



UCSD DEPARTMENT
OF ETHNIC STUDIES

GRADUATE STUDENT HANDBOOK



WELCOME TO OUR COMMUNITY

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Ethnic Studies Class of 2024

Ethnic Studies Symposium


Mission & Vision

Situated in a region where the US-Mexico border zone, indigenous national and tribal governments, and the Asia-Pacific interact to produce a dynamic geopolitical location, UCSD's Ethnic Studies Department is a vibrant community of scholars committed to the interdisciplinary study of race, ethnicity, Indigeneity, gender, sexuality, class, and dis/ability.

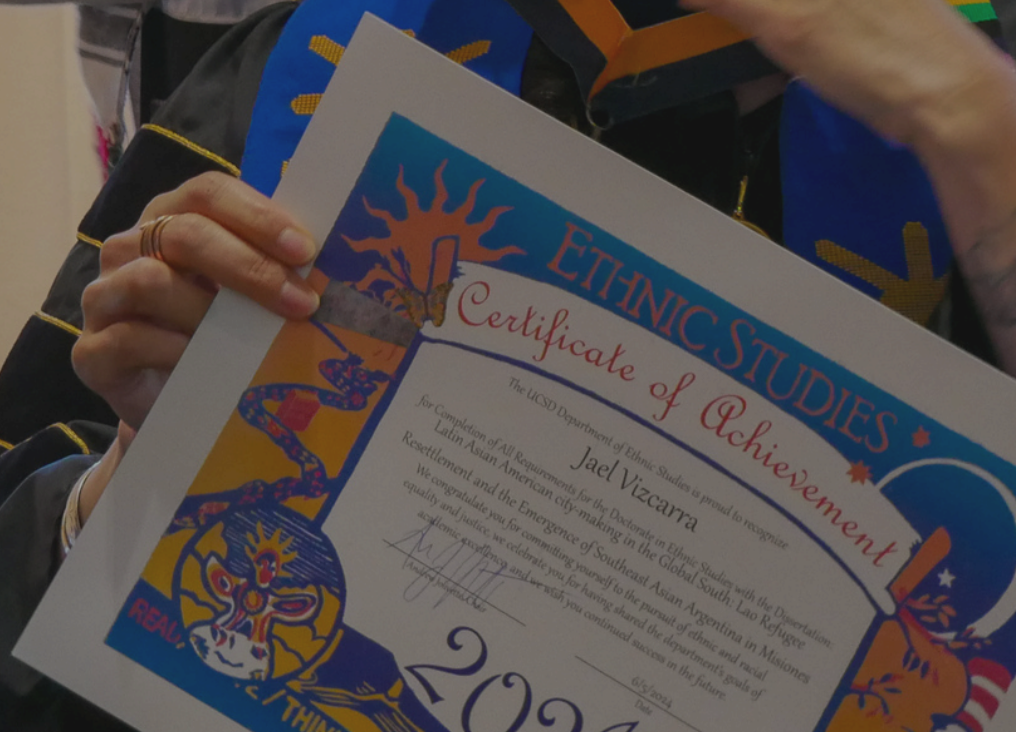
The department's innovative approach represents a commitment to transnational, relational, and intersectional methods for producing critical knowledge about power and inequality, including systems of knowledge that have emerged from racialized and indigenous communities in global contexts.

Ethnic Studies is devoted to creative, conceptual, and empirical research; critical pedagogy; collaborations with a broad group of affiliated faculty; and social justice projects developed with and for the university, our home communities, and the broader public.

Academic work succeeds best when it is conducted in an atmosphere of mutual respect, professionalism, and seriousness. We are all stewards of the institution in which we work; we all have an important role to play in creating a positive environment and in helping each other succeed. Above and beyond the literal requirements and regulations that structure the department, we share a common obligation to construct a collegial, cooperative, and congenial community.



PROGRAM of STUDY



Program of Study

Academic Goals & Timeline:

The Ethnic Studies Ph.D.

The following pages outline how the basic goals and procedures for achieving the ethnic studies Ph.D. are to be accomplished, the rights and responsibilities of graduate students, and the resources and opportunities available to students that lend support to that effort. These academic and curricular phases delineate the Ethnic Studies Ph.D. program:

1. Foundational course material, 200 A-B-C (during the first year)
2. Interdisciplinary Research Methods courses (during the first or second year)
3. Graduate Level Elective Seminar courses (during first & second year)
4. Preparing for the Master's portfolio (ETHN 291) and other requirements for the MA degree (Spring quarter, second year).
5. Preparing for the doctoral qualifying exam (can be taken as early as Spring quarter of third year but no later than Winter quarter of fourth year).
6. Completing the dissertation prospectus and committee presentation (usually one quarter after passing the qualifying exam but no later than the end of the Spring of the fourth year, with some exceptions)
7. Researching and writing the dissertation, its defense, and awarding of the Ph.D. degree (by the end of the sixth year)

Three individuals are charged with advising incoming students: the Director of Graduate Studies, the Graduate Coordinator, and a Faculty Advisor. The Director of Graduate Studies serves as advisor for all incoming students and selects a Faculty Advisor for each new matriculant on the basis of their interests. The Graduate Coordinator is available to assist and inform students in any matters relating to program requirements and serves as a liaison between graduate students and the Graduate Division.

Students should consult with both their Faculty Advisor and the Director of Graduate Studies with respect to the selection of courses for each quarter, developing plans for the Thesis Portfolio, and other academic matters. After the first two quarters of the first-year students may select another faculty member as their faculty advisor, if they wish, and with the approval of the new advisor.

Program of Study

Required Courses

1. ***Ethnic Studies 200A-B-C, Core Seminar:*** All graduate students will be required to take the introductory three-quarter core seminar (four units each, twelve units total) during their first year in the program. This course covers the genealogy of critical racial and ethnic studies (its antecedents and development as a distinct and interdisciplinary method of inquiry), interdisciplinarity and knowledge production in ethnic studies, and research in ethnic studies (proseminar).
2. ***Ethnic Studies 230, Department Colloquium:*** During the first two years of graduate study, all students will be required to enroll in six one-quarter colloquia required by the department. In ETHN 230, department faculty and visiting lecturers will make presentations about research in progress in our field. This colloquium is a one-unit course and must be taken for a total of six quarters.
3. ***ETIM Ethnic Studies Interdisciplinary Methods Seminars:*** Students will take a minimum of two ETIM courses (8 units total). Students can petition the Graduate Records Committee if they wish to substitute courses offered outside of Ethnic Studies.
4. ***Elective Seminars:*** minimum of 8 units required for MA & PhD degree. Graduate level seminar courses (200 level) are designed to cover theory, content, and topics that are necessary for a broad training in Ethnic Studies. As appropriate to a student's research interests, courses may be selected, in consultation with the student's faculty advisor, from graduate courses offered by other UCSD departments.
5. ***ETHN 291 Thesis Portfolio Prep:*** (4 units) Graduate students preparing for the Thesis Portfolio will enroll in 291 seminar during Spring quarter of 2nd year. The seminar will offer organized group study and workshops for review and preparation of curated portfolios. The seminar will provide a venue for each student to assemble their 2nd year portfolio, consisting of:
 - a) A 5-7 page overview of their portfolio, positioning themselves as Ethnic Studies scholars in relation to the materials they include in the portfolio;
 - b) response and synthesis papers produced in ETHN 200A, 200B, and 200C;
 - c) papers produced in ETIM courses;
 - d) a copy of research paper written in first two years of course work.

Program of Study

The M.A. Degree & Thesis Portfolio

Students entering the Ethnic Studies doctoral program must first complete a Master's degree before continuing toward the doctorate. University regulations prohibit entering students who already have a Master's degree in Ethnic Studies from receiving a second Master's degree. Nonetheless, students who are admitted to the Ethnic Studies doctoral program with a Master's degree must complete all the requirements for the Ethnic Studies Master of Arts degree. The M.A. will also be a terminal degree for those students denied admission to candidacy.

To obtain the M.A., students must complete the department's course requirements satisfactorily; additionally, each student will organize a 2nd Year Thesis Portfolio at the end of year two. Graduate students organizing the Portfolio will enroll in the 291 seminar during the Spring quarter of their 2nd year. The seminar will offer organized group study and workshops for review and preparation of the portfolio. The seminar will also provide a venue for each student to assemble their portfolio, consisting of: a) a 5-7 page overview of their portfolio, positioning themselves as Ethnic Studies scholars in relation to the materials they include in the portfolio; b) response and synthesis papers produced in ETHN 200A, 200B, and 200C; c) papers produced in ETIM courses; d) a copy of research paper written in first two years of course work. The 291 instructor evaluates that year's examinations, which will be due at the beginning of finals week of Spring quarter.

The Master's degree is earned as one of the requirements for the PhD and is based on the quality of the student's work during the first two years in the graduate program. At the end of the second year, students are evaluated by the Graduate Record Committee (GRC) for the Master's degree. At that time, the GRC ascertains the student's suitability for doctoral work and recommends either advancement to PhD work or termination. The final decision regarding the M.A. is based on grades, the Thesis Portfolio, and yearly faculty evaluations. The GRC awards three possible grades: "Pass," "M.A. Only," and "Not Pass." All passing students (with the exception of those who already have a Master's degree in ethnic studies from another institution) receive the Master of arts degree and proceed in their course of studies for the doctorate. Students who receive "M.A. Only" evaluations gain the Master's degree but may not continue in the department's PhD program. Students who receive a "Not Pass" evaluation must withdraw from the program without a graduate degree.

Program of Study

To receive the M.A. degree, students must satisfactorily complete all the course requirements by the end of spring quarter of their 2nd year. The graduate coordinator will complete an online form "Application for Candidacy for the Degree of Master of Arts" for each student at the beginning of spring quarter. The form will list the required courses the student has taken including those in-progress. The form is then routed to the Graduate Division for approval. The application form must be approved before an M.A. Degree form can be filed. Once approved, the graduate coordinator can then file an M.A. Degree form for the student. The degree form will be filed in the following Fall quarter for students who have been recommended for an M.A. degree by the GRC. Students who receive an "M.A. Only" evaluation may file during the Summer or Fall quarters for a terminal Master's degree and then withdraw from the program.



Noelle Sepina receiving PhD

Program of Study

Directed Readings Policy & Requirements

A Directed Reading (ETHN 298 course) provides individual instruction for students who would like to study a particular topic that is not covered in a regular seminar course. Students who wish to enroll in ETHN 298 (from 1 to 12 units) should complete these steps by the end of the previous quarter:

- Meet with a faculty member to discuss your 298 proposal
- Develop a description (scope & goal) for the directed reading with the faculty member
- Develop a reading list, planned assignments & schedule hours of instruction
- Complete the ETHN 298 form and obtain the required signatures, email the form with approvals to the Graduate Coordinator who will facilitate enrollment.

Generally, 298s are reserved for post-M.A. students. Only in exceptional cases can pre-M.A. students request to take a 298. No more than 8 units of 298 can be approved for pre-M.A. students. Students will need to explore seminars in and out of the Ethnic Studies department. Requests for the 298 must illustrate that no seminars are being offered from which the student would benefit. In addition, a requested ETHN 298 must relate directly to the individual's M.A. research and students making this request must explain a special circumstance and be approved by the student's Faculty Advisor and the Director of Graduate Studies. Specifically, the student must explain why the skills and knowledge provided by the requested reading are pertinent at this particular point in the program.

The M.A. preparation course 291 is specifically designed to allow students time to prepare the Literature Review and the Methodologies Paper. The completion of class work for the Ethnic Studies Ph.D. requires the completion of the formal requirements and the stipulated amount of course hours. Directed readings may complement these requirements but should not be viewed as alternatives to required or elective classes offered by Ethnic Studies or those which can be taken outside of the department. An ETHN 298 course cannot be substituted for any course requirements per UCSD policy.

Program of Study

Doctoral Committee

The Doctoral Committee consists of four persons proposed by the student and accepted by the Chair of the proposed committee, the Department Chair, and the Graduate Division according to graduate council regulations:

- Minimum of 4 members with UC San Diego faculty appointments
- At least 1 member must have a primary tenured appointment in a different department
- At least 2 members must be from the student's home department or program
- At least 1 member must be tenured or emeritus
- Proposed members from other UC campuses, other universities, or industry are exceptions and must be requested in writing

A useful chart on the Graduate Division website gives additional information about doctoral committee membership at:

[https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-\[and-Master's\]-Committ](https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-[and-Master's]-Committ)

(see the "Doctoral Committee Membership Table")

Students should select the chair or co-chairs and form their doctoral committee by December 1st of their third year of study at the latest. The chair of the Doctoral Committee serves as the student's adviser for the remainder of the student's graduate program and should be consulted prior to registering for classes and with regard to plans for completion of examinations and for dissertation research. Students must contact the Graduate Coordinator with their proposed doctoral committee membership, who will then fill out the online form required for doctoral committee approval. Committees must then be approved by the Department Chair and the Graduate Division via the online form system. Additional info on doctoral committee policies is at:

[grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-\[and-Master's\]-Committ](https://grad.ucsd.edu/academics/progress-to-degree/committees.html#Doctoral-[and-Master's]-Committ)

Program of Study

Doctoral Qualifying Examination

The written and oral components of the Doctoral Qualifying Examination test the student's readiness to undertake advanced independent teaching and research in Ethnic Studies. After completing the written components, the oral exam can be scheduled as early as the Spring quarter of a student's third year in the Program; and will normally be taken no later than the Winter Quarter of the fourth year, with some exceptions. Please note, the qualifying exam cannot be scheduled until the student's doctoral committee has been approved by our department and the Graduate Division. Allow four to six weeks for Doctoral Committee Approval.

Per the Graduate Division and University policy, all committee members must participate either in person or on Zoom or in rare cases by sending questions for the advancement to candidacy qualifying exam and must sign the Report of the Qualifying Examination and Advancement to Candidacy for the Doctoral Degree form. Signatures of each committee member and of the program chair are required.

The Qualifying Examination is comprised of three parts: 1) the composition of three distinct reading lists: General Ethnic Studies, Specialty Field, and Teaching Field; 2) the completion of the Specialty Field Paper, based on the Specialty Field reading list; and an Annotated Course Syllabus, based on the Teaching Field reading list; 3) a two-hour oral examination on the General Ethnic Studies reading list, the Specialty Field paper, and the Annotated Course Syllabus.

Part One: The Qualifying Reading Lists

Students will devise three Qualifying Reading Lists, each drawn from bibliographies of approximately twenty (20) to thirty (30) scholarly article and book titles. The Qualifying/Doctoral Committee will be convened no later than the Winter Quarter of the third year, and the three reading lists should be completed and filed with your Advisor/Doctoral Committee Chair no later than the end of the Spring quarter of the student's third year in the Program, with some exceptions. The three reading lists are as follows:

1) The **General Ethnic Studies Reading List** draws from Ethnic Studies coursework you have done in your first two years, as well as from other relevant courses, and from suggestions made by your committee members. This list will provide a framework for establishing command of the core theoretical, historical, and methodological foundations of Ethnic Studies.

Program of Study

2) The **Specialty Field Reading List** defines a broad area of expertise related to the student's dissertation research interests. Bibliography choices should follow relevant and emerging areas of scholarship that provide the broad context for the dissertation topic.

3) The **Teaching Reading List** demonstrates mastery over an area in which the student expects to offer a variety of courses. A Teaching Field may overlap the terrain of the Specialty Field, but should be substantially different from or wider than the Specialty Field.

Part Two: The Qualifying Written Components

Students begin working on the Specialty Field paper and the Annotated Syllabus as soon as they have submitted the three reading lists and convened a Qualifying/Doctoral Committee; students are expected to complete the two written components as early as the Spring quarter of the third year and no later than the Winter quarter of the fourth year, with some exceptions.

In the Specialty Field Paper, students will demonstrate their familiarity with key texts in a chosen field of specialization and the capacity to critically engage key issues, central debates, and shaping trajectories of a defined field that will reflect the development of their dissertation topic and research agenda. This literature review provides committee members a valuable opportunity to assess students' critical writing skills as well as their capacity to synthesize and evaluate complex, heterogeneous, and interdisciplinary bodies of scholarship. The specialty field paper will be expected to provide contextual background and a jumping-off point for conceptualizing and drafting the dissertation prospectus.

The Annotated Syllabus allows doctoral candidates to conceptualize and articulate the key debates and themes that define a particular field, as well as to develop their pedagogical approach to course development. In contrast to the specialty field paper, the annotated syllabus will highlight the student's breadth as a teacher beyond their chosen research area of expertise. Additionally, it will provide students with a valuable template for their future employment and fellowship application materials.

Program of Study

Part Three: The Oral Examination

The Qualifying Oral Examination may be scheduled when the student has read the material on the three Qualifying reading lists, written a Specialty Field Paper based on the Specialty Field reading list, and completed an Annotated Course Syllabus based on the Teaching Field reading list. Seven days before the scheduled qualifying examination (and no later than week 9 of Winter quarter), the student must submit the written Specialty Field paper and Annotated Course Syllabus to the examination committee. A two-hour oral examination will occur on the appointed date. At the two-hour oral exam, the student will answer questions posed by the committee about the General Ethnic Studies reading list, the Specialty Field paper, the Annotated Course Syllabus, and comprehensive knowledge of Ethnic Studies scholarship. Based on the written components and on oral performance, one of three possible grades will be selected by the examination committee: "No-Pass," "Pass," and "High Pass." Students who receive a "No Pass" must retake the qualifying examination within one year and obtain a "Pass" grade to remain in the doctoral program. Students must complete the Qualifying Exam by the end of Winter quarter of the fourth year, with some exceptions. This includes:

- convening a committee (organized in Winter Quarter of the third year)
- completing the Specialty Field Paper
- completing the Annotated Syllabus
- passing the oral examination

Qualifying Exam Form and Procedure

Students must be enrolled and registered in the quarter that they advance to candidacy. Once a student has scheduled their Qualifying Exam, they should contact the Graduate Coordinator who will need to route an online form to their doctoral committee members prior to the defense date. The "Report of the Qualifying Examination/Advancement to Candidacy for Doctoral Degree" form will be signed online via the DocuSign system by all committee members. Per the Graduate Division and University policy, all committee members must participate in person, via zoom, or in rare cases by sending questions for the advancement to candidacy exam and must sign the form.

Program of Study

The form will also be routed to the Department Chair for signature. A \$50 Advancement to Candidacy fee will be charged to the student's TritonLink financial account once form is received by the Graduate Division. Once the form is approved by the Graduate Dean, the student will be Advanced to Candidacy. Additional details are at: grad.ucsd.edu/academics/progress-to-degree/advancing-to-candidacy.html#Doctoral-Students

Dissertation Prospectus and Prospectus Meeting

During Winter or Spring quarter of the fourth year, students attend a required work-shop, Preparing the Dissertation Prospectus. A Dissertation Prospectus of fifteen (15) to twenty (20) pages, excluding bibliography, will be due by the end of the Quarter following the Qualifying Examinations. The dissertation prospectus is a written document that (1) specifies the dissertation research topic; (2) places the dissertation research in the context of the relevant literature in the field; (3) identifies the significance of the project as original discovery scholarship; (4) explains and justifies the research methods to be employed; (5) establishes the feasibility of the research and identifies the primary sources or data bases to be used; (6) indicates the anticipated steps leading to completion of the project; and (7) provides a timetable for the research and writing phases of the project.

No later than week 9 of Spring quarter of the fourth year, the candidate will furnish the prospectus to the dissertation committee members and will schedule a one and a half hour Prospectus Meeting with the entire dissertation committee. The Prospectus Meeting must be at least one full week after the Prospectus has been completed and sent to Committee members. No form is required for the prospectus meeting. The students Doctoral Committee Chair or Co-Chairs facilitate the prospectus meeting and should be consulted with any questions.

*“Let this radicalize you rather than lead
you to despair”*

--Mariame Kaba

Program of Study

Dissertation Research & Filing for PhD Degree

Once students pass the qualifying exam, they may begin dissertation research. Students are expected to consult with their committee members on a regular basis during the research process. All doctoral students will be evaluated annually by the doctoral committee and given a written report signed by the committee Chair or Co-Chairs and at least two other committee members according to campus policy. Students must submit the final draft of the dissertation to the Committee at least one (1) month in advance of the scheduled defense. The final version of the dissertation must be approved by each member of the doctoral committee. Once the committee members are substantially satisfied with the written work, the student, in consultation with the committee, schedules the oral defense of the dissertation. By University regulation, the defense is open to the public. Having successfully defended the dissertation in oral examination, the student is eligible to receive the PhD degree. The final version of the dissertation is then filed with the university librarian via the Graduate Division.

Acceptance of the dissertation by the librarian is the final step in completing all requirements for the PhD degree. Additional information:

- For Degree Completion: <https://grad.ucsd.edu/academics/preparing-to-graduate/degree-completion.html#Doctoral-Students>
- Preparing to Graduate: <https://grad.ucsd.edu/academics/preparing-to-graduate/index.html>
- Students must make a preliminary dissertation meeting with the Graduate Division. Appointments are made via the calendar link at: <https://gradforms.ucsd.edu/calendar/>

Note that the preliminary meeting is for your dissertation formatting review. For more info on these meetings and the dissertation formatting requirements, see the above link.



ADVISING RESOURCES

Advising Resources

Graduate Student Advising Resources

Understanding the structure of the program, the resources available to students from the department and the university, and the strategic use of these resources can greatly enhance academic success. The advising functions of faculty and staff available to graduate students include:

Director of Graduate Studies

- Advice and information about the Ethnic Studies Graduate Program and graduate student life in general
- Advice about courses of study, research goals, the M.A. Thesis Portfolio, and doctoral committees
- Information and advice regarding petitions and exceptions to policy (with Chair, provides signature approval for petitions)
- Employment as Teaching Assistant, Reader, or Graduate Student Researcher (GSR)
- Grant and fellowship applications

Faculty Advisors

- Every entering student will have a Faculty Advisor for the first two years of graduate study, assigned by the first week of Fall Quarter
- Faculty Advisors provide individual guidance to new students; they meet at least once each quarter with their advisee and are available to discuss course enrollment, graduate program and trajectory, and academic, professional, and personal goals.

Qualifying/Doctoral Committees

- Doctoral committee members, particularly committee chairs or co-chairs, meet with their students weekly, monthly, or quarterly, as appropriate, to discuss the Qualifying requirements, the prospectus and the dissertation project, and academic, professional, and personal goals.

Advising Resources

Graduate Student Advising Resources ---

Graduate Coordinator ---

- Advice and information on academic procedures and regulations, time limits, graduate student petitions, course information, and academic records
- Student employment information, fellowship and stipend information
- Advice, information, and campus referrals

Graduate Record Committee ---

- Membership consists of the Director of Graduate Studies plus two other faculty members.
- The GRC makes final decisions for the M.A. degree based on the Readers' recommendations.
- The GRC reviews proposals for travel/research grants or other funding opportunities and makes awards based on available funding.
- Reviews and approves of petitions and exceptions to policy
- The GRC is available to consult with students in order to mediate a grievance between a student and faculty in the event that the student has not been able to address and/or resolve the grievance with the faculty involved.

TA Faculty Advisor ---

- Supervises the systematic training and evaluation of Teaching Assistants
- Advises Teaching Assistants on pedagogical issues and academic integrity and honesty
- Serves a two-year term and meets twice annually (as scheduled) with TA Faculty Advisors in other department to discuss campus TA matters.

Advising Resources

Principles of Academic Engagement & Integrity

Graduate students are responsible for observing all academic requirements, the procedures established for Teaching Assistants (when applicable), and in general for acting in a professional manner and demonstrating respect for the diversity of perspectives that are represented within the Department of Ethnic Studies. If a faculty member, the Department Chair, the Director of Graduate Studies, or the student's Faculty Advisor or Committee Chair believe that a student has acted in a way that violates these standards and requirements, a letter may be sent to the student that addresses the relevant issues, a copy of which could be placed in his or her file. In such a case, the faculty member would first meet with the student and discuss the matter. Whenever the issue(s) discussed remain(s) unresolved both student and/or faculty may meet with his or her Faculty Advisor or Committee Chair, the DGS and/or the Department Chair.

For any matters that fall under the purview of the UCSD Academic Integrity Office, the department will follow AIO procedures. The AIO works closely with the Academic Senate, the eight undergraduate colleges, the Office of Graduate Studies, academic departments, and central administration to:

- Create a culture of academic integrity on campus
- Reduce student cheating
- Process allegations of Policy on Integrity of Scholarship violations
- More information about UCSD Academic Integrity policies is available at:

<http://students.ucsd.edu/academics/academic-integrity/index.html>

"Until stolen land is returned, critical consciousness does not translate into action that disrupts settler colonialism."

--Eve Tuck and K Wayne Yang

Advising Resources

Graduate Student- Faculty Communication

Students benefit from perspectives of all faculty members and have a responsibility to themselves and the Ethnic Studies Department community to engage with faculty and fellow students with respect, with adherence to the goals of the department, and in accordance with the UCSD Principles of Community. If a conflict arises with a student and a faculty member, the faculty will act according to the following procedure:

- First order of communication: Unless there is a danger to the student's well-being, a student who has a conflict with a faculty member should first address the issue with the faculty member involved. If the student is a Teaching Assistant, and the faculty member is the supervising instructor, a student should first consult with the TA Faculty Advisor.
- If that fails, they should consult with the Graduate Record Committee, whose responsibility will be to mediate between the student and the faculty.
- If a student approaches an Ethnic Studies faculty member for advice or to share an issue, the faculty member should direct the student to follow the above departmental procedures.



India R Pierce receiving PhD

Advising Resources

Academic and Support

Time Limits

Pre-candidacy status, that is, the registered time before a student passes the qualifying examination and thereby advances to Ph.D. candidacy, may not exceed four years. Normative time for a Ph.D. in Ethnic Studies is six years. Normative time is defined as that period of time in which students under normal circumstances are expected to complete their doctoral program. To provide an incentive for students to complete the Ph.D. within normative time, students will only be eligible for financial support for six years (eighteen quarters). University policy states that the doctoral dissertation must be submitted and defended within eight years. To meet this normative time limit, and to meet departmental requirements, students must complete the Qualifying Examination by the end of the fourth year (with some exceptions). As long as a student is in good academic standing, is within the support and academic time limits, and is enrolled in 12 units each quarter, they are eligible to receive stipends, scholarships, or employment in a graduate student title: **Graduate Student Researcher (GSR), Teaching Assistant (TA), Reader, Tutor, or Associate-in (teaching a class)**. The following academic and support time limitations apply to the Ethnic Studies PhD program:

1. Completion of the Thesis Portfolio and coursework requirements for the M.A. degree within the first two years is a department time limit.
2. If a student does not meet the qualifying time limit within four years, they will lose support eligibility unless a petition to extend the qualifying time is approved by the department Chair, the Graduate Council, and the Dean of Graduate Studies.
3. Support Time Limit: UCSD imposes a support time limit of six years to complete the Ethnic Studies Ph.D. Students who have not completed the degree within six years will lose their support eligibility. This includes all stipend, fee/tuition payments, fellowships, scholarships, grant funding and employment by the University and its affiliated institutions. Since students cannot receive any support, they will be required to pay their own tuition/fees to be eligible for student health insurance and student housing.

Advising Resources

Academic and Support

Time Limits

A student can request an extension to their support time for extenuating circumstances. The letter request must come from the student's advisor and be approved by both the Ethnic Studies Director of Graduate Studies and the Department Chair. The letter petition request is then sent to the Dean, Graduate Division for review. Please contact the Graduate Coordinator to facilitate these requests.

- TA Employment Time Limits: As established by the Office of the President, there is an 18-quarter limit for students approved on Teaching Assistant and/or Associate (Teaching a Course) titles. A student cannot work for more than 18 quarters as a TA and/or Associate-In (Teaching a Course).

The rationale for this policy is that serving as a Teaching Assistant for an extended period may delay the student's timely completion of Ph.D. requirements. The Office of the President's policy further specifies that Teaching Assistant and/or Associate (Teaching a Course) may be approved for employment through 6 years (or 18 quarters total), but in no case for more than 18 quarters. The extension of a student's support time limit does not alter the TA time limit. Note that Summer Session employment is not counted toward the 18-quarter limit. A student who has reached the 18-quarter limit may be considered for a Summer Session Teaching Assistant and/or Associate (Teaching a Course) appointment provided that the student meets all other eligibility criteria. For students who have reached their limit, there may be the availability of other types of support allowable, these are: Graduate Student Researcher (GSR), Reader/ Tutor, Fellowships, Student Loans).



ES Students in 1999

Advising Resources

Academic and Support

Time Limits

- UCSD imposes a registration time limit of nine years for graduate students. Students who are no longer eligible for university support may continue to be enrolled in classes for the remaining quarters of their eligibility, but they must pay registration fees themselves and are not eligible for employment as a Reader, TA, Tutor, Associate in, or GSR.
- A graduate doctoral student will receive a 100% reduction in nonresident tuition beginning with the first quarter following advancement to candidacy and ending three years later. After three years, any student who continues to be enrolled will be charged the full nonresident tuition rate.
- An extension of one time limit does not extend any future time limit.
- Students are eligible for three quarters of approved Leave of Absence; an approved Leave of Absence will extend academic and support time limits one quarter forward for every quarter a student is on an approved Leave of Absence.



Gabriela Salvador at Grad Admit Day

Advising Resources

Enrollment in Classes

Students must be enrolled in at least 12 units by the posted deadlines for each quarter and late fees of up to \$100 are assessed if the student does not enroll by the deadline. After the enroll deadline, students should make all changes, adjustments, adds or drops to that quarter's course schedule no later than the end of the second week of each quarter. Students should observe enrollment and fee payment deadlines to ensure they are not dropped from classes by the Registrar. If you receive a bill from UCSD Student Business Services (SBS), please review your student account on TritonLink. For additional info: <http://students.ucsd.edu/finances/billing-payment/student-accounts/resolving-holds.html>

You can also contact SBS directly if you need to make special payment arrangements or to find out what you owe. Please note, the Graduate Coordinator does not have access to your personal student account. SBS 858-822-4727

We also suggest you familiarize yourself with the University registration policies and the Enrollment and Registration Calendar. It is the student's responsibility to follow all procedures and adhere to University deadlines. These can be found on the Registrar's website: <http://students.ucsd.edu/sponsor/registrar>

Graduate students must be enrolled and registered in at least 12 units each quarter for full time student status and to be eligible for financial support, fellowships or University employment. Students are not considered registered until they have both enrolled in courses and paid registration fees. Waitlisting a class does not constitute enrollment.

Enrollment is processed using WebReg on TritonLink.

Students are responsible for all courses in which they are enrolled. Students should double check to confirm all of their class enrollments. Students must make any necessary changes by the Add/Change/Drop process before the deadline or by appropriate withdrawal.

Students are also responsible for checking to make sure their grades are posted at the end of each quarter and should contact the instructors if they have questions.

Advising Resources

Spring Evaluations

The Graduate Division regulations call for a departmental evaluation to be submitted annually by the faculty for each graduate student. Students who have not yet taken the Oral Examination and advanced to candidacy for the Ph.D. receive an evaluation written by the DGS summarizing faculty input. Each Spring, the faculty are asked to write a short evaluation of each student they have worked with during that year. The faculty meet and discuss each student individually and agree on the general points to be included in the evaluation.

Asking graduate students to sign the evaluation serves as a record of having been given the opportunity to read it. The evaluation is placed in each student's file at the Graduate Division. The Graduate Division uses them to confirm that each student is making acceptable progress in the program. The Graduate Division has ultimate approval over graduate funding, but grades generally determine continued funding eligibility, along with registration of 12 units or more each quarter.

Within the department, the faculty consider the annual evaluation an important part of recognizing student achievements and pointing out any weaknesses that might exist. After they have served that purpose the evaluation letters become part of the student's departmental record but are not used to determine any issues of departmental support or to affect student's status in any direct way. The Admissions and Graduate Record Committees have the responsibility for these kinds of decisions. Graduate students who have advanced to candidacy receive an annual evaluation written by their Dissertation Committee Chair and signed by at least two members of the committee and the Department Chair.

“Do you already know that your existence--who and how you are--is in and of itself a contribution to the people and place around you? Not after or because you do some particular thing, but simply the miracle of your life”.

--adrienne maree brown

Advising Resources

Pedagogy and Teaching

Classroom teaching is a necessary and valuable component of graduate student training. Most students will have an opportunity to be a Teaching Assistant during their six years in the program. Students who are employed as Teaching Assistants are also enrolled in 4 units of an apprentice teaching course, ETHN 500 (or similar course for students working for the college writing programs or other departments).

Once a student has passed their qualifying examination, they are eligible to serve as the teacher of record for undergraduate courses in the Associate-in Ethnic Studies title. Teaching opportunities are based on departmental need, and should not interfere with the student's progress towards completing their degree; there are opportunities to teach a course as an Associate in Ethnic Studies during Summer Session and during the regular academic year.

Instructors of courses to which TA's have been assigned should arrange to visit the classroom of each TA for the course at least once and write an evaluation of the TA for each quarter that the student has been employed as a TA. TA evaluations by students in their sections will be completed via the UCSD Student Evaluation of Teach (SET) system during weeks nine and ten of the quarter. TA's will be sent an email with their SET evaluation summary within a couple weeks by the SET system.

UCSD Human Research

Protections Program

The UCSD Human Research Protections Program (HRPP) exists to promote high quality, ethical research by serving as the advocate for the rights and welfare of persons who participate in research programs conducted by UCSD faculty, staff, students, and researchers. Though located within the School of Medicine, the Human Research Protections program has responsibility for review of research involving human subjects conducted by all Schools, Centers, and Programs of UCSD. The Human Research Protections Program office assists researchers in complying with federal, state and University policies regarding experimentation involving human subjects, and oversees the review and conduct of research conducted by federally registered Institutional Review Boards (IRBs). For more information and information on how to submit the Social and Behavioral Sciences Application to the HRPP, please check their website: irb.ucsd.edu

Advising Resources

Degree Requirements Checklist

*To be reviewed & completed by the student each quarter

Faculty Advisor: _____

Requirement	Courses taken	Quarter/Year
Core Sequence (12 Units Total)	200A (4 Units)	Fall, 1st year
	200B (4 Units)	Winter, 1st year
	200C (4 Units)	Spring, 1st year
Department Colloquia (3 Units Total)	230 (1 Unit)	Fall, 1st year
	230 (1 Unit)	Winter, 1st year
	230 (1 Unit)	Spring, 1st year

Ethnic Studies Degree Requirements Checklist

Requirement	Courses taken	Quarter/Year
Department Colloquia (3 Units Total)	230 (1 Unit)	Fall, 2nd year
	230 (1 Unit)	Winter, 2nd year
	230 (1 Unit)	Spring, 2nd year
Thesis Portfolio Prep	291 (4 units)	Spring, 2nd year
Electives (8 Units)	2 Graduate Level (200) Seminar Courses	

Advising Resources

Graduate Course Schedule

See the Ethnic Studies website for the quarterly course schedule at: ethnicstudies.ucsd.edu; listed under: "Graduate Studies/Schedule"

Course schedules are subject to change based on availability of faculty and curriculum needs.

UCSD Academic Calendar

See the quarterly academic calendar at: students.ucsd.edu

UCSD Graduate Division

Academic Deadline

Understanding the structure of the program, the resources available to students from the department and the university, and the strategic use of these resources can greatly enhance academic success. The advising functions of faculty and staff available to graduate students include:

The 2nd Friday of each quarter

is the deadline to submit

- Drop/Add Requests on WebReg
- Half-time Study requests
- In Absentia requests (via General Petition)
- Applications to Candidacy for the Master's degree (in order to receive the Master's in the same quarter)

The 4th Friday of each quarter

is the deadline to submit

- Requests to change a grading option, change number of units, drop a course without a W

Advising Resources

UCSD Graduate Division

Academic Deadline

The 9th Friday of each quarter
is the deadline to submit

- Course Drop Requests (allowed only if will remain enrolled in 12 units)

The 10th Friday of each quarter
is the deadline to submit

- Course Add Requests

The 11th Friday of each quarter
is the deadline to submit

- Final Paperwork for degree completion
- Fully completed forms must be received in the Graduate Division by the dead line date; department approval alone does not constitute meeting a deadline.

*Please note: For a **Spring degree** the deadline to submit all final paperwork and have your name listed in the commencement booklet is the **Friday of 10th week**. The final deadline for a Spring degree is the last Friday of Spring quarter but your name will not be included in the commencement booklet.

The Summer degree deadline is the last Friday of summer session II (usually in early September).

Please see the Registrar's Enrollment and Registration Calendar for the actual dates.



FINANCIAL SUPPORT

Policies and

Resources

Financial Support Policies & Resources

Fellowships and Scholarships

Ethnic Studies Department scholarships and fellowships are awarded from the department block grant, which is an allocation from the Dean of Graduate Studies. The department seeks to balance funds in the block grant between continuing students and incoming students. We offer students full or partial remission of fees and tuition, full scholarships, and stipends through the block grant.

Students are nominated for campus fellowships, including the Tribal Membership Initiative, the UC Presidents Dissertation Fellowships, and others. Incoming students are nominated by the Admissions Committee based on fellowship criteria and their qualifications; continuing students are nominated for fellowships announced by the Graduate Division according to the criteria of the fellowship. The Director of Graduate Studies and Graduate Coordinator forward fellowship announcements to faculty and students; if a student feels that their research fits the fellowship criteria and would like to be nominated, they should talk to their committee chair or faculty adviser and the Graduate Coordinator to discuss eligibility and to make sure all necessary materials are provided by the appropriate deadline. Students should also check the following websites for fellowship and grant opportunities:

- Ethnic Studies Website, under the Graduate Studies, Fellowship/Grants page: ethnicstudies.ucsd.edu
- Graduate Division website: grad.ucsd.edu/financial/fellowships/index.html

In addition, academic senate and other research grants to faculty have provided funds to hire Graduate Student Researchers, who, if appointed during the academic year at a level of 25% or more, are eligible for tuition and fee remission during the quarter(s) they are employed. Our students have applied for, and been successful in obtaining external pre-dissertation and dissertation fellowships, as well. The Ford Foundation, the Mellon Foundation, the UC President's Dissertation Fellowship program, and other sources have selected many ethnic studies graduate students for support over the years.

Financial Support Policies & Resources

Procedures for Awarding Internal Fellowships

The department makes every attempt to provide financial support to all entering students and continuing graduate students in good standing. We expect students requesting support to be enrolled on a full-time basis.

The department's block grant cannot cover all student requests for funding; thus the DGS makes fellowship and scholarship award decisions with the goal of leveraging all available resources to optimize the fullest support for as many students as possible, and as equitably as possible. Other factors contributing to support decisions include a student's good academic standing and demonstration of progress toward the degree. In the six-year time to degree, most students will be supported for the first year with fellowship support; most students will work as a Teaching Assistant or GSR for four years or more. Most students will have an opportunity to work as a TA for Ethnic Studies courses, but all students will most likely work outside the department as well. Because TA positions are limited, we need to ask all students to apply for teaching outside the Ethnic Studies Department as well as inside it. There are many valuable opportunities to teach in the College system and for other departments; the Graduate Student Coordinator will alert students to these opportunities and we expect all students needing TA employment to apply so there will be enough positions to go around. While employment as a Teaching Assistant can be an excellent professional development opportunity, the department recognizes that teaching duties often compete with research. Most students learn to keep their academic research and employment in balance in order to continue to make good progress toward the degree.



*Angela Rochester on
Grad Admit Day*

Financial Support Policies & Resources

Procedures for Awarding Internal Fellowships

We offer tuition scholarships to incoming students who are not California residents, with the expectation that they will be able to declare state residency in their second year. Students who are employed as Teaching Assistants, Readers, and Associates in Ethnic Studies and who have at least a 25% appointment in one of those titles are eligible for tuition and fee remission through TAHI/TAFE (TA Health Insurance and Fee Remission). Students who are employed at least 25% during the regular academic year as a Graduate Student Researcher (GSR) are also eligible to receive Graduate Student Tuition/Fee Remission (GSRTF) which pays all registration and tuition fees, including non-resident tuition. Continuing students who are neither fellowship recipients nor employed in titles eligible for TAHI/TAFE or GSRTF may receive fee scholarships when funds are available. Such grants are at the discretion of the Department Chair and the DGS.



Financial Support Policies & Resources

Employment in Graduate

Student Positions

Graduate student academic employment provides opportunities for professional development in teaching and research assistance. Employment as a Teaching Assistant, Reader, Graduate Student Researcher (GSR), or Associate-In in Ethnic Studies is a major source of support for graduate students. Students apply through an open recruitment for TAships, Readerships, and Associate in positions through IA system (the online Instructional Assistant Employment System) in the Spring Quarter for the following academic year. The call for applicants is announced at the beginning of Spring Quarter. Students will find a list of employment opportunities at: grad.ucsd.edu (see the Financial Support page). As stated above, we need to ask all graduate students needing TA employment to apply for positions outside the department as well as inside it, in order to have enough positions to go around.

All graduate students will receive an email announcing the recruitment period for Ethnic Studies graduate student positions.

The Curriculum Committee is the selection committee for TA, Reader, Associate in, and any department funded GSR positions. The committee makes decisions based on teaching experience, curricular needs, students' professional development needs, the department's support commitments to students (e.g., if the TAship is a condition of their original fellowship offer) available funding and, wherever possible, the student's preferences; decisions about TAships, and the first round of offers to students for employment in the following academic year will be sent to students in May.

Because of the confidential nature of employment offers, there is no public announcement until after offers of employment have been accepted.

“The opposite of dispossession is not possession. It is not accumulation. It is unforgetting. It is mattering.”

--Eve Tuck

Financial Support Policies & Resources

Teaching Assistantships

Teaching Assistants are assigned to the lower division ETHN 1, 2, 3; ETHN 30 and ETHN 20 or upper division ETHN 101/101TV, the department's large undergraduate lecture courses. Ethnic Studies graduate students are also regularly employed as teaching assistants by the college writing programs and other departments and programs. Since the department does not have enough Teaching Assistant positions for all students in the department who want them, the department expects, as stated above, that all students who seek TA positions with the department will also apply for TA positions in the Writing Programs during the annual call for applications, which are due on May 1 of each year. A Teaching Assistant appointment is usually a graduate student's first experience in a formal teaching setting. While a graduate student has a Teaching Assistant appointment, they also enrolled in ETHN 500, Apprentice Teaching, or a similar course if working in another department or program. The Teaching Assistants' responsibilities include:

- To teach two sections each of ETHN 1, 2, 3 or other undergraduate courses with discussion sections; teaching responsibilities will be coordinated with the Course Instructor.
- Attend class lectures as required by the Course Instructor; when special circumstances arise that create the possibility that TAs will not be able to attend a class lecture or meet scheduled office hours the TA should notify the Instructor in advance and make appropriate arrangements to cover their responsibilities;
- To regularly attend weekly Instructors' meetings as scheduled;
- To hold a minimum of three regularly scheduled office hours per week, during which the students' needs in understanding the course material are addressed;
- To submit grades, graded student papers, exams and other assignments for the quarter to the Course Instructor by the specified deadlines;
- To participate in all training sessions as scheduled by the department. In addition, if you are a new TA, you are required to attend:
 - The Department Mandatory TA Workshops and Orientation

Financial Support Policies & Resources

Teaching Assistantships

- A campus training session offered by the UCSD Teaching and Learning Commons see weblink: commons.ucsd.edu
- The Ethnic Studies Department TA Faculty Advisor is available for guidance and support
- To enroll in ETHN 500 (4 units, S/U grading option): Apprentice Teaching in Ethnic Studies, for each quarter that student is a TA.
- To advise the Instructor of a current email address and phone number so students may receive any materials or notifications in a timely manner;
- To act in a cooperative and professional manner with the Course Instructor and other Teaching Assistants to decide sections assignments each quarter; Any issues that arise pertaining to a Teaching Assistant appointment should be discussed in a cooperative and professional manner with the Course Instructor. The TA Faculty Advisor, DGS, Graduate Coordinator, and Department Chair should be consulted in the event that a matter remains unresolved after discussion with the Course Instructor;
- Meet with your instructor periodically to get feedback on performance and assistance with any instructional or student issues that may arise;
- Meet with the Ethnic Studies Department Faculty TA Advisor at meetings
- scheduled during the quarter;
- TA Office Hours: TAs are expected to provide three office hours per week. These are to be scheduled on two, or preferably three, separate days/times each week to accommodate students. TA's should notify Monica Rodriguez of their office hours before the first week of class each quarter. If a TA cannot keep an office hour, an office staff member should be notified so that appropriate notice can be posted on the TA's office door.
- Teaching Assistants with a minimum 25% appointment during an academic quarter will receive tuition and fee remission (TAHI and TAFE) for that quarter. The Ethnic Studies Teaching Assistant Statement and Guidelines details policies and goals for de-partment Teaching Assistants is included in the appendix of this handbook.

Financial Support Policies & Resources

Readerships

Reader positions, if available, are based on enrollment in Ethnic Studies Department undergraduate courses. The title "Reader" is given to a student employed for the ability to render diverse services as a "course assistant," which normally includes the grading of student papers and examinations. A reader will not be given the teaching responsibilities customarily accorded to a Teaching Assistant. Readers for Ethnic Studies courses are not required to attend lectures or film viewings, although they are welcome. Readers are paid only to read/ grade assignments, papers, midterms, and finals. Readers with a minimum 25% appt. during a quarter will receive tuition and fee remission (TAHI and TAFE) for that quarter.

Associate-In Ethnic Studies

Associate-In positions are available depending on department funding and curriculum needs and are open to graduate students who have advanced to candidacy, have demonstrated teaching ability, and who are doing research in an area appropriate to the course being taught. Associate in appointments are at 50% and students with an appointment are eligible to receive tuition and fee remission (TAHI and TAFE) for that quarter.

Collective Bargaining Agreement

TA, Reader, Assoc.-In & GSR positions are covered by a collective bargaining agreement between the University and the UAW. Pursuant to the agreement, your name and department address will be released to the UAW each quarter that you are employed in the bargaining unit. The Agreement can be retrieved electronically at:

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>

Financial Support Policies & Resources

Graduate Student Researchers

GSR appointments are available based on faculty funding and are announced as needed. Ethnic Studies Faculty and faculty in other departments employ Graduate Student Researchers for variable times and appointments based on project needs and funds available. GSRs with a minimum 25% appointment during an academic quarter will receive Graduate Student Researcher tuition and fee remission (GSRTF) for that quarter.

Other Campus Employment

Additional employment in TA, Reader, or GSR positions is periodically available through other departments at UCSD. Announcements about open positions are sent to students via e-mail. Student employment in positions that are not reserved for graduate students is available through the Job Opportunities Program. Information about these positions is on the Graduate Division Employment Opportunities page:

<https://grad.ucsd.edu/financial/employment/opportunities/index.html>



A man in a patterned blue shirt and glasses is standing and presenting to a group of people seated in a meeting room. The room has a white wall and a grey horizontal band near the top. The text 'DEPARTMENT FACILITIES and RESOURCES' is overlaid in white serif font.

DEPARTMENT FACILITIES and RESOURCES



ES Grad Admit Day

PEB 721

Department Facilities & Resources

Ethnic Studies Department Space

Ethnic Studies Department Space is located on the second floor of the Social Science Building.

- Administrative office are located in suite 201
- Faculty offices are located in rooms 220-249 (faculty roster gives specific locations)
- Graduate student and temporary faculty offices are located in rooms 240-252
- The department lounge, shared by faculty, staff, and students, is located in room 233
- Seminar rooms are located in SSB 253 (at the end of the corridor housing student offices) and SSB 103 (on the first floor of the Social Science Building)

Graduate students may reserve seminar spaces for workshops, practice job talks or conference presentations during regular business hours (8:00am-4:30pm) as long as the room is not being used for classes or administrative meetings. Please check in advance with the Graduate or Undergraduate Coordinators to make a reservation.

Department Facilities & Resources

Ethnic Studies Department Space

The Dept. Financial/Human Resources Analyst assigns room keys for graduate student offices. Replacement cost for a lost key is \$20. Most graduate student office spaces will accommodate four students. Office space is allocated according to the following priorities and policies:

- Faculty receive priority for office space
- Temporary Faculty (Lecturers) have assigned office space in the quarter(s) they

serve in those appointments

- Graduate students will be assigned office space on a space-available basis, priority is in this order:

- First year students
- Teaching Assistants and Associates in Ethnic Studies have assigned office space

in the quarter(s) they serve in those appointments

- Graduate students serving as Readers
- Second year students if space is available
- Graduate students working as GSRs should discuss office space with their

supervising faculty member

Department Lounge

All dept. grad students, faculty, instructors and staff will have access to the Dept. Lounge (SSB 233). It is furnished with a refrigerator, microwave, & small kitchen sink. There's also a computer and printer. Lounge users are responsible for cleaning immediately after use. The lounge may be used for small informal meetings, but the space cannot be reserved for special functions, meetings, or class sessions.

Department Facilities & Resources

Security

It is recommended that offices be locked and deadbolted even if you leave for only a brief time. In the event of a theft please contact the Campus Police (858-534-HELP) and also notify the Department Manager (MSO) 858-534-3278 ASAP.

Mail and Copying

Every graduate student has a department mailbox located in the department lounge, in SSB 233. The department mail code is 0522, and for on-campus mailings, a name and department mail code are sufficient for addressing. To receive mail to delivered to your department mailbox from off campus, your address should include:

Your Name

UCSD Ethnic Studies Department, 0522 9500 Gilman Drive

La Jolla, CA 92093-0522

Mail can be placed in the mail slots in the Ethnic Studies Copy Room marked "off campus" or "campus," as appropriate. Mail is picked up and delivered at the office and is distributed shortly thereafter.

For your convenience, there are copier machines located in the Geisel Library, and at Imprints, a copy shop in the Price Center Bookstore.

Computers, Telephones, First-Aid Kits

For your convenience, there is a computer and printer in the Department Lounge (SSB 233). There is also a computer lab in SSB 139 with MACs and PCs, as well as printers. Contact the Graduate Coordinator to request an individual security code to access the labs. These codes should not be shared with others. In order to use the printers, the Academic Computing and Media Services office in (located in APM, the Applied Physics & Mathematics building) will set up your account.

The printers in the Ethnic Studies office and mailroom are primarily for Department-related materials, not personal use. The phones in the main office are for administrative use only. However, the front desk phone may be used briefly in the event of an emergency. First-aid kits can be found in the Department Main Office, SSB 201.