

**PLEASE NOTE THAT THIS HANDBOOK DOES NOT CONTAIN ALL THE INFORMATION YOU MAY NEED IN THE COURSE OF YOUR GRADUATE WORK IN ETHNIC STUDIES. ONLY THE MOST BASIC AND ESSENTIAL ITEMS ARE COVERED. BE SURE TO CONSULT THE HEAD GRADUATE ADVISER AND FACULTY MENTORS IF YOU HAVE ANY QUESTIONS.**

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## **DEGREE PROGRAM OUTLINE**

**Normal Course of Progress:** The Ph.D. Program in Ethnic Studies is a terminal Ph.D. program, meaning that students enter with the express purpose of obtaining a Ph.D. No separate M.A. program is offered; however, when students pass the Comprehensive Exam, they will be awarded the M.A. degree.

Under normal circumstances, students are expected to pass the Comprehensive Exam and obtain the M.A. by the end of the second year; satisfy the foreign language requirement, pass the Qualifying Exam and advance to doctoral candidacy by the end of the third year; present the dissertation prospectus in the fall of the fourth year; and complete the dissertation and obtain the Ph.D. degree by the end of the fifth year or sixth year. Most of the time, the term "advancement to candidacy" refers to doctoral candidacy.

### **Normative Time:**

In order to set a reasonable timetable for completion of the doctorate in each discipline, the concept of Normative Time was created by the Office of the President and the Graduate Council in cooperation with departments. There are two aspects to normative time, which are used to measure satisfactory progress: (a) time to advancement to doctoral candidacy, and (b) time from advancement to completion of the degree. Normative time for completion of the Ph.D. in the Ethnic Studies Department is six years, with one additional year of approved withdrawal (usually for field study) from Berkeley. Students may complete their work sooner or, with appropriate approval, later. For further details consult the Graduate Adviser.

In order to improve time to degree, the Graduate Division offers the Doctoral Completion Fellowship (DCF) for students who entered in Fall 2010 or later. This fellowship guarantees payment of full tuition and fees plus a stipend of \$18,000 for one academic year to students who have passed the Qualifying Examination, Advanced to Candidacy, and have a satisfactory online Academic Progress Report for the most recently completed academic year. Eligible students may activate their DCF fellowship at anytime after their advancement to candidacy, through the end of year 7 (normative time to degree plus 1 year). Students who accept the DCF are ineligible for university funding (including GSI

appointments) after year 7.

Normative time is calculated from the time a graduate student first enrolls at Berkeley. However, for transfer students--students who enter another graduate program at UC Berkeley and then switch to Ethnic Studies--calculation of Normative Time may be different. Transfer students should discuss this with the Graduate Adviser. Upon receiving a petition from the Graduate Adviser on behalf of a transfer student, the Dean may allow the student to "reset" the Normative Time clock by counting entry into the Ethnic Studies doctoral program as the beginning of the first year. Alternatively, the Dean may determine that there is too much overlap between the two graduate programs and reject the petition.

Students who are on official withdrawal status for two semesters may temporarily "stop the Normative Time clock" during the time they are not registered. Upon completion of the leave, students must formally apply to be readmitted to the program.

NOTE: Childbirth and/or childcare duties, serious health-related issues and certified disabilities constitute bases for requesting a normative time clock stop without a student needing to withdraw.

**Summary of Normative Time Schedule:**

- Time to Qualifying Exam/Advancement to Doctoral Candidacy = 6 semesters
- Normative Time in Candidacy = additional 6 semesters
- Normative Time to Doctorate = 12 semesters

***Remember: During these years of normative time, failure to register or to obtain formal permission to leave the University constitutes voluntary withdrawal from the program and requires readmission. Do not decline to register in hopes of saving money. Consult the Head Graduate Adviser or Graduate Student Affairs Officer if you have a financial emergency in order to discuss all of your options.***

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**COURSE WORK:**

Core Requirements: (5 courses, 18 units)

ES 200 (4 units) Critical Terms and Issues in Ethnic Studies

ES 201 (4 units) History and Narrativity: Contemporary Theories and Methods

ES 202 (4 units) Cultural Texts: Contemporary Theories and Methods

ES 203 (4 units) Social Structures: Contemporary Theories and Methods

ES 302 (2 units) Professional Orientation for Incoming Students (Graded S/U)

To remain in good standing, students must maintain a minimum average GPA of 3.0 in the core courses as well as in coursework overall (as required by the Graduate Division).

***Note: The core courses must be taken in sequence in the company of your cohort, as the Comprehensive Exam for each cohort will be tied to the content of these courses. ES 200/201 and ES 202/203 are offered in alternate years, and each set of courses enrolls two cohorts. Students must take the Comprehensive Exam in the spring of their second year. No exceptions will be made.***

Research Seminar Requirements:

**For cohorts entering the program before 2015:** 6 courses, typically 24 units

3 courses from within Ethnic Studies and 3 courses from other departments, OR  
4 courses from within Ethnic Studies and 2 courses from other departments

**For cohorts entering in 2015 or later:** 8 courses, typically 32 units

5 courses from within Ethnic Studies and 3 courses from other departments

**Choices within Ethnic Studies:**

ES 240: Transnational and/or National Theories and Methods (4 units)

ES 250: Research Seminar on Selected Topics (4 units)

**Choices from other departments:**

Students may take graduate-level research seminars from:

\*Other graduate departments

\*certificate-granting programs (such as the Designated Emphasis in Women, Gender and Sexuality)

A coherent, interdisciplinary program must be created in consultation with, and with the approval of, the Head Graduate Adviser.

**TOTAL NUMBER OF UNITS REQUIRED:**

42 for cohorts entering before 2015  
50 for cohorts entering in 2015 or later

**Directed Reading courses taken inside or outside Ethnic Studies may NOT be substituted for research seminars. Except for Professional Orientation, all the above courses must be taken for a letter grade.**

Faculty are strongly discouraged from granting Incompletes in the 200-201-202-203 series except under unusual circumstances that are beyond the student's control. Students must bear in mind that performance in this series is crucial to evaluation of their progress in the program. If a student must take an Incomplete in a core course, it must be cleared by spring of the student's second year in the program, prior to taking the Comprehensive Exam.

**Professional Series:**

- \*Professional Orientation (required in the first semester)
- \*Critical Pedagogy
- \*The Qualifying Examination - Preparation
- \*Researching and Writing Conference Papers, Researched Articles
- \*Researching and Writing Dissertations
- \*Job Market Workshop

All 300-level courses are graded Satisfactory/Unsatisfactory.

***Note: Professional Orientation (ES 302) is required for all incoming students. Critical Pedagogy (ES 375) is required for all students who wish to teach or serve as a GSI, regardless of previous teaching experience in other institutions.***

**Individual Research and Study Courses: (There are many restrictions on these courses. Please read descriptions carefully!)**

296 Directed Dissertation Research. 4-12 units. *Advancement to Candidacy status required.* To be taken by qualified students working on the doctoral dissertation. Taken S/U. May be repeated for credit.

299 Directed Reading (Individual Research). 2-4 units. To be taken by a student who is planning to do individual research and must be in residence during that semester. May be taken for a grade and repeated for credit.

601 Individual Study for Master's Students. 4 units. Individual study for comprehensive or language requirements in consultation with the Head Graduate Adviser or faculty member. Must be taken S/U.

***Note: Students are discouraged from taking too many 299s with the same faculty member. Before students can compose the Qualifying Exam Committee and Dissertation Committees, they need to have established relationships with a number of faculty members both inside and outside the Ethnic Studies Department. Taking a variety of 299s with several faculty members is one way to establish such relationships.***

601 DOES NOT COUNT toward academic residence (which is fulfilled by completing a minimum of 4 units of upper-division or graduate courses per semester: two semesters for the M.A and four semesters for the Ph.D.). Also, 601 CANNOT be used to satisfy the minimum requirement of 8 units per semester for a Graduate Student Instructor or Graduate Student Researcher.

Students may not accumulate more than a total of 16 units of courses numbered 600 towards exam preparation. Units of 601 do not count toward academic residence or toward the unit requirements for a graduate degree; however, they do satisfy the "full program of study" visa requirement for international students. 601 must be taken on a Satisfactory/Unsatisfactory (S/U) basis. Students may not enroll in a 601 or the Qualifying Examination Preparation course once they have passed these examinations.

### Other Courses

In addition to the above courses, students may take any courses necessary to complete their training. Students entering the Ethnic Studies Doctorate Program without prior Ethnic Studies training often take upper-division undergraduate courses, with the approval of the Head Graduate Adviser, to strengthen their background in the field. In such cases, they must arrange with the instructor to do additional readings or writing assignments in order to take the course as a 299. Such an arrangement may also be made for other upper-division undergraduate courses. These arrangements are strictly between individual students and instructors.

Foreign language courses taken to fulfill the Foreign Language Requirement may not be used to fulfill degree requirements.

Designated Emphasis courses: Students may elect to obtain a Designated Emphasis (e.g., in Women, Gender and Sexuality or in Film Studies) offered by another UC Berkeley department to complement their training in Ethnic Studies. The commitment to obtain a Designated Emphasis is made in addition to a student's commitment to complete the requirements for the Ph.D. in Ethnic

Studies. Questions on Designated Emphasis requirements must be directed to the department concerned and not to the Ethnic Studies Graduate Adviser(s).

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## **REQUIREMENTS FOR THE M.A. DEGREE:**

### Requirements to obtain an M.A. in Ethnic Studies:

Satisfactory completion of 200, 201, 202, and 203 for a letter grade with a minimum average GPA of 3.0

Satisfactory completion of additional graduate seminars for a letter grade:

\*For cohorts entering before 2015, at least 8 units

\*For cohorts entering in 2015 or later, at least 16 units, with two seminars taken outside of the department

A "Pass" on the comprehensive exam

(The program's policy includes the possibility to not recommend a second examination if a student does not pass the comprehensive exam in the first attempt. A student may be subject to dismissal if the examining committee, with the concurrence of the HGA, does not recommend a second examination. For details, please refer to: <http://grad.berkeley.edu/policy/coursework-grading-probation-and-dismissal-policy/>)

### Advancement to M.A. Candidacy:

When approximately half the program for the master's degree has been completed (usually by the end of the second semester) and no later than the end of the fifth week of classes of the semester in which you expect to receive the degree, the student must make formal application for advancement to MA candidacy. Forms may be obtained from the Graduate Student Affairs Officer in the department or the Graduate Division. ***Students must be advanced to MA candidacy before taking the Comprehensive Examination.***

The Comprehensive (MA) Exam is a take-home exam consisting of three written essay questions, corresponding to the course contents of the core seminars, 200, 201, and 202/203 (administered jointly). Students receive the questions on a specified date late in the spring semester of their second year and are given ten days to write the essays. The format and content are determined by the instructors of the core courses. The questions are designed to test students' mastery of key concepts taught in the core courses as well as

their ability to analyze and compare diverse materials, to think critically, and to express ideas in a clear and concise manner. Each essay must not exceed 10 pages in length (double-spaced, 12-point font). Essays are evaluated "blind," with only the student's ID number provided, by a committee composed of instructors of the core courses. In cases of grading discrepancy, an additional faculty member is asked to grade the essay and break the tie.

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## REQUIREMENTS FOR THE DOCTORAL PROGRAM:

### Summary:

- (1) Foreign Language Requirement
- (2) Qualifying Exam
- (3) Advancement to Candidacy
- (4) Prospectus Meeting
- (5) Dissertation

### (1) Foreign Language Requirement:

Students **must** fulfill the foreign language requirement before taking the Qualifying Exam. The language requirement can be fulfilled with evidence of sufficient competence in a language that is relevant to the student's proposed dissertation research. In some cases, a student's adviser may require the acquisition of additional languages when such expertise is necessary for the proposed research.

The foreign language requirement may be fulfilled in one of three ways:

1) Completion of four semesters or six quarters of a college-level foreign language with a grade of C or better. Course sequences taken at other institutions must be approved by the Graduate Division. The last course in such a sequence must have been completed within four years of the student's admission to the graduate program.

***Note: If you plan to use undergraduate foreign language units to fulfill the Requirement, meet with the Graduate Student Affairs Officer (GSAO) as soon as possible to complete the necessary paperwork. Bring to the meeting official transcripts showing the relevant courses; where the course numbers and titles are not self-explanatory, bring relevant syllabi or a brief course description from the instructor.***

2) A translation examination administered by a UCB faculty member. For those

who elect to complete the translation examination, current practice specifies the translation into English of a passage of approximately 300 words, with a time limit of 90 minutes. A dictionary may be used. Students must contact a faculty member/examiner and present a scholarly text for approval. The examiner will select, at random, a passage of approximately 300 words. The examiner will then give the passage to the Graduate Student Affairs Officer, who will arrange a time and place for the student to complete the translation. The GSAO will monitor the time, collect the exam, and deliver it to the examiner for grading. The grade will be submitted to the GSAO along with the original examination, and the examiner will sign off on a memo indicating the result. This memo will be submitted to the Graduate Division, along with the original examination, before the student submits his/her application to take the Qualifying Examination.

3) Documented native ability in a language other than English appropriate to the student's proposed research. Students must submit documentation to the Head Graduate Adviser, who will then write a memo to the Graduate Division certifying native ability and relevance of the language to the proposed research.

## **(2) The Qualifying Examination:**

To remain within Normative Time, the Ph.D. Qualifying Exam (QE, or "Orals") should be taken no later than two semesters after passing the Comprehensive Exam, that is, normally in the spring of the third year. Planning for the QE should begin no later than the period immediately after the student has passed the Comprehensive Exam. Preparation includes creating reading lists in consultation with faculty examiners, reading the titles on the lists, and writing position papers.

A formal application to take the QE must be submitted to the Graduate Division no later than three weeks prior to the scheduled exam date. Forms are available from the Graduate Student Affairs Officer. Upon successful completion of the QE, the student should apply immediately through the Graduate Division for formal "Advancement to Candidacy for the Ph.D."

Prerequisites: Before applying to take the Qualifying Examination, a student must have:

- \*completed the foreign language requirement
- \*maintained at least a 3.0 average GPA in all graduate coursework
- \*no more than 10% of the entire record graded "Incomplete"
- \*completed at least one semester of academic residency
- \*registered during the semester in which the exam is taken
- \*constituted a QE committee that conforms to University requirements

## QE Committee

The QE is administered by a committee of **four** faculty members appointed by the Graduate Dean upon the recommendation of the Head Graduate Adviser. The QE Chair and at least half of the committee members must be from the student's home department. The QE Chair must be a member of the Berkeley Division of the Academic Senate (i.e., ladder-rank faculty--Assistant, Associate, or Full Professor). **The QE Chair cannot also be the Dissertation Chair.** The QE Chair oversees the administration of the oral exam. Non-administrative, academic questions on the QE should be discussed with the student's prospective Dissertation Chair, not with the QE Chair.

Each exam committee must include one faculty member (referred to as the Dean's Representative, or outside member) who is from outside of the Department of Ethnic Studies and is a member of the Berkeley Division of the Academic Senate. This person lends the necessary balance and independence to ensure that the student's mastery of the subject matter is broad and comprehensive. The outside member may or may not oversee a QE list.

Constitution of the QE Committee is governed by a complex set of rules from the Graduate Division, which cannot be reproduced in full in this Handbook. You are REQUIRED to consult the Head Graduate Adviser about the constitution of the committee LONG BEFORE setting an exam date or submitting an application form to take the QE. If you fail to consult the Head Graduate Adviser in a timely way, Graduate Division may not allow you to take the QE as planned, causing delays in your Advancement to Candidacy.

The QE Committee cannot be constituted on short notice. You need to have established relationships with prospective committee members before approaching them, which means that when you plan your coursework, you should focus not only on course content but also on establishing such relationships. The QE committee should be constituted no later than the beginning of the semester prior to the exam date, e.g. at the beginning of the fall semester of the third year if the exam is to be taken in the spring of that same academic year. Faculty and students jointly determine areas of examination and appropriate reading lists. It is advisable to conduct regular meetings with committee members to prepare for the exam.

Setting an exam date is extremely time-consuming. Just tracking down QE Committee members, finding out their schedules, and getting them to agree on a date can take weeks. You must plan as far in advance as possible.

## Purpose of the Qualifying Examination (QE or "Orals Examination")

As required by the Graduate Division, the QE tests the candidate's mastery of

specified fields within Ethnic Studies and at least one related discipline. The examination should demonstrate the candidate's ability to analyze and utilize sources, theories, and methodologies relevant to chosen areas of expertise. Students will be evaluated in part of the breadth, depth, and sophistication of their knowledge. The QE tests the candidate's general training, intellectual maturity, and overall readiness to undertake a Ph.D. dissertation.

### Components of the QE

There are two components to the QE: a written exam, consisting of three essays, and a three-hour oral exam.

The written examination consists of three essays, each drawn from a bibliography of approximately 20-30 scholarly sources (articles, books, and in some cases, other primary materials). Students create each examination list in consultation with the QE committee member assigned to supervise that list. Usually QE topics correspond to academic fields that the student needs to master in order to undertake dissertation research.

In the three-hour oral portion of the exam, students demonstrate mastery of the three QE lists, the relationships among them, and their relevance to the proposed dissertation project. **Drafts of all three QE papers must be submitted to committee members before the oral portion of the exam can be scheduled.**

All exam lists will be kept on file for future reference by other students. Students must submit electronic versions of the final lists to the GSAO before QE paperwork is submitted.

### The Written Exam for cohorts entering before 2015

Each of the three written exams should be approximately 25-35 double-spaced pages, or 7500-10000 words, in length, excluding the bibliography, with one-inch margins. **At least one of the three essays must be interdisciplinary.** For example, student specializing in the social sciences must demonstrate interdisciplinary mastery of relevant key humanities texts and methodologies. **At least one essay must be comparative across racial and ethnic groups.**

**Two of these essays must be literature reviews** of key texts within a particular field. They draw upon the reading lists to analyze key issues, debates, and developments within that field as well as contributions of specific authors to the field of study. These essays must reflect an understanding of the development of broad areas of specialization (e.g., 20th-century comparative ethnic studies history), rather than focusing exclusively on a student's narrower

field of dissertation research (e.g., post-sixties history of one ethnic group).

**The third written exam must be a thematic essay.** It may be grounded in a student's specific area of dissertation research interests, and may therefore substantially elaborate upon a graduate seminar paper, for example.

With the agreement of the QE committee, members of earlier cohorts may choose the new requirements for the QE written exam.

#### The Written Exam for cohorts admitted in 2015 or later

**Two of these essays must be field statements,** each approximately 12 double-spaced pages, or 3500 words, in length, with one-inch margins. Field statements provide concise histories of the QE fields and the intellectual questions, critical debates, and methodologies that define them.

**The third written exam must be an article-length essay,** approximately 17-25 double-spaced pages, or 5000-7500 words, in length, with one-inch margins. The article-length essay must be of publishable quality. Two members of the QE committee (a first and second reader) will meet with the student to discuss their assessment of the paper and to provide advice on publication. Both members must approve the paper before the student is allowed to proceed to the oral portion of the exam.

**At least one of the three essays must be interdisciplinary.** For example, student specializing in the social sciences must demonstrate interdisciplinary mastery of relevant key humanities texts and methodologies. **At least one essay must be comparative across racial and ethnic groups.**

### **(3) Advancement to Candidacy**

After passing the QE, the student must submit an Application for Advancement to Candidacy to the Graduate Division. Forms are available from the GSAO. The application must be signed by the Dissertation Chair and the Head Graduate Adviser and accompanied by a check for \$90.00 made payable to the UC Regents.

#### **Doctoral Completion Fellowship:**

Following advancement to candidacy, students are eligible for a two-semester stipend of \$18,000 plus fees (and non-resident tuition for international students). The Doctoral Completion Fellowship (DCF) may be taken in years 4, 5, 6, or 7 in the program. Students who accept the DCF are ineligible for university support, including GSI positions, after year 7 (normative time plus

one year).

This fellowship should allow students to make substantial progress on their dissertations without the need to work. Students on this fellowship will have employment restrictions for the duration of the fellowship, limiting them to no more than one 25% job in either fall or spring semester.

#### **(4) The Prospectus Meeting**

A dissertation **prospectus** of approximately fifteen (15) double-spaced pages, excluding bibliography, will be due the semester following the QE exam. The prospectus describes the subject of the dissertation, its scholarly significance, the contents of individual chapters, and research materials and methodologies. It must include a timeline of work and preliminary bibliography.

Students present and defend the prospectus at a one-hour formal meeting with all dissertation committee members. Acceptance by the end of the semester following the qualifying exam is required for the student to be considered to be making good progress.

A prospectus approval form needs to be signed by all committee members. There will be three options: acceptance of the prospectus, acceptance with specified revisions, and not accepted. The student must submit a passable prospectus before proceeding with dissertation research.

All members of the committee must receive a hard copy of the prospectus no later than one full week before the prospectus meeting. The student should schedule the meeting several weeks in advance in consultation with the GSAO, who will help with room reservations.

#### **(5) The Doctoral Dissertation**

The dissertation is a book-length study that emerges from original research on a topic of scholarly significance in Ethnic Studies. The dissertation must be analytical rather than merely descriptive, and it must include a comparative dimension. The dissertation topic and plan of research are created in close consultation with the dissertation chair and other committee members. Upon final acceptance of the dissertation by all committee members and approval by the Dean of the Graduate Division, the degree of Doctor of Philosophy is awarded.

**Constitution of the Dissertation Committee:** The Ph.D. dissertation is written by the student under the supervision of a committee of **at least three** members of the University faculty. Normally, the Chair of the committee is primarily responsible for close supervision of the work, but the other members of the

committee must also be consulted throughout the process. The Graduate Division regulations require that at least one of the three members of the committee be appointed from outside the department and be a member of the Berkeley Academic Senate.

***The Chair of the Dissertation Committee may not be the same person as the Chair of the QE Committee, although the Dissertation Chair may sit on the QE Committee.***

### **Research and Development Activities Involving Human or Animal Subjects:**

Students planning research that involves the use of human or animal subjects require review and approval from either the Committee for the Protection of Human Subjects or the Committee for the Protection of Animal Subjects. Approval must be obtained prior to the initiation of the research. Protocols involving human subjects must be filed and the research must be carried out in accordance with the UC Berkeley *Assurance of Compliance with DHEW Regulations on Protection of Human Subjects*. Copies are available in the Department and Graduate Division.

Students will be required to submit a copy of the approved protocol at the time the doctoral dissertation is filed in the Graduate Division. No dissertation or thesis that includes any material obtained or produced in the absence or contravention of proper authorization from these committees can be accepted by the Graduate Division.

For further information, including a copy of the Committee's "Guidelines for the Preparation of a Protocol," please contact the Committee staff, 101 Wheeler Hall or call 642-7461. Additional information can be obtained on their website: <http://socrates.berkeley.edu:7006>.

### **Dissertation Filing and Graduation:**

A dissertation must conform to the manuscript preparation format set by the Graduate Division; consult *Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*, available at Graduate Degrees, 302 Sproul, or on the Graduate Division website.

Doctoral degrees are awarded at the end of every semester (including summer). The deadline to file a dissertation is the last working day of the semester. Please double check with the Graduate Degrees/Petitions Office for current deadlines for exact deadlines. Be sure to allow enough time to obtain the signatures of Dissertation Committee members, as they are sometimes out of town, on leave, or otherwise unavailable.

***Note: A student must have prior approval from his/her Dissertation Chair in order to participate in graduation. The Dissertation Chair is the person who hoods the student at the ceremony.***

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## **ADVISING RESOURCES:**

### Types of Advisers

#### Head Graduate Adviser (HGA)

The Head Graduate Adviser is appointed by the Department Chair to administer the graduate program and to provide guidance to all graduate students on such matters as academic requirements, general academic decisions, administrative matters, policies of the Graduate Division, qualifying exam and dissertation committees, professional relationships, campus resources to deal with personal difficulties, the job market, etc. The HGA is also typically responsible for signing official documents. Appointments with the HGA are made through the program's Graduate Student Affairs Officer (GSAO).

#### Faculty Adviser for GSI Affairs

The Faculty Adviser for GSI Affairs is appointed by the Dean of the Graduate Division on behalf of the Graduate Council, upon nomination by department chairs. The Faculty Adviser for GSI Affairs in each department is the primary liaison between the Graduate Division and departmental faculty and GSIs in all matters pertaining to GSIs. The adviser's most important functions are to coordinate the flow of information among these three bodies and to contribute to the preparation of GSIs for teaching at UC Berkeley and in future careers. For more information: <http://gsi.staging.wpengine.com/faculty-departments/advisers-for-gsi-affairs/role-responsibility/>

#### Faculty Mentors

The HGA assigns a faculty mentor to each student in years 1 and 2 in the program. Assignments are usually based on shared research interests. The role of the mentor is to facilitate the student's academic progress and to provide academic support. The student should feel free to call upon the mentor directly as necessary, but students should meet with their mentors at least once per term. Although assigned faculty mentors might later serve on the student's qualifying exam or dissertation committees, there is no expectation that this will be the case.

## Faculty Advisers and Committee Members

As soon as the student has become oriented to the Ethnic Studies graduate program, but no later than year 3, s/he should begin thinking about faculty to serve on the Qualifying Exam and Dissertation Committees. These advisers help the student to formulate a specific plan of study and research. The Dissertation Chair, or Dissertation Adviser, is chosen by the student to be his/her main academic, intellectual, and professional teacher and adviser for the remaining time in the program.

## Graduate Student Affairs Officer (GSAO)

The GSAO provides essential information and guidance on a number of issues, including bureaucratic matters such as deadlines, forms, available resources, job placements, etc. When in doubt about requirements, always check with the HGA and GSAO.

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## **REVIEW OF PROGRESS TOWARD DEGREE**

### **Annual Reviews of 1st- and 2<sup>nd</sup>-year Students:**

In their first and second years in the program, students are reviewed by members of the graduate committee. These reviews require a self-statement that sets intellectual goals, describes progress over the past year in meeting those goals, and outlines concrete steps for advancing them in the coming years. The self-statement for second-year students must append the statement from the previous year. A representative from the graduate committee then writes a short assessment of each student's progress including, when necessary, recommendations for improvement.

### **Post-M.A. Review and Consequences of Unsatisfactory Progress:**

For the M.A. portion of the Ethnic Studies Graduate Group program, students are expected to finish all work required for the M.A. degree, including the Comprehensive Exam, within four semesters. If the appropriate time frame is exceeded, the Department may recommend dismissal of the student to the Dean of the Graduate Division.

Upon completion of the M.A. portion of the Ethnic Studies doctoral program, each student's overall performance will be evaluated by the faculty and a recommendation made as to whether or not the student will be allowed to continue in the Ph.D. program. Insofar as all students accepted into doctoral program are assumed to have the potential to complete the Ph.D. degree, a

positive recommendation is the usual result. However, in some cases of unsatisfactory performance, a student may be awarded a "terminal M.A." and asked to leave the program.

### **Annual Review of Doctoral Candidates and Consequences of Unsatisfactory Progress:**

The Graduate Council requires that all doctoral students who have advanced to candidacy meet annually with at least two members of their dissertation committees and submit an Academic Progress Report (available online). This annual review is part of the Graduate Council's efforts to improve the doctoral completion rate and to shorten the time it takes to obtain a doctorate.

In the Academic Progress Report, the student must describe the progress that has been made toward the degree and the requirements that remain to be completed. The dissertation committee members then comment on the student's progress and objectives. The student has an opportunity to make final comments. Students who are away from the campus may meet with committee members by phone.

The annual evaluations provide students with timely information about the faculty's evaluation of their progress and performance, steps to correct deficiencies, and a time frame within which to correct the problem or to show acceptable improvement. If the annual review shows unsatisfactory progress, a student may be placed on probation if s/he is not making adequate progress toward the completion of degree requirements, has a cumulative GPA of less than 3.00, has numerous grades of incomplete, and/or is doing unacceptable work on required preparatory work for the dissertation. A student on probationary status may register but may not hold academic appointments (such as GSIs), receive graduate fellowship support, or be awarded advanced degrees.

### **Time Limits of the Use of Courses for Degrees:**

Often students return to the University after an absence and request to satisfy course requirements by using units that they completed in the past. The following time limits have been established by the Graduate Division for the use of these units:

M.A. students, 4 years from time of completing units; doctoral students, 5-7 years from time of completing units or, at the Department's discretion

### **Lapsing of Doctoral Candidacy:**

Lapsed candidacy is a probationary status, usually lasting two years, for

students who are not completing the final requirements for their degrees in a timely manner. Typically a student's candidacy is lapsed by the Graduate Division two years after s/he exceeds the Normative Time in candidacy for the discipline. Departments can recommend that a student's candidacy be lapsed earlier if the student is given a written warning six months before lapsing is to take effect.

In fall semester, the Graduate Division sends to each department a list of students who will have exceeded their time in candidacy plus two years by the end of that semester and who will therefore be subject to lapsing. The list also names those students whose candidacy will lapse the following year. Unless the department requests an extension that is approved by the Graduate Division, the candidacy of students who have exceeded their time in candidacy will be lapsed at the end of fall semester. A student whose candidacy has been lapsed may not hold any academic appointment on campus, including that of Graduate Student Instructor or Graduate Student Researcher.

After a student's candidacy has been lapsed, it may be reinstated by the Dean of the Graduate Division if there is sufficient evidence that the student has renewed progress toward completing degree requirements and if previously completed requirements, such as course work and the qualifying exam, remain valid.

Usually, the Graduate Division will terminate a student's candidacy two years after candidacy formally lapses, although departments may request that the Graduate Council approve a different time limit for that discipline.

A student's candidacy also may be terminated if: 1) s/he no longer holds the qualifications appropriate for the award of the degree; 2) continued lack of progress indicates that s/he will not be able to complete the remaining requirements within a reasonable period; or 3) the student fails to correct within a reasonable period major deficiencies in a dissertation previously submitted for committee review.

After a student's candidacy is terminated, it may be reinstated only by the student retaking the qualifying examination and being advanced to candidacy.

### **Student Appeals Procedure:**

A graduate student may bring a grievance to the Head Graduate Adviser who will attempt to resolve the matter. If the matter is not resolved, it may be brought for further consideration to the Chair of the Department. In the event that the grievance concerns a decision by the Chair, then another faculty member, acceptable to both the Chair and the student, may be asked to seek a resolution of the grievance. If both of these procedures fail to resolve the

grievance, the student may present a formal appeal to the Dean of the Graduate Division.

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## **SUMMARY OF FINANCIAL SUPPORT**

### **(1) Teaching-related Support:**

#### Graduate Student Instructorships (GSIs)

As part of their training, all students are expected to serve as a Graduate Student Instructor for a minimum of one semester, a maximum of eight semesters without an exception, and a maximum of twelve semesters with approved exceptions. The Graduate Appointments Unit of the Graduate Division must approve exceptions. GSI positions awarded for the Summer Session are excluded from this maximum.

The Department of Ethnic Studies offers a number of Graduate Student Instructorships (teaching assistantships), which pay approximately \$9,269.00 per semester. GSI applications are available from the Graduate Student Affairs Officer. They are due in March/October for the fall and spring semesters, respectively.

Students must be registered during the term in which they serve as GSIs, have a GPA of at least 3.0, and have no more than two grades of incomplete in coursework. Students whose GSI appointment is greater than or equal to 25% are eligible for a partial fee remission, which includes tuition, the student services fee, and the health insurance fee. A partial fee remission does not include the Berkeley campus fee, the Class Pass (AC transit) fee, or nonresident tuition. Students who receive a GSHIP fee waiver from the University Health Services or have their fees paid by fellowship, traineeship, grant-in-aid, or other sources (excluding awards) will not be reimbursed or compensated (receive a stipend) for any fees not paid by the fee remission.

***Note: Before you commit to serve as GSI for a course, YOU ARE RESPONSIBLE for checking your own records to ensure that you have no more than two outstanding incompletes. Check directly with Student Records, as printed transcripts are sometimes out-of-date. Also check with faculty to ensure that necessary Removal of Incomplete forms have been filed. If it is discovered too late that you have more than two outstanding Incompletes, both you and the Department will suffer--you will be prohibited by the Graduate Division from teaching and may have missed opportunities to find other financial support, while the Department will have to find a replacement instructor at the last minute. The***

***Department will not be responsible for finding replacement sources of financial support if you are prohibited from teaching.***

### Readerships

Readers must have received a "B" or higher in the course (or equivalent) in which they wish to serve as Reader. They must also meet the other requirements for GSIs.

### **(2) Research-related Support:**

#### Graduate Student Research Assistantships (GSRs)

Research assistantships are not available on a regular basis. Such positions are usually awarded by individual faculty holding research grants. Occasionally GSR positions can be found with faculty and research institutions elsewhere on campus.

### **(3) Departmental Support:**

#### Block Grants

The University awards blocks of money to departments for distribution to students based on merit. These awards vary from small amounts to several thousand dollars per semester. Students are asked to submit an application and supporting documentation (i.e., letter of recommendation if not advanced to candidacy) early in the spring semester for consideration for the summer, fall and spring semesters of the following academic year. Consult the GSAO for exact deadlines.

#### Travel Grants

The Department of Ethnic Studies has travel funds to support graduate students who present papers at academic conferences. Students are asked to submit a brief application for consideration. The awards vary from \$400 to \$650, depending on actual expenses and whether the event is in state or out of state. The Graduate Division also provides support for conferences up to two times during a graduate student's career; see <http://grad.berkeley.edu/financial/fellowships/>.

### **(4) Fellowship Information:**

#### University Fellowships

Fellowships are merit-based awards that provide a stipend for living expenses,

plus tuition and fees. Applications for fellowships are judged on the basis of the quality of previous academic work and academic promise. Deadlines vary for applications for University fellowships. Please consult the Fellowship Office, the Graduate Division website, and/or the Graduate Student Affairs Officer for more information.

The Fellowship Section of the Graduate Division is an excellent source of information for fellowships or dissertation research support. Lists of fellowships and research support for graduate students and postdocs are organized in binder form by broad discipline area or category of support. Current resource volumes, such as the *Annual Register of Grant Support*, make up a reference shelf that is accessible to students and others using the Fellowship Section's facilities. Reference texts are non-circulating, and their use is restricted to the immediate area. Application packets for certain fellowships and other awards coordinated by the Graduate Division, such as Fulbright fellowships, are available. The Fellowship Section provides handouts on University sources of financial support and a calendar of workshops on proposal preparation, which are conducted by the Graduate Assembly.

#### Extramural Fellowships

The Fellowship Section of the Graduate Division keeps a file of extramural fellowships. The Graduate Student Affairs Officer will also circulate notices of extramural support whenever they are received in her office.

#### **(5) Notes for International Students:**

##### International Graduate Student Instructors

Financial resources at the University are extremely limited. Foreign students may not work outside the University except in exceptional circumstances. Contact the Service for International Students and Scholars office at International House concerning work permits.

University policy requires departments to assess spoken English competence of international graduate student instructors from non-English speaking countries. Prospective IGSI's must obtain a score of 230 or above on the SPEAK Test or the Test of Spoken English (TSE) to be minimally eligible to receive their appointments to teach. Those with scores of at least 190 but below 230 may either: 1) take the Oral Proficiency Test (OPT) or 2) enroll in the IGSI English Workshop (GWP 140) and then take the OPT. A passing score of 3 or above on the OPT satisfies the screening requirement provided that the scores for the subsections that assess pronunciation and the handling of questions are slow at or above 3. Prospective IGSI's with scores below 190 are required to complete CWP 140 and pass the OPT before they can apply for GSI

appointments. In the event that a period of two years lapses between taking the SPEAK or TSE and the granting of a GSI appointment, prospective IGSI's whose test scores are below 270 need to take the SPEAK test again. International students who have completed their undergraduate degrees in the United States or in another country in which the language of instruction is English, and students appointed to teach classes in which instruction is carried out in a language other than English, are exempt from the oral English proficiency screening.

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## **IMPORTANT BUREAUCRATIC MATTERS**

### Tele-BEARS Registration

Students enroll in classes via Tele-BEARS, an electronic registration system that provides immediate, up-to-the-minute feedback as to the status of registration and class requests. Tele-BEARS allows continuing students to enroll in classes before the next semester begins. Entering graduate students register through Tele-BEARS one week before the start of the semester. To ensure a fair distribution of courses to the student body, enrollment is spread over two phases and an adjustment period. Phase I starts towards the end of the previous semester and phase II starts immediately after phase I, allowing students to complete enrollment. The adjustment period begins approximately the week before class begins. This allows you to add or drop a class, initiate the grade option change or unit change during this period for Tele-BEARS. After the third week of class all changes to class enrollment must go through the On-line Add/Drop System (OLADS). The Graduate Student Affairs Officer will process your petition within the department.

**Transfer of Credit from Other Institutions:** Students entering with prior graduate coursework units at another institution should consult the Head Graduate Adviser. University regulations allow no more than one course to be transferred for credit.

### Registration and Withdrawal

The Graduate Division expects all graduate students to be enrolled continuously during their graduate career at Berkeley. The only exceptions are those semesters during which a graduate student is on official withdrawal or on Filing Fee status.

To be considered a full-time student requires that a student be enrolled in at least 12 units.

Students can withdraw (by petition to the Graduate Division) for up to one year to undertake fieldwork abroad or due to special circumstances (such as childbirth or financial hardship). Forms are available from the GSAO in the Department. Withdrawal for more than one year requires a memo from the Head Graduate Adviser explaining the reasons for prolonged absence from the University. A student on approved withdrawal must formally apply to be readmitted to the Ethnic Studies Graduate Group upon completion of leave. Readmission petition forms are available from the GSAO.

### Filing Fee

The Filing Fee permits eligible master or doctoral students to pay one-half the University Student Services Fee (currently \$255.00) in lieu of full registration fee. Filing Fee allows students to file theses or dissertations or take required final examinations during the four-month eligibility period that begins the day the Graduate Division approves the application. Only students who have been continuously registered, except for two semesters of approved withdrawal, are eligible for Filing Fee status. If this is not the case, detailed written justification from the dissertation chair, endorsed by the Head Graduate Adviser, must accompany the application.

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### **RESIDENCY INFORMATION:**

#### Petitioning for Resident Classification (for continuing students)

If you are a continuing student who is classified as a nonresident for tuition purposes and you believe you will be eligible for resident status, you must file a petition with the Residence Affairs Unit in the Office of the Registrar, 39 Sproul Hall. The deadline to file the petition is the last working day before the first day of instruction for the term for which you are seeking resident status.

#### **Time Limitation on Providing Documentation**

If additional documentation is required for a residence classification but is not readily accessible, you will be allowed until the end of the applicable semester to provide it.

#### **Incorrect Classification**

If you were incorrectly classified as a resident, you are subject to reclassification and to payment of all nonresident tuition fees not paid. If you

concealed information or provided false information and were classified incorrectly as a result, you are also subject to University discipline. Resident students who become nonresidents must immediately notify the campus residence deputy.

### **Inquiries and Appeals**

Inquiries regarding residence requirements, determination, and/or recognized exceptions should be directed to the Residence Deputy, Office of the Registrar, 39 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-1614, or the Legal Analyst-Residence Matters, 1111 Franklin Street, 8th Floor, Oakland, CA 94607-5200. *No other University personnel are authorized to supply information relative to residence requirements for tuition purposes.*

Any student, following a final decision on residence classification by the residence deputy, may appeal in writing to the legal analyst within 45 days of notification of the residence deputy's final decision.

Note: This summary is **not** a complete explanation of the law regarding residence. Additional information is available from the Office of the Registrar. Please note that changes may be made in the residence requirements between the publication date of this statement and the relevant residence determination date.