to the terminal MA program follow the same requirements with the following exceptions:
 - a) 32 units minimum of coursework are required.
 - b) A thesis is written and submitted to Graduate Division after it has been approved by the MA Committee.

The MA program in Archaeology is divided into two years. The requirements for these two years are as follows:

During the first year the student must:

- 1) Form an MA committee. During winter quarter of the first year the student will ask three UC ladder faculty members to serve on his or her master's committee. This should consist of three faculty members from the Department of Anthropology; the chair should belong to the archaeology subfield, but faculty from other subfields may be members of the committee if they are appropriate to the student's interests.
 - A. The committee's purpose is to assess the students' special needs, strengths, and weaknesses and to assist in developing the best program possible. Students are expected to work closely with their committees throughout their graduate careers and to keep their members informed about activities and plans. This information is necessary if the committees are to represent the students' interests in the department and to provide advice.
 - B. Once the committee members have been contacted and have agreed to serve, the student will complete the department's MA Committee form (appendix), which provides a written record of committee membership. The form is submitted to the Graduate Program Assistant.
 - C. If students decide to change their committees they must have the consent of the new member, inform all members of the current committee, and secure the approval of the department chair. When changing MA committee member(s), the student needs to fill out the departmental Change of Committee Member form (appendix) and file it with the Graduate Program Assistant. Changing a PhD committee member(s) requires a Graduate Division Change of PhD Committee form (appendix).

*File the department MA Committee Form with the
Graduate Program Assistant by the end of Winter quarter.*

- 2) Draw up a contract, in consultation with the committee, which is due at the end of spring quarter of the first year.

By the end of winter quarter of the first year each student will arrange an assessment meeting with all the members of the committee, the purpose being to discuss the individual's background qualifications and interests and to help set up a suitable program of study and research. The student will prepare for the assessment interview by writing a brief summary of his or her background in anthropology and presenting a draft of the contract to the committee. The guidelines for writing the Ph.D. Competency Contract can be found below and a sample contract can be found on the anthropology website.

- 3) Take the Fall Faculty Proseminar.
- 4) Take the Spring quarter Proseminar
- 5) Take the core courses.

During the second year the student must:

- 1) Take the core courses.
- 2) Take the comprehensive examination in the spring quarter.
- 3) Take the Spring quarter Proseminar.

Faculty Proseminar:

This course is offered every fall quarter and is listed as Anth 277. Students need to register for the four unit class as Satisfactory/Unsatisfactory. The department expects all first year graduate students to enroll in this class in addition to your regular course load. The purpose of the course is to expose students to the theoretical interests and the current research being conducted by our department faculty as well as affiliated faculty. Students are required to complete the readings for each faculty lecture and attend each afternoon presentation on the designated class day. The faculty proseminar is a requirement for the MA degree in Archaeology.

Spring Quarter Proseminar:

This course is offered every year and is listed as Anth 232. Students need to register for this variable unit class as Satisfactory/Unsatisfactory. The department expects all first and second year graduate students to enroll in this class in addition to your regular course load. The aims are to expose all of first and second year students to examples of current research in the different subfields of anthropology, to provide opportunities to meet with eminent scholars from other institutions, and to provide a forum for collegial interactions among faculty members and graduate students. Students are required to complete the readings for each lecturer and attend both the roundtable discussions and presentations.

Core Courses

Three core courses are to be taken during the first two years; they must be taken for letter grades. These are the following:

- Anth 201A. Classical Archaeological Theory
- Anth 201B. Contemporary Archaeological Theory
- Anth 245A. Methods of Quantitative Analysis

At the end of the second year the Archaeology faculty reviews each student, taking into account academic performance, professional promise, and performance on the comprehensive examination. The faculty then recommends one of the following:

- Award the MA with an invitation to proceed to the PhD.
- Award a terminal MA.
- Not award the MA.

Comprehensive Examination

Format:

The comprehensive exam is administered in spring quarter of your second year. Over a two week period, students will write two article-length papers. The paper topics are chosen by the faculty for each individual student. Topics are chosen from two of the three areas: 1) hunter-gatherer societies, 2)

middle-range societies, and 3) complex societies.

Grading: Possible grades include the following:

Terminal MA Track:

- fail
- conditional MA pass
- MA pass Terminal

PhD Track:

- fail
- conditional Pass
- pass
- high pass

Students receiving "conditional" grades may be asked to complete additional work in order to achieve a passing grade on the examination.

TERMINAL MA PROGRAM

A graduate student in the terminal MA program must satisfy all the above requirements, and in addition write a MA thesis, normally accomplished during the third year of residency.

II. THE DOCTORAL (PHD) PROGRAM

A student who has completed the MA degree and is invited to continue on to the PhD program will form his/her PhD Committee and work towards advancement to PhD candidacy. Students are expected to take a full course load their third year in order to fulfill contract requirements. The Graduate Division expects students to advance to candidacy by the end of their fourth year in the graduate program. Students formally advance to doctoral candidacy upon the committee's approval of research papers and dissertation proposal and successful completion of the oral defense.

The requirements for advancement to PhD candidacy are as follows:

- 1) Form the PhD Committee, which may have a membership different from the MA committee. As in the case of the MA Committee, three members must be Anthropology Department faculty, and the chair must be a member of the archaeology subfield. In addition, committee members may be included from other departments, if the student's interests warrant; these members are in addition to the three Anthropology faculty.

File the PhD Form I with the Graduate Division

File the Conflict of Interest Form

Forms and policy available at www.graddiv.ucsb.edu/pubs/

- 2) Continue to take courses until all contract requirements are filled.
- 3) Take the core course in professionalism, Anth 239A.
- 4) Complete a research paper. This is an article-length paper that demonstrates skills in problem formulation, data analysis, and scientific argument, as well as literary competence. All members of the PhD Committee must approve and sign the paper.

File the Research Paper Approval form with the Graduate Program Assistant

- 5) Write a dissertation proposal, specifying the intended topic, theoretical framework, geographic area of fieldwork, and methods of research leading to the PhD dissertation. The proposal should take the form of an NSF Dissertation Improvement Grant to fund the student's dissertation research. All members of the PhD Committee must approve and sign the proposal.

File the Dissertation Proposal Approval form with the Graduate Program Assistant

- 6) Oral defense of the dissertation proposal. An oral defense of the proposal is required of all students. The defense is open to other students and faculty. The candidate is expected to present an oral summary of her or his proposal and to answer questions posed by the committee and by others in attendance.
- 7) Academic Probation. The Graduate Division places students on academic probation if they fail to maintain a 3.0 GPA or do not advance to candidacy or obtain their degrees within normative time. Students with questions about this policy should contact the Graduate Division.

After fulfilling all specified requirements, the student is advanced to candidacy.

File the PhD Form II with the Graduate Division

Only after a student is advanced to candidacy can he or she register for Anth 599: Dissertation Research and Preparation.

IMPORTANT: After advancing to candidacy, a student must complete the PhD within 9 quarters (not counting summer) to avoid entering P3 status. Once in P3 status, a student no longer will be eligible to receive financial support coming to the department from the Graduate Division (the Block Grant and Fee Fellowship funds) or fellowships awarded by the Graduate Division. Although a student is allowed four years from entering the graduate program to advance to candidacy, the faculty expects a student to complete requirements for advancing within three years, and toward the end of the third year a student should be submitting proposals for dissertation research funding. To maximize the time available for dissertation research and write-up, a student should wait until the end of the fourth year to file paperwork for formally advancing to candidacy.

Requirements for the PhD degree:

- 1) Fieldwork of at least three academic quarters' duration. Ideally students receive funding for their dissertation research in time to begin fieldwork during their fourth year, but it often takes longer than that, and if they are unable to begin field research until their fifth year they are still on a reasonable schedule. A student can expect to spend a year or a year and a half in the field, and it will take at least a year to write the dissertation after completing the field research. The university sets a deadline of seven years to complete the doctorate. Students who do not complete their Ph.D. within 3 years (9 quarters) after their advancement become P3 status. Students who have reached P3 status are **not** eligible to receive University funding.
- 2) A dissertation (normally based on field research).

When the dissertation has been completed and submitted, the student's Committee may either approve it or suggest further revisions. When all the members of the Committee have approved and signed the dissertation, the PhD degree is awarded.

File the PhD Form IIIA, "Waiver of the Final Exam..." as well as other forms required by the Graduate Division

GUIDELINES FOR PREPARATION OF COMPETENCY CONTRACT IN ARCHAEOLOGY

Your contract should document your past and intended coursework and other academic activities that contribute to providing adequate breadth in anthropology, archaeology and your chosen research specialization. It may include courses taken as an undergraduate as well as courses you have taken or intend to take as a graduate student, whether in this or another department. It may also include various kinds of experiences particularly relevant to your education, such as a research experience that provides the chance to develop an expertise.

Your Contract should include the following elements:

- I. **ANTHROPOLOGY BREADTH:** A list of upper division and graduate courses in anthropology and related disciplines (e.g., sociology, biology, linguistics) that provide breadth of knowledge in branches of anthropology other than archaeology. These should be categorized as follows:
 - A. Cultural Anthropology
 - B. Biological Anthropology
 - C. Other anthropological subdisciplines such as Linguistics
 - D. Other disciplines

- II. **ARCHAEOLOGY BREADTH:** A list of upper division and graduate archaeology courses that provide breadth of knowledge in the subdiscipline. Core courses or other courses or experiences that have exempted you from certain core courses should also be listed. All should be categorized as follows:
 - A. General method and theory, including history of the discipline
 - B. Field and lab techniques, including collections analytical approaches
 - C. Quantitative analysis
 - D. Area prehistory

- III. **SPECIALIZATIONS:** A list of courses and other academic activities that provide training and experience in your specialization(s). In addition to courses taken in our department, these might include specialized field schools, courses in other disciplines such as geography or biology, and relevant research experiences. These should be listed under as many of the following categories as are applicable, and the specialization(s) should be indicated under "Area of Emphasis":
 - A. Area specialization(s), e.g., Andean region
 - B. Topical specialization(s), e.g., complex societies
 - C. Technical specialization, e.g., human osteological analysis
 - D. Language competency, e.g., Spanish for those working in Spanish-speaking countries

- IV. **TEACHING EXPERIENCE:** If you are, were, or plan to be a TA, indicate TAship under the "Requirements Satisfied By" column. Some of you may obtain teaching experience by other means.

- V. RESEARCH PAPER: Give a tentative or actual title of the paper in the "Met By" column.
- VI. DISSERTATION TOPIC: Indicate at least a tentative topic, even if you are still unsure of the direction of your specialization.

SIGNATURES: The contract is a two page form in the forms section at the end of this booklet. It provides spaces for the signatures of you, your advisor, and two other archaeology faculty you have selected to review your contract.

File the original Contract with the Graduate Program Assistant and provide a copy for each committee member.

ARCHAEOLOGY RESEARCH PAPER GUIDELINES

The PhD program in archaeology requires completion of a substantial research paper that reports the quantified analysis of a set of primary archaeological data. The graduate student research paper requirement is based on an *American Antiquity* publication model, and it is this model that is used to dictate the form, content, and evaluation of the papers.

I. Purpose of the Paper

- A. To provide a context within which the student can acquire experience in professional research and writing.
- B. To foster a close working relationship between the student and archaeology faculty members.
- C. To stimulate and guide the student in writing a carefully prepared paper that could potentially be published.
- D. To permit the student to demonstrate professional research abilities, including problem formulation, analysis, and exposition.

II. Content of the Paper

- A. The paper must present a piece of original research; it may not be mainly a survey of literature on a topic or a critique of another analysis (although in treating the research topic, the paper may include these elements).
- B. This paper must take the form of a report on an original analysis of archaeological materials that is directed to the understanding of a specific research topic. The data used in the analysis should be in quantified form and a quantitative argument should be presented.
 - 1. These data may result from the student's laboratory analysis of collections or the data may come from published or unpublished sources (e.g., the data analyzed might be a spatial distribution of sites in an area; or the frequencies of faunal remains from a site).
 - 2. The paper should be directly related to the student's regional or theoretical/methodological interests, or both. The data should ideally come from the student's region of interest, but this is not required. The student is not expected to have participated in the fieldwork that collected the primary data.
- C. If possible, a paper should be written that could be submitted for publication in an anthropological journal.
 - 1. Attention to this point is critical in preparing the paper. An article, not a thesis, is what is required. Thus, the paper should achieve a balance of the different sections of the paper (e.g., background information, problem statement, description of the data, laboratory, and analytical procedures) that is appropriate to an article

presentation. This is in contrast to a thesis presentation, where more detail in the background and descriptive sections ordinarily would be expected.

2. There are many national and regional journals, for instance, that might publish the research paper (for example, *American Antiquity*, *Journal of Field Archaeology*, *Journal of Anthropological Science*, *North American Archaeologist*, *Journal of California and Great Basin Anthropology*, *Kiva*, or *Plains Anthropologist*).

III. Selection and Approval of the Research Topic and Preparation for the Paper

- A. The identification of a problem and the development of relevant data are among the most difficult jobs the student faces in preparing the paper. The student should seek advice from the faculty in this regard.
 1. It is necessary to identify a research topic that can be addressed in a paper of this scope, and to locate a data set that can, with a reasonable investment of analytical effort, yield information relevant to the topic.
 2. In order to meet the deadlines set out, it is expected that by the fourth quarter of residence, a student will begin to work on identifying the paper topic and relevant data.
- B. The student has considerable latitude in selecting a paper topic; however, the topic must be approved by the student's committee.
- C. Anthropology 245A, Quantitative Applications in Archaeology, will provide the analytical skills necessary for the paper.
- D. The student may enroll in up to eight units of Anthropology 598 in order to finish writing the paper.

IV. Relationship to Graduate Course Papers

- A. In many cases, the research paper may originate as a paper prepared for a graduate course or directed reading course under the sponsorship of a faculty member.
- B. However, a paper that is sufficient for a seminar may need expansion of scope or some other modification before it can fulfill the requirement of the research paper.
- C. The paper may also originate with work begun before coming to UCSB.

VI. Format of Papers

- A. While there is no minimum or maximum page length, the scope of each paper should be such that its length falls within the range of standard journal articles. (Usually less than 40 double spaced pages of text, exclusive of figures, tables, and bibliography.)

B. Final form for a paper is defined to be the form in which a professional paper would be submitted to a journal for review, i.e., it must be a complete, clean, double-spaced, fully-edited typescript that includes an abstract, complete bibliography, and final figures and tables.

1. The format, including that of the bibliography, should follow that used by *American Antiquity*. (Consult the most recent style guide on the journal's website.)

2. The paper should be carefully written, with special attention given to style as well as to spelling, punctuation, and grammar. Avoid the use of unnecessary jargon, but do not be afraid to use new terminology if it is appropriate.

3. The *Chicago Manual of Style* should be used as a guide in writing the paper.

VI. Review of Paper Drafts

A. A student may request that one or more faculty members review a draft of the paper prior to any deadline.

B. The student should allow at least two weeks for such a preliminary review.

C. Students are strongly urged to avail themselves of this opportunity for review of a draft.

D. The student must not use this preliminary faculty review of a paper as a substitute for careful editing and proofreading. Faculty members will return poorly edited or proofread papers without review.

VII. Evaluation of Papers

A. Papers must have a content and organization appropriate for a journal article. They must be of professional quality, of article length, and of course, must be in final form. Papers that do not satisfy these criteria will be rejected. A paper that has been accepted for publication will not necessarily be acceptable to the faculty review committee.

B. The final version of the dissertation proposal must be reviewed and accepted by all members of the student's MA committee.

GENERAL GUIDELINES

- 1) It is important to know the faculty, their work and their expertise. While the proseminar will introduce you to the department faculty, it is the student's responsibility to meet individually with each member of the faculty. Frequent interaction and consultation with committee members is strongly advised. Participation in departmental events, including lectures by visiting scholars and the departmental brown bag series, is strongly encouraged.
- 2) An advisor is assigned to each student when he/she begins the program. Students may change advisors and committee members as their research interests dictate.
- 3) Students must take a minimum of 12 units per quarter, which can include undergraduate upper division courses numbered 100-199 and graduate courses, including courses numbered 500-599.
- 4) Graduate courses numbered 200-299 must be taken for letter grades, except for those courses marked with an S/U grading option in the Schedule of Classes. Students must maintain a grade of B or better in graduate courses; the department considers any grade lower than a B to be inadequate performance for a graduate student. Students are required by the university to maintain a minimum cumulative GPA of 3.0, or be subject to dismissal.
- 5) Incompletes should be taken only in emergencies.
- 6) Before the end of spring quarter each year, students not yet advanced to candidacy and/or those requesting department support, including TAs, must submit an Student Annual Report, discussing their academic performance, professional development, research, teaching, service, and attainment of goals.
- 7) At the end of each year during winter quarter the committee chairperson and student will meet to discuss the student's Annual Report. The chairperson signs the report and attaches his/her written comments to the form before it is submitted to the Graduate Program Assistant at the end of winter quarter. The completed form will be reviewed by the faculty representatives of the Graduate Committee in determining departmental financial support for the following year.
- 8) In exceptional circumstances, students may petition for modifications to graduate program requirements. Students must present, in writing, to their advisor or committee chair a well-reasoned case for such exceptions. To waive a core course, permission of the committee and the faculty member teaching the course is required. To waive the comprehensive exam or the research paper, permission of the committee is required. The research proposal cannot be waived. In each case, the appropriate form must be filed with the Graduate Program Assistant.
- 9a) Deadlines for advancing to candidacy: Although a student is allowed four years from entering the graduate program to advance to candidacy, the faculty expects a student to complete requirements for advancing within three years, and toward the end of the third year a student should be submitting proposals for dissertation research funding. To maximize the time available for dissertation research and write-up, a student should wait until the end of the fourth

year to file paperwork for formally advancing to candidacy. Students not advanced to candidacy by the end of the fourth year may be subject to dismissal.

Note: ABD and Oral Requirement: Committee member absent for orals

Normally, all committee members are in attendance at the oral exam. If a committee member or the chair of the committee is unable to attend the oral exam, the committee chair, in consultation with the student and other committee members, will seek a replacement from other ladder rank faculty and, depending on the circumstances, may invite that individual to join the doctoral committee. Alternatively, if no other ladder faculty member is available or appropriate, the committee chair will determine whether an existing committee member can serve as a proxy for the absent member.

Upon successful completion of all requirements for advancement, including the oral exam (with a committee of at least 3 ladder faculty in attendance), the student must file Form II with the Graduate Division (<http://www.graddiv.ucsb.edu>).

- 9b) The University degree deadline for completion of the master's is four years. The university's degree deadline for completion of the doctorate is seven years.
- 10) Filing for the PhD. Once the committee has approved the dissertation, the student should file for the PhD, following the instructions in the Guide to Filing Theses and Dissertations at UCSB. This may be obtained from the Graduate Division website at: http://www.graddiv.ucsb.edu/pubs/filing_guide/.
- 11) Oral exam waiver. The department does not require that students take an oral exam on the dissertation or that they engage in an oral defense, but the university requires that a form be filed that waives the orals. The student needs to file the Graduate Division's PhD Form III-A, Waiver of Final Exam for the Degree of Doctor of Philosophy. This form is available from the Anthropology Department website (<http://www.anth.ucsb.edu/graded/guidelines.php>) and the Graduate Division website at: <http://www.graddiv.ucsb.edu/pubs/>. Students are advised to obtain committee signatures on this form at the same time committee members are signing the dissertation pages.
- 12) Normative time is the number of years considered to be reasonable by the faculty of an individual department and the Graduate Division for completion of a doctorate by a full-time student in that program. Normative time varies by department and is measured from the time a student begins graduate study at any level at UCSB. Normative time for the Department of Anthropology is 7 years. Requests to extend normative time may be made to Graduate Division in truly extraordinary circumstances.
- 13) **Leave of Absence (quoted from Graduate Division website)**
University of California policy requires continuous registration of graduate students until all degree requirements are completed. Graduate Council allows graduate students dealing with extraordinary circumstances to petition for a leave of absence under conditions outlined below. To be eligible for a leave, students must have registered for and completed at least one quarter and be in good academic standing.

A leave of absence guarantees a student's place in their degree program upon return from their approved leave. While on an official leave, students have limited access to some University resources as outlined below. Students must register if making extensive use of University resources or faculty time.

* A central fellow, wishing to request a change in the schedule of the fellowship, must complete the supplemental leave of absence form, 'Request for Change in Fellowship Schedule' in conjunction with the Leave of Absence petition for review by the Graduate Dean. The request must include the specific change being asked for along with a written statement of support by the Department Faculty Graduate Advisor addressing the request.

Types of Leave of Absence:

- Medical/Health Difficulties
- Pregnancy/Parenting Needs
- Family Emergency Leave
- Military Leave
- Filing Quarter Leave

A Leave of Absence will not be granted for the following reasons:

1. Financial hardship and the desire to not pay fees
2. Desire to take "time off" from the pressure of studies
3. The necessity to focus primary energies on examination preparation or thesis/dissertation completion
4. Exigencies resulting from outside employment
5. Desire to protect visa status

All LOA applicants should be aware of: [Student Restrictions While on Leave:](http://www.graddiv.ucsb.edu/academic/petitions/restrictionsLOA.htm)
<http://www.graddiv.ucsb.edu/academic/petitions/restrictionsLOA.htm>

To request a Leave of Absence:

1. File the proper paperwork with Graduate Division with a copy to Graduate Program Assistant.
2. Empty your office/desk space for the duration of the leave
3. Return keys to Undergraduate Advisor
4. Your Anthropology mailbox is for departmental use and official university business. Mail from other sources should be directed to your personal address and/or P.O. Box. **NO MAIL WILL BE FORWARDED**, so we advise you to not have mail directed to the department that you will have to act on in your absence. If you are expecting something important from a grant source, etc., we suggest that you notify the agency of your forwarding address.

5. UC Waiver: Inform the MSO of your leave in advance so a waiver can be prepared for you to sign if needed.

- 14) **Returning from an Approved Leave or Requesting Reinstatement:** A leave of absence is approved for a set period of time only. Students who plan to return to registered status for the quarter following the expiration of their leave must notify Graduate Division 4 weeks prior to the beginning of that quarter. Failure to do so will result in lapsed status.

Upon lapsing student status, a Petition for Reinstatement must be completed. A Petition for Reinstatement should be obtained from the Graduate Division (3117 Cheadle Hall) and brought to the Student Affairs Office (Phelps 1309) for processing. Request for reinstatement requires faculty advisor approval, department approval, and Graduate Division approval.

Please refer to Graduate Division's *Graduate Handbook* for a detailed description of University policy.

- 15) **In Absentia Registration:** Graduate students whose research or study requires them to remain outside California for the duration of a full quarter, can take advantage of *in absentia* registration. The research or study must be directly related to the student's degree program and of a nature that makes it necessary to be completed outside of California. This includes students holding a fellowship, internship, or having a graduate student research appointment.

Students who are approved for *in absentia* registration will receive a reduction of 85% of the combined registration, educational, and campus fees. Other fees, notably the nonresident tuition and graduate student health insurance remain unchanged.

Students using *in absentia* registration are responsible for adhering to the registration and fee payment deadlines published in the Registrar's quarterly *Schedule of Classes*. Students going out-of-state sometimes forget about these deadlines and become subject to late registration fees or worse, allow their status to lapse. These circumstances can be avoided by making arrangements for registration and fee payment for subsequent quarters before leaving UCSB.

Eligibility Criteria for In Absentia Registration

- Doctoral students must have advanced to candidacy by the time *in absentia* status would begin.
- Master's and graduate professional students (Ed.D) must have completed one year of coursework by the time *in absentia* status would begin.
- Doctoral students may be granted up to two years, with the second year requiring special approval by the Graduate Dean.
- Master's and graduate professional students may be granted up to one year *in absentia* registration.

Applying for In Absentia Registration

Students should submit to Graduate Division the [Request for In Absentia Registration](#) petition by the deadline posted in the Registrar's Schedule of Classes. The petition requires the approval of the Department Graduate Advisor and the student's research advisor. Their signatures verify that the student will be conducting research or engaging in study which requires that the student be outside California for one to three quarters. Students on nonimmigrant visas must secure the approval of the Office of International Students and Scholars prior to submitting the petition to Graduate Division.

Approval is for one to three consecutive quarters. Extensions for additional quarters are at the discretion of the Graduate Dean.

If you are doing research, you must register for UC Traveler Insurance Coverage. This coverage is SUPPLEMENTAL AND DOES NOT TAKE THE PLACE OF YOUR CURRENT INSURANCE COVERAGE. Click on the website below for more information and registration.

<http://www.uctrips-insurance.org/> and check out

http://www.ucop.edu/riskmgmt/documents/soc_coverage.pdf

- 16) It is the responsibility of the student to be sure that all deadlines are met and that the proper paperwork has been filed.
- 17) Academic Disqualification. Only the Graduate Dean may disqualify a graduate student for academic reasons. Students who have been disqualified for academic reasons are not eligible to register for future quarters at UCSB, unless the Graduate Dean re-admits them.

Graduate students become subject to academic disqualification if (a) a cumulative GPA below 3.0 occurs for a third quarter; (b) excessive units of unfinished coursework occur for a third quarter; (c) the other standards of scholarship outlined above are not maintained. In all cases, the student's Faculty Advisor and Chair are consulted and asked to recommend action (initial or continued academic probation or academic disqualification). The Chair will usually want to discuss a particular student's situation with a faculty member familiar with the student's work. If the Department considers recommending academic disqualification (i.e., dismissal on academic grounds), it must inform the Dean of Graduate Division in writing of the reasons for its recommendation and demonstrate that the student has received in writing advance warning of problems, time to attempt improvement, and due process in evaluations. A recommendation to disqualify a student is a serious matter, and is one that should involve the Graduate Affairs Committee (if the department has one) or, at a minimum, the Department Chair and Graduate Faculty Advisor.

The Graduate Dean will ordinarily seek to meet with the student before a final decision concerning academic disqualification is made.

After appropriate consultation with the student, the Chair and the Graduate Dean issues a letter informing the student of academic disqualification and the academic grounds upon which disqualification occurred, with copies to the Graduate Faculty Advisor and students' committee members. A copy of procedures for appeal is included with this letter. The Dean's letter is sent to the student by certified mail within 30 days from the last day of a regular term using the most current address on file with the Office of the Registrar. Disqualification goes into effect on the last day of the current quarter. The student will be prevented from registering for future

quarters. The notation “academically disqualified” is added to the student’s transcript. Students can read the appeals procedure on the Graduate Division web site at (<http://www.graddiv.ucsb.edu>).

- 18) Degree Conferral Dates and Filing Deadlines. Degrees are granted four times a year; the summer degree conferral date is the last day of the summer quarter. A student must have finished all requirements by the final Friday of the summer quarter to get a degree dated that quarter, even though the conferral date may be the next day.
- 19) Degree Verification, Transcripts and Diplomas. Neither diplomas nor transcripts are sent automatically upon degree completion; they must be ordered from the Office of the Registrar. It takes approximately six months from the order date for receipt of a diploma, one month for a transcript. Some employers and foreign governments insist on an official transcript showing the date of degree conferral; in some countries, only an official UCSB diploma is acceptable proof of a degree. Students who have an urgent need for an official transcript should notify both the Graduate Division and the Registrar. Graduates in the Institutes receive a diploma request form and a transcript request form at the graduation ceremonies.
- 20) Transfer of Credit Policies
Students must complete one graduate quarter at UCSB before they may petition to transfer credit. Upper division and graduate courses may be transferred to UCSB **if the student was in a graduate program when the courses were completed. Units counted for a degree awarded by another institution are not transferable.**

The Graduate Council policy on transfer of units:

- Upper-division and graduate courses may be transferred to UCSB only if the student was in a graduate program when the courses were completed, and units were **not** applied toward a degree already awarded.
- Although units of credit taken elsewhere may be transferred, it is not possible to recognize and count quarters of academic residency earned at another university toward the UCSB academic residency requirement.
- No transfer credit is allowed for courses taken while an undergraduate.
- No courses taken during UCSB Summer Session will apply toward a graduate degree or teaching credential unless admission to graduate standing to UCSB was effective in the summer or in a previous quarter:
- Pre-matriculation is allowed under the following circumstances: Courses taken in UCSB [Summer Sessions](#) will apply toward a graduate degree or teaching credential if the student has been admitted to a degree program effective the fall quarter that immediately follows the summer session.
- Students must complete one graduate quarter at UCSB before they may petition to transfer credit. With approval from the department and the Graduate Division, students may transfer up to 8-quarter units for courses completed with a grade of B or better

from an accredited college outside the UC system; up to 12-quarter units may be transferred from another UC campus. Transferred units are treated as Pass/Not Pass upper-division units and are not computed into the UCSB GPA, with the exception of courses completed through [UCSB Extension's](#) Open Enrollment.

The Department of Anthropology approves transfer units after ensuring that the courses being transferred are equivalent to UCSB offerings, particularly if they involve substitutions for Department requirements. The transfer courses must have been taken within the previous four years unless approved by the Department Chair. A graduate student petition to formally transfer units is not necessary if the Department is more interested in recognizing competencies attained in previous coursework rather than in unit credit. In these cases, a memo to the Dean of Graduate Division will suffice.

Teaching Assistant Guidelines

I. Responsibilities

- A. The teaching assistant (TA) is required to attend the TA orientation program offered by Instructional Development, to attend the orientation session and workshops offered by the Department of Anthropology, and to be videotaped while teaching a section.
- B. The teaching assistant must remain registered for a total of twelve units throughout the quarter, of which 4 units can be Anthropology 501--TA Practicum. If the class is taught by a Teaching Associate, an instructor code of the faculty member in charge of the class should be used when registering.
- C. Teaching assistant duties vary so widely from class to class that it is impossible to establish universal guidelines. Consequently, the teaching assistant should ask the course instructor or the head teaching assistant about responsibilities when questions arise. The following is a general outline of duties for most classes:
 1. The TA attends all course lectures and has good command of the reading material.
 2. The TA attends weekly TA meetings. These meetings are generally run by the Head TA, and are for the purpose of planning the following week's sections and other course-related activities.
 3. Papers are required in some classes and are optional in others. The TA usually helps students choose topics and locate source materials. The TA also reads and grades papers.
 4. The TA is not responsible for assigning course grades to students--this authority rests solely in the hands of the instructor. However, the TA is expected to handle all of the administrative tasks related to the assignment of course grades. These tasks include grading exams, adding scores, entering course grades in computer files, and entering course grades on-line.
 5. The TA is responsible for giving his or her grade records to the course instructor when the course is finished. These should be handed over to the Instructor or to the Head TA in an orderly fashion (i.e., alphabetically organized by section).
 6. Attending mandatory outside lectures
 7. Assisting in scheduling films shown in class
 8. Copying and distributing the class syllabus, midterm, final exam and other class related materials.
 9. Sending any email notices to students

10. Usually, a TA is assigned three sections per week. Each has about 30 students. The purpose of sections is to give students the opportunity to discuss both lecture and reading materials. Rather than present material of his or her own, the job of the TA is to clarify and integrate materials presented in the lectures and readings, and to help students relate them to larger issues beyond the classroom. Occasionally, a TA will write and administer quizzes in their sections. The writing of these is generally coordinated by the Head TA, and takes place in weekly TA meetings.
11. A TA is required to hold office hours each week--one office hour for every section at the very least. Evening hours are discouraged. Before exams, this minimum should be expanded. In addition, a TA has to inform their students (preferably during the first section meeting) that they are also available by appointment.

II. Prerogatives

- A. A TA is provided office space within the department--normally three students in a small office or up to 10 in a large office.
- B. A TA is provided desk copies of reading materials used in the course. These are obtained from the course instructor, generally during the start-up meeting. Ask the instructor for your copy if you have not received one by the first day of class.
- C. Supplies needed for teaching are acquired from the department office staff. Departmental supplies are not for personal use, including work for classes in which the TA is a student.
- D. A TA may use the instruction code for copying materials for teaching purposes only and only with the instructor's approval. Students are to use personal copy codes for materials reproduced for personal use, including courses in which the TA is a student, and the cost per copy is charged to the student at the current rate.
- E. A TA is not authorized to use Departmental letterhead. In particular, a TA may not use Departmental stationery to request free copies of books from publishers.

III. Assignment of TAs to Courses

- A. A TA is assigned to courses chiefly on the basis of enrollment.
- B. A TA is encouraged to make their course preference known on the Student Annual Report and is given the courses requested whenever possible.
- C. In general, a TA is told which classes they will be assigned to before the quarter begins. In practice, it is impossible to make anything more than tentative commitments until final enrollment figures are available. In some cases, a TA may not know their assignments until the first day of class.

IV. The Evaluation of TAs and Renewal of TAs

- A. Each TA is responsible for obtaining course evaluations for each section he or she teaches.

The evaluations are kept on file in the Department office and are available to faculty members both when they consider the reappointment of TAs and when they write letters of recommendation. The evaluation forms are made available to the Teaching Assistants by the Department staff. The TA generally brings the evaluation forms to section, briefly explains the evaluation process, and hands out forms to students. However, evaluations are collected and returned to the Anthropology Department office by a student volunteer. Completed forms should not be handled by the TA. The results are available to Teaching Assistants after the grades have been turned in.

- B. Renewal of the TAship is based on the individual's performance both as a student in the graduate program and as a TA. If a person is a good TA but an undistinguished student, the TAship may be given to someone else whose academic work is more promising. Similarly, a person who is a good student but a mediocre TA may not be reappointed for additional quarters. Graduate students are eligible for a maximum of 12 quarters of TAships without requiring a Request for Exception to Employment Policy be submitted to the Department Chair for up to 15 quarters of TAship. Approval from the Graduate Division is required for 16-18 TA appointments. University of California regulations prohibit a student from holding more than 18 TA appointments during his/her UC academic career.

Credential Information is available from the Teacher Education Program Office in Phelps 2517. **Students interested in getting a Teaching Certificate will need to complete:**

- Certificate of Clearance
- Credential Programs

The Teacher Education Program offers the [Multiple-Subject](#), the [Single-Subject](#) and the [Level I Education Specialist Moderate/Severe](#) Teaching Credentials with a Master's Degree in Education. These programs provide future teachers with a solid theoretical foundation integrated with extensive fieldwork that leads to both a California State Teaching Credential and a Master's Degree in Education. The programs are run as a cohort, with the elementary and secondary cohorts no larger than 60 students each. This allows for the individualized attention necessary for high level preparation of reflective, skilled practitioners that can meet the needs of a diversity of learners in California schools. The Teaching Credential Programs are full-time, post-graduate programs that begin in June and conclude the following June. Teacher candidates have the option to work on the Master's Degree concurrent with credential coursework.

Certificate in College and University Teaching (CCUT)

The UCSB Certificate in College and University Teaching (CCUT) is designed for students who wish to demonstrate superior competence and experience in preparation for teaching at the university or college level. Certificate requirements include completion or attainment of a number of teaching-related skills and experiences culminating in independent instruction of an entire course with the support of a UCSB faculty mentor. Students interested in getting the certificate thus need to obtain a position as an independent instructor either as a Teaching Associate in the regular or summer session on campus or at an off-campus junior college, college, or university location. Certificates are awarded in conjunction with a Ph.D. or MFA degree upon completion.

Any questions regarding CCUT should be addressed to any of the following:

[Diane Mackie](#), Director & Co-Chair of CCUT Faculty Advisory Board, Department of Psychology, 893-2858 OR [Shirley Ronkowski](#), Co-Chair of CCUT Faculty Advisory Board, Instructional Development, 893-4289

English as a Second Language (ESL): Summary of Procedures

1) English Language Placement Exam (ELPE)

- All incoming international graduate students and permanent residents whose first language is not English must meet proficiency requirements in spoken and written English before registering at UCSB.
- This required exam is conducted by faculty of the English as a Second Language (ESL) Program *prior to the beginning of each quarter*.
- The ELPE comprises of both a **written** and an **oral** examination. After the writing exam, students make individual department appointments for the oral exam to take place on a different day.
- The results of the ELPE, including course placements when appropriate, are communicated to each department by the ESL Program office.
- Based on the performance on the ELPE students are placed in a compulsory ESL class with coursework aimed at helping improve the students spoken English or students who do well are exempted-out of ESL.
- Students are expected to complete the ESL course progression within three quarters.
- Students who fail the ELPE must register for and attend a prescribed ESL course and will have their registration blocked for future quarters until they re-take the ELPE and pass.
- **Testing dates, times, and locations** can be found at www.esl.ucsb.edu/ or on the Office of International Students and Scholars website at www.oiss.ucsb.edu.
- **Please note:** Students who are exempt from the TOEFL or IELTS requirement are still required to take the ELPE.

Graduate Student Annual Report

Each year, all graduate students who are not advanced to candidacy or are requesting departmental funding including TAs are asked to submit an Student Annual Report of their progress. Please use the form from the Department of Anthropology website at <http://www.anth.ucsb.edu/graded/guidelines.php>. Guidelines for faculty assessment of student annual reports can also be found at this web address.

Please discuss your progress with your committee chairperson. The form requires your committee chair's comments and signature. The report is to be submitted to the Graduate Program Assistant by the first week of April. Please include a curriculum vitae with the Student Annual Report as well as a Student Aid report (SAR) or Financial Aid Award Letter to determine eligibility for department support.

Please address the following criteria, if appropriate:

1. Academic Progress: course work, completion of program requirements, deficiencies made up [with reference to previous year's evaluation letter, if appropriate], any problems in making progress, etc.
2. Intellectual Development: progress made toward professional goals, development of theoretical approaches, development of research plans, etc.
3. Professional Activity and Research: fieldwork carried out, publications, papers presented, conferences attended, etc.
4. Teaching: progress in acquiring teaching skills, summary of student evaluations.
5. Service Activities: services performed for the department, the university, and the public.
6. Other: awards received or other honors, and any additional information that is not mentioned in the above categories.
7. Goals for Upcoming Year: progress to be made, things to be accomplished, areas to be developed, etc.

Financial Support

The financing of your graduate career is primarily your responsibility. The department has control over a moderate level of support, which it distributes solely on merit, but makes no guarantees as to the continuance or the level of any financial support it may provide at any given time. Investigating avenues of financial assistance should be a top priority. Department financial support is requested through the Student Annual Report (See appendix) and is due in early April. Students **who are awarded fellowships from Graduate Division will have their department aid automatically withdrawn, unless they contact the Graduate Program Assistant as soon as possible to discuss possibilities.** The following information may be helpful in your financial planning.

Department Fee Fellowships

Application deadline: early April, apply through Student Annual Report

These fellowships are administered once a year by the department. The Fee Fellowship provides for the payment of fees, health insurance, and/or nonresident tuition for international and domestic, continuing masters or doctoral students. Students must be enrolled in Fall quarter at UCSB to be eligible. Domestic students must file the FASFA, for review of need by the Financial Aid Office, by March 2nd for the upcoming academic year and must inform the Graduate Program Assistant what their need is from the Financial Aid website). In lieu of the FAFSA, international students must submit a special financial need form called the Form 3 Fee Fellowship Reporting. Please request this form from the Graduate Program Assistant. The notification of these awards is generally made by the end of Spring quarter.

Department Tuition Fellowships

Application deadline: early April, apply through Student Annual Report.

These fellowships are administered once a year by the department. The Tuition Fellowship provides for the payment of tuition for domestic non-residents and international students. Students must be enrolled as a student to be eligible. The department typically gives three quarters of tuition fellowship. Domestic students usually are charged tuition during their first year in residence at UCSB and once California residency is established, per the residency policy available through the Registrars Office website, tuition is not applicable. When nonresident students advanced to candidacy the cost of tuition is waived for 9 registered quarters, after which point it is re-instituted.

Spaulding/Service Fellowship

Application deadline: early April, apply through Student Annual Report.

The Spaulding/Service Fellowship provides fund to support living and educational expenses of graduate study. The minimum amount that is given to students is currently \$2,500 for an academic year. The fellowship is first credited directly to the student's billing account to pay any fees, tuition and health insurance costs and the balance is then issued to the student in the form of a stipend. This award is open to all students who are advanced to candidacy and show evidence of timely progress toward degree. Preference is given to students who are ineligible for TAs and/or in the dissertation writing stage.

Departmental Field Funds

Beginning in 1996, the department began an experimental program offering research travel funds to graduate students for preliminary site visits. The awards are merit based and intended for fieldwork preparation. Preference is given to students who have applied to other sources besides the department for project funds. **The continuation of this program is determined on a year-to-year basis, and is**

subject to the availability of funds. Questions about award procedures or criteria may be directed to the departmental Graduate Advisor.

Teaching Assistantships

Application deadline: early April, apply through Student Annual Report.

Teaching Assistantship awards for the following academic year will be made in Spring. The department usually has between 50-60 TAships to award. On average students will receive one to two quarters of TA support in any one year. Teaching assistantships are awarded on the basis of academic merit and, if appropriate, demonstrated effectiveness as a TA. Merit is determined on the basis of course grades, timely progress through the program, advisor assessment of a student's progress and the student's self-assessment.

The department believes that teaching experience is a valuable part of graduate education and strives to allow each student some TA service. At least one quarter of teaching assistantship or equivalent experience is recommended for all Ph.D. students.

1. Teaching assistantships are awarded on the basis of academic merit and, if appropriate, demonstrated effectiveness as a TA. Merit is determined on the basis of course grades, timely progress through program, and faculty evaluations of performance. Faculty provides written evaluations of class performance (including independent studies, directed readings, etc.) for all graduate students. These evaluations address the quality of student writing, oral presentation and research skills. Students' own written self-assessments (required annually of all students seeking funding and those not yet advanced to candidacy) are also taken into account in determining merit. TA effectiveness is assessed via faculty evaluation and ESCI student evaluations.
2. Graduate students are eligible for a total of 12 quarters of TAship from the department. They can apply to other programs or departments on campus to supplement this. The total length of time a student may hold any one or a combination of the following titles may not exceed four years (12 quarters): Reader, Remedial Tutor, Teaching Assistant, and/or Associate. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters. On occasion, not enough graduate students who have been awarded fewer than nine quarters of teaching assistantships are available. When this occurs, the graduate advisor, in consultation with the departmental chair, will award a teaching assistantship to a graduate student who already has been a teaching assistant nine quarters or more.
3. Graduate students with 1 or more incomplete grades are not eligible for TAships.
4. Graduate students apply for TAships annually, during the spring quarter. Awards for each academic year are announced at the end of spring quarter of the preceding year. Incoming students may be awarded TAships as part of their funding package. Awards to incoming students are made on the basis of merit.
5. All first time TAs and new graduate students are expected to attend the campus TA Orientation held at the beginning of Fall quarter and to attend the departmental TA training sessions.

A student employed as a Teaching Assistant will be paid once a month on the first of the month, for services rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. Students employed in either a TA/GSR title may borrow up to the amount of their

first paycheck when the quarter begins through the TA/GSR loan program (see the Office of Financial Aid). They may also defer up to 2/3 of registration fees and tuition and make monthly payments until the end of the quarter.

The gross salary of a Teaching Assistant employed at 50% time for 2009-10 is approximately \$1,848.56/month.

1 qtr. = \$5,545.68

2 qtrs. = \$11,091.36

3 qtrs. = \$16,637.04

In addition to the salary, the award of a Teaching Assistantship of at least 25% time or a Graduate Student Researcher of 25-34% time will qualify the student for a partial fee offset and a payment of health insurance per quarter. The fee offset and health insurance payment will be credited to the student's BARC (billing account). In Anthropology, TA's are employed at 50% time and if assigned to Anth 2, 3, 5, or 7 will teach three discussion sections per week. TA's employed at 50% who are assigned to upper-division courses may or may not be required to hold discussion section based on the structure of the course.

Readers

Readers are hired for professor or associates who have upper-division classes that exceed 30 students. For each student in excess of 30, the reader works one (1) hour. For example, a class of 42 students would provide 12 reader hours at approximately \$12.72/hour. Readers do not hold office hours or lead sections. They read exam/papers in upper-division courses. Readers may not be currently enrolled in the course for which they are reading. Readers ideally must be currently enrolled at UCSB; have a cumulative GPA of at least 3.0; and should have taken and received at least a 'B' in the course or its equivalent in which they are serving. Readers are not paid for attending the class for which they are reading.

Note: It is important to sign the reader acceptance form, return it to the Graduate Program Assistant and sign employment paperwork (if applicable) before you can begin working. Readers WILL NOT be paid for work done prior to signing employment papers.

Employment-Documentation and Eligibility

A new federal law requires employers to certify that everybody hired 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. The Federal Immigration Reform and Control Act of 1986 requires you to show both identity and proof of employment eligibility.

UCSB may only employ individuals who are legally eligible to work in the United States. All employees must present documented proof of eligibility to work. Your prospective employers will ask you to provide original documents. You should go to your interview with these necessary documents. For instance, your employer must review your actual Social Security Card, simply knowing your Social Security number is not adequate. After reviewing your documents and completing your I-9 form, your employer may allow you to work.

You will be asked to provide:

1. One document from **List A**
(to establish Identity and Employment Eligibility) **OR**

2. One document from **List B** (to establish Identity) **and** One document from **List C** (to establish Employment Eligibility).

For Example:

You may present your U.S. Passport **or** your driver's license **and** your Social Security Card.

Note:

Any photo identification that you provide should be recent enough that it still looks like you.

Documents List to Provide U.S. Employment Authorization/Eligibility

DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT ELIGIBILITY	
LIST A	
1.	U.S. Passport (unexpired or expired)
2.	Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization
3.	Alien Registration Receipt Card or Permanent Resident Card (INS Form I-551)
4.	Unexpired Temporary Resident Card (INS Form I-688)
5.	Unexpired Employment Authorization Card (INS Form I-688A)
6.	Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-766 or I-688B)
<u>OR</u>	
DOCUMENTS THAT ESTABLISH IDENTITY	
LIST B	
1.	Driver's license or ID card issued by a state or outlying possession of the United State provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2.	ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3.	School ID card with a photograph
4.	Voter's registration card
5.	U.S. Military card or draft record
6.	Military dependent's ID card
7.	U.S. Coast Guard Merchant Mariner Card

8. Native American Tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

DOCUMENTS THAT ESTABLISH EMPLOYMENT ELIGIBILITY

LIST C

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Original or certified copy of birth certificate issued by a state, county municipal authority or outlying possession of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (INS Form I-197)
6. ID Card for use or Resident Citizen in the United States (INS Form I-197)
7. unexpired employment authorization document issued by the INS (other than those listed under List A)

Establishing Residency

Every entering student is classified as a resident or nonresident of California for tuition purposes. Domestic graduate students may have their residency classification changed after one year of graduate school, an action that exempts them from paying nonresident tuition, if after one year, residency requirements have been met.

Students may contact the Office of the Registrar at 893-3303 or on the website at www.registrar.ucsb.edu for counseling on residency questions. The final authority on residency matters rests with the Campus Residence Deputy in the Office of the Registrar.

Doctoral Student Travel Grant (Graduate Division)

Applications for the grant must be received at least 21 calendar days before travel. The money is granted on a first-come first-served basis until funds are expended or until May 15, 2009, whichever occurs first.

Funds are available for **conference travel between July 1, 2008, and June 30, 2009.**

Eligibility:

- Applicant must be a doctoral student and advanced to candidacy, or if an MFA student, must be in his/her second year and be in candidacy prior to travel. (Faculty recommendation letter must confirm the MFA candidacy status information.)
- The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. (Faculty letters should include information about the professional importance of the conference.)
- Applicant must be invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. (Proof of invitation or selection of the applicant for presentation/performance must be provided with the application materials.)
- Applicant must be a currently registered graduate student or on an approved leave of absence.
- Application with all supporting material must be received in the Academic Senate Office **at least 21 calendar days prior to travel.**
- A graduate student may receive only one Graduate Student Travel Grant during the course of his/her graduate studies at UCSB.
- Students in joint doctoral programs may be eligible for consideration of up to 50% of the grant funding amount available to UCSB graduate students.

Terms of the Award:

Allowable expenses are the actual cost of the airline ticket or equivalent ground transportation to and from the conference or meeting. Original receipts will be required. **Any travel other than a direct route from Santa Barbara to the conference location must be approved by the Academic Senate prior to departure.** Travel Grant funds may NOT be used to pay for lodging, per diem, local travel or other expenses. **Travel vouchers and original receipts for approved travel must be submitted to the Academic Senate within 10 days of completion of the trip.** Travel award funds will not be held in reserve for late vouchers.

Maximum funding is as follows:

- \$350 California
- \$685 All other U.S. Locations, Mexico, Canada
- \$1,030 Puerto Rico, Europe
- \$1,200 Central or South America
- \$1,400 Asia, Africa, Middle East, South Pacific

Application must include the following:

1. A completed Graduate Student Travel Grant Application (see attached);
2. An abstract of the paper/project to be presented;
3. A copy of the formal invitation for the presentation or performance;
4. A letter of support from the graduate student's advisor.

Please contact Shasta Delp at shasta.delp@senate.ucsb.edu if you have further questions about the travel grant program. (<http://senate.ucsb.edu/grants/>)

Extramural Funding

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin a funding search by signing up for an e-mail account, gaining access to the Internet and visiting the Graduate Division's website located at www.graddiv.ucsb.edu. It provides links to financial support information, notably The Source. The Source features regularly updated listings of national fellowship announcements and links to various funding sources and databases

You are also encouraged to visit in 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 web site address: <https://www.graddiv.ucsb.edu/financial/> or contact them at (805) 893-4653.

IRIS

The Illinois Researcher and Information Service (IRIS) is a large database of private and governmental organizations which dispense financial support in the sciences, social sciences, arts and humanities. Continuously updated, IRIS contains approximately 5,000 listings of available research grants. All graduate students have access to IRIS via Graduate Division's website. Fellowship opportunities are also compiled and updated in Reference Services on the first floor of the main library.

The graduate program assistant posts job opportunities, extra-mural and campus-wide fellowship information on graduate student bulletin boards and via email.

Need-Based Financial Support

Graduate students may apply for need-based loans and work-study awards through the Office of Financial Aid. The process is initiated by completing the FAFSA, Free Application for Federal Student Aid, and submitting the form by March 2nd. The programs are based entirely on demonstrated financial need. Questions about the programs described in this section should be directed to the Office of Financial Aid (893-2432). Only **U.S. citizens and eligible non-citizens may apply for funds administered by the Office of Financial Aid**. Eligible non-citizens are those who are in the U.S. for any other purpose other than a temporary purpose. You meet this requirement if you have an I-151 alien Registration card, an I-94 Arrival-Departure Report Card stamped "refugee" or "applicant for adjustment", or have been granted asylum in the U.S.

Eligibility

The Office of Financial Aid uses a standard student budget for the initial calculation of your eligibility for various programs. Students' eligibility for any financial aid program is determined by comparing their resources to their budget. The Office of Financial Aid does its best to meet student needs after taking into account other financial resources, including teaching and research assistantships, fellowships, veterans' benefits, etc. Assistance is usually offered as a combination package. A good basic rule to follow is to never borrow more than you really need.

Work-Study

This program enables students to earn money while they are in school. Wages for non-academic student titles are at or above current minimum wage. Many departments on campus hire work-study students in a variety of jobs. If you receive Federal Work Study Program funding as part of your Financial Aid package and the Department of Anthropology wishes to hire you, please provide the Department with your Work Study Referral Form from the Financial Aid Office. In addition to work-study, you may wish to supplement your financial aid award by applying to several loan programs. Contact Financial Aid Office for more details and current rates. Remember that you will have to repay these loans someday, and although they are a valid part of an aid package you should think carefully before accepting them. It is possible to accumulate heavy debt over your college career and this could be a financial burden for you when it is time to repay your loan.

Part-time University Staff Positions

Many part-time University staff positions are available. Jobs are listed at the Counseling and Career Services Office, as well as in the academic departments, and the campus Human Resources Office (<http://hr.ucsb.edu/>). Students are allowed to work up to 20 hours per week (50% time) while enrolled in a graduate program. Student may be allowed to work up to 75% time total (all appointments combined) with permission from the Graduate Division via an Exception to Employment Policy form.

International Students

International graduate students may apply to the Office of International Students and Scholars for President's Work-Study funds, which are often combined with a University grant-in-aid. Work-study funds are earned through employment on campus. To be eligible for work-study support you must have been enrolled on this campus for at least two quarters. The level of funding varies considerably with demonstrated need and availability of funds. For more information on financial aid for international students, consult with the office of International Students and Scholars.