



Graduate Student Handbook

Feminist Studies Ph.D. Program

2020-2021

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FEMINIST STUDIES GRADUATE HANDBOOK

Welcome to graduate study in the Feminist Studies Department at the University of California, Santa Cruz. We hope that you will find this guide useful as you navigate the university and work to fulfill our program's requirements.

This handbook is intended as a supplement to other informational materials, such as the Division of Graduate Studies Graduate Student Handbook (see website below), the UC Santa Cruz Student Policies and Regulations Handbook, the UCSC General Catalog, the TA Handbook and TA Training Reader. It is important that you consult your faculty advisor, the Graduate Program Director, or the department's Graduate Program Coordinator whenever you have questions. Please read your handbook and keep it readily accessible. This document is designed to answer your questions and to save you time.

IMPORTANT WEBSITE LINKS

[Feminist Studies Website](#)

[Financial Aid Information from Graduate Division](#)

[Graduate Division Forms and Applications for current students](#)

[Graduate Division Graduate Student Handbook](#)

[The Humanities Institute](#)

[TA Handbook from Graduate Division](#)

[Current Schedule of Classes](#)

[MyUCSC](#)

DEPARTMENT STRUCTURE

The Director of Graduate Studies, Graduate Program Coordinator/Advisor, and the Graduate Committee administer the Feminist Studies graduate program. If students have questions or concerns about the university or program administration, policy, processes, or degree progress, the following people would be the appropriate contacts.

Director of Graduate Studies for 2020-2021: Nick Mitchell

The Director of Graduate Studies (DGS) is the primary faculty member responsible for guiding graduate students through the doctoral program. The Director addresses issues related to graduate funding, TAs, curriculum, advising, and admissions. While the faculty more broadly contribute to the department's decisions for the graduate program,

the Director has the authority to act with discretion and remains accountable to the department. The Director is the primary point of contact for students in regards to the workings of the department.

Department Manager/Graduate Program Coordinator: Taylor Ainslie

The Graduate Program Coordinator is the primary staff advisor to graduate students. The coordinator supports the faculty in advising graduate students about degree requirements, progress, policies, and procedures. In consultation with the Director, the coordinator is responsible for managing graduate funding including fellowships and academic student employment. The coordinator is the primary point of contact for students in regards to university policy, student affairs, and general issues.

Graduate Committee:

The Graduate Committee members vary by year, but always include the Director of Graduate Studies and two other faculty members. The Graduate Committee works with the DGS to: collectively address issues that arise in the program; oversee admissions, advising, and annual evaluations; and determine fair distribution of awards.

Students' primary advisors and committee chairs are also important resources for students to consult on degree progress and intellectual development.

ADVISING

Upon admission to the program, each student is assigned a first-year faculty mentor who is a member of the Feminist Studies Department. First-year students are required to meet with their first-year faculty mentor during the first two weeks of the program to create a plan: research goals, planned coursework, etc.

The first-year faculty mentor will guide the student through the first year in the program and participate in the annual student evaluation formally conducted by the department at the end of the academic year.

In the spring of the first year or the fall of the second year, the student will select and formally request a primary advisor who will follow the student's progress to the Qualifying Examination. The primary advisor will be a tenured member of the Academic Senate appointed in Feminist Studies. Untenured faculty members, as a general rule, are not encouraged to take the role of advisor. A request for exception can be made, and will be decided by the Graduate Committee in consultation with the DGS. The department will review the request for the primary advisor and approve it or, occasionally, in order to balance advising loads, ask the student to select another advisor. This advisor will normally supervise the student's writing of the qualifying essay and may later act as dissertation chair, but the student may also choose to work with other members of the department or associated faculty. Associated faculty and any outside member

would typically be the members of the Qualifying Examination Committee, not in the dissertation advisor role.

Before the Qualifying Examination, and in consultation with their faculty advisor, the student will select and formally request a dissertation advisor/chair, if other than the advisor. The dissertation advisor will be a tenured member of the Academic Senate appointed in Feminist Studies. Untenured faculty members, as a general rule, are not encouraged to take the role of advisor. A request for exception can be made, and will be decided by the Graduate Committee in consultation with the DGS. The dissertation advisor/chair will have primary responsibility to supervise student progress toward completion, advise regarding committee members (readers), and ensure that the student is also communicating with their committee.

PROGRESS AND TIME TO DEGREE

RESIDENCY REQUIREMENT

The minimum residency requirement for the Ph.D. is six quarters of registration (2 academic years). Students must be registered at least one quarter between advancement to candidacy and graduation.

SATISFACTORY ACADEMIC PROGRESS

The following rules governing determination of "Satisfactory Academic Progress" were issued by the University on the authority of the Board of Regents and the California State Legislature.

1. A duly registered graduate student is considered to be in good standing so long as (a) the student's department determines that they are making satisfactory academic progress toward a terminal degree, and (b) the student's progress meets the minimum criteria.
2. The academic progress of each continuing graduate student shall be reviewed annually by the student's department.
3. A student whose academic progress is judged not satisfactory will be placed on academic probation until such time as their progress has become satisfactory once again and the Vice Provost/Dean of Graduate Studies has been so informed by the student's department chairperson.
4. Students on academic probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC (including Teaching Assistant, Teaching Fellow, Graduate Student Researcher). Special justifications will be required to appoint probationary students so long as there are any other students in the program who lack financial support.
5. A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.

6. A full-time student who has been enrolled in the same graduate program for four calendar years without advancing to candidacy for the Ph.D. is not considered to be making satisfactory progress and will be recommended for academic probation until advancement is achieved.
7. A student who has been advanced to candidacy for more than three calendar years is not considered to be making satisfactory progress and will be recommended for academic probation for up to one academic year.
8. A student who fails to register promptly following expiration of an approved leave of absence is not in good standing. The usual term for a leave of absence is three academic quarters, and all requests to extend or renew a leave must be approved in advance by the Vice Provost/Dean of Graduate Studies.
9. Only students in good standing are eligible for the leaves of absence and filing fee status. A leave must be approved by the department and the Graduate Division for it to be official. Students who are neither registered nor on an approved leave of absence are not in good standing.

NORMATIVE TIME TO DEGREE

Normative time to degree for the Feminist Studies Department is six years. Students are expected to advance to candidacy in their third year and no later than the end of the fourth year.

Students who are beyond normative time may be placed on probation. The Graduate Director, in consultation with the student's faculty advisor, will initiate the process by meeting with the student to discuss a viable plan of completion.

Students who are beyond normative time for the dissertation may be required to submit a Plan of Completion to the Graduate Division. The plan must be approved by the faculty advisor and Director of Graduate Studies.

PROJECTED TIMELINE TO DEGREE

A typical graduate student will roughly follow this outline to the degree:

First Year

- Take core classes FMST 200 and 201
- Begin language requirement
- Begin taking required graduate seminars

Second Year

- In Spring Quarter, take core class FMST 202 and complete a substantial research essay
- Complete remaining graduate seminars
- Complete language requirement

- Identify plan to the Qualifying Exam (QE)
 - Formulate dissertation topic
 - Develop reading lists
 - Develop bibliographies
 - Identify QE committee members

Third Year

- Draft and revise field statement(s) and papers
- Develop dissertation prospectus
- Submit QE documents (Spring quarter)
- Present oral exam
- Dissertation Prospectus must be submitted no later than the end of the quarter following the oral exam

Fourth Year

- Complete field and/or archival work
- Draft chapter outlines

Fifth Year and Beyond

- Write dissertation
- Dissertation defense (final quarter)

ANNUAL GRADUATE STUDENT EVALUATIONS

In spring quarter, the Feminist Studies Department will conduct graduate student evaluations. The purpose of annual evaluations is to recognize accomplishments and identify areas for improvement to ensure all graduate students are making timely progress. Furthermore, annual evaluations are used to determine funding.

Graduate students will complete a self-evaluation via a fillable .pdf document. Students will submit a draft of their self-evaluation to their advisor for discussion at the start of Spring quarter. Final progress reports are due to the department by May 1st.

Faculty will review each student's progress annually, toward the end of spring quarter, through completion of the Ph.D.

The department will generate a progress letter for the student at the end of the academic year. Thus, students considered not to be making satisfactory progress toward advancement to candidacy or completion of the dissertation will be notified in writing, so that steps can be taken to advance the work.

ACADEMIC REQUIREMENTS

COURSE REQUIREMENTS

Students must enroll in a minimum of 10 units (two 5-unit seminars) per quarter prior to Advancement to Candidacy to meet full-time status, and are recommended to enroll in three 5-unit seminars during fellowship quarters. Students are required to complete at least three 2-unit advising courses (FMST 297F) before Advancement to Candidacy, and the department recommends continuous enrollment in FMST 297F. After Advancement to Candidacy, students may register for one 5-unit course per quarter (normally FMST 299A) for full-time status, and are recommended to continue enrollment in 2 units of advising. Incoming students are required to take a total of 12 courses, including at least 9 elective courses. In the first year, students are required to take the introductory core sequence FMST 200: *Feminist Theories* and FMST 201: *Feminist Methodologies*. Prior to and/or in conjunction with the first Teaching Assistant appointment, students are expected to enroll in FMST 290, a 2-unit pedagogy training course. In the second year, students are required to take the final core course, FMST 202: *Disciplining Knowledge*. Students who wish to qualify on an accelerated timeline may request to take FMST 202 in their first year. This request must be made by the start of Winter quarter and will be decided upon by the Graduate Committee and in consultation with the student's adviser.

The remainder of the courses taken to fulfill university enrollment requirements may include Feminist Studies seminars, independent studies, directed readings with specific faculty, and graduate seminars offered in other departments. Students should discuss selection of graduate seminars with their faculty advisor and may select elective courses that best fit their research program.

INDEPENDENT STUDIES

295A-B Directed Reading: Directed Readings are intensive graduate reading courses. They are designed for pre-thesis or pre-dissertation research, for example, for students preparing their qualifying examination.

296 Special Student Seminar: For three or more students doing the same independent study with the same professor.

297A-B Independent Study: Individual study with one professor: written work is required.

297F Advising (2 units only).

298 Doctoral Colloquium: Under the supervision of a FMST faculty member, students finishing their dissertation meet weekly or bi-weekly to read and discuss selected draft chapters, design difficulties and composition problems.

299A-B Thesis Research

LANGUAGE REQUIREMENT

Students must demonstrate proficiency in a foreign language suitable for scholarship and research. Depending on the specific language and on the research needs of the student, functional language competence should include the ability to read scholarly literature and other written material, the ability to conduct fieldwork in the language, and/or the ability to produce written work in the language.

Foreign language proficiency must be demonstrated before taking the Qualifying Exam. Students should discuss their language requirement with their first-year faculty mentor. Students normally satisfy the language requirement by the end of the second year.

Fulfillment of the language requirement for Feminist Studies may be demonstrated by:

1. Submission of an official transcript documenting successful completion of one year of university-level foreign language at another institution, equivalent to level 3 at UC Santa Cruz; or
2. Successful completion of an accredited summer language institute or equivalent intensive language program, such as the three-week intensive courses offered by the Department of Literature (GSLP) each summer; or
3. Passing a foreign language proficiency exam administered by an accredited language institution; or
4. Passing of a reading or fieldwork-appropriate language exam with an instructor approved by the advisor and Director of Graduate Studies; or
5. Presentation to the department of work accomplished in the language, such as a seminar paper or publication; or
6. Presentation to the department of a high-school diploma in the language.

Exemptions to the language requirement may be made to students 1) who possess an undergraduate or graduate degree in the language or 2) who passed a language requirement for a graduate degree earned within one year prior to entering Feminist Studies at UC Santa Cruz. Any other exemption must be approved by the faculty advisor and the department.

The Report on the Language Exam documents fulfillment of or exemption from the language requirement. The Report on the Language Exam can be found at <http://graddiv.ucsc.edu/current-students/pdfs/language.pdf> and must be signed by the Director of Graduate Studies or faculty advisor, indicating the language chosen and the means for demonstrating competence. This form is due no later than 30 days prior to the Qualifying Exam.

QUALIFYING EXAM

All graduate students should be ready to complete their QE by the end of their third year in the program. To maintain eligibility for fellowships and the in-candidacy fee offset grant, students must make satisfactory academic progress by advancing to candidacy within four years of

entering the program. Absence from the program – an approved leave of absence or a time between withdrawal and readmission – is not subtracted from this timeline.

The Qualifying Examination, which includes a written and an oral component, sums up and assesses the preparatory phase of the student's training and prepares the student to undertake a dissertation. Upon passing the Qualifying Exam, students are considered Advanced to Candidacy.

QUALIFYING EXAM TIMELINE

Students should discuss potential QE committee members with their faculty advisor early in the program. At least two quarters before the QE is to take place, students should approach potential committee members, selected in consultation with their faculty advisor and QE chair. Students should notify them of the approximate date of the examination and provide them with early drafts of the work so that their responses and suggestions may be incorporated into the student's revisions.

Students should express their intent to QE to the department at least 90 days prior to the intended date of QE.

In consultation with the Graduate Program Coordinator, the student sets the date of the exam, ascertaining the ability of each committee member to be present, and informing QE Committee members of the time and place of the exam. The date is, however, contingent upon QE Committee members' approval of the Qualifying Essay after they have reviewed it. The faculty advisor or QE chair is responsible for consulting with all QE Committee members after they have received the final draft of the Qualifying Essay and before the exam date is finally approved.

QUALIFYING EXAM COMMITTEE

The Graduate Division sets the general structure of the QE Committee. The student and the faculty advisor determine the composition of the QE Committee jointly. It is strongly recommended that the committee be formed as early as possible. The [QE Committee Nomination form](#) must be submitted to the Graduate Coordinator no later than one month prior to the QE date, for review and approval by the Graduate Division. The student is responsible for ascertaining the willingness of potential QE Committee members to serve and for getting drafts and final versions of the Qualifying Essay to all committee members in a timely manner.

The qualifying exam committee must be composed of four examiners. At least two of them must be members of the Feminist Studies Department, and one must be outside the department.

The student's dissertation chair/advisor cannot be the chair of the QE Committee. The function of the chair of the QE committee is to moderate the oral examination, ensure fairness in the process, and draft the report. The chair of the QE committee must be tenured.

The outside member may be a UC Santa Cruz faculty member in another department or a Feminist Studies faculty member at another university. The outside member must be tenured. In

certain circumstances, as appropriate, the external member may be from outside academia. Students are expected to provide vitae and publication list for such a member.

QUALIFYING EXAM STRUCTURE

The QE is designed to determine whether the graduate student should Advance to Candidacy and be qualified to go forward with their project and work full-time on the dissertation. The QE consists of two components: the written essay(s) and an oral exam.

Qualifying Exam Written Portion

The written exam consists of three components totaling 75-95 pages of written work:

- 1) Introduction to the Qualifying Exam (15-20p): This document explains the intellectual trajectory of the student, the development of the student's research questions, and the relationship between the different written components submitted for the exam.
- 2) Qualifying Essay(s) (50-60p): In consultation with the advisor, the student will submit one or two research essays totaling 50-60 pages. Depending on the nature of the student's project and method, as well as the advisor's preferences concerning the exam format, the Qualifying Essay(s) may consist of article- or chapter-length research paper(s), literature review(s), or field statement(s) related to the student's primary areas of research.
- 3) Dissertation Prospectus (10-15p): A draft dissertation prospectus is due at the time of exam, and a revised prospectus is due to the committee no later than the end of the quarter following the oral exam. In the prospectus, the student outlines the primary research questions, fields of intervention, timeline, and potential claims of the dissertation project. The prospectus characterizes the various components, divisions, or chapters of the dissertation, and indicates the different types of research that will need to occur in order to complete the project. Also addressed in the prospectus are possible problems of conceptualization or practical barriers to getting the research done and the significance of the research projected. The prospectus will determine the direction(s) the research may take as well as potential archival work or fieldwork that may be needed to produce the dissertation. The prospectus is meant to facilitate a broader conversation of future research and to enable the student to apply for grants, fellowships and assist in the general architecture of the dissertation. In some instances, with the approval of the advisor, it may be appropriate for a student to produce a prospectus document that doubles as a grant or fellowship application if it substantially covers the elements described above.

Students should work out the specifics of the three written exam components with their primary advisor, who is often the faculty member who will serve as the dissertation chair/advisor. It is the student's responsibility to make regular appointments with the advisor throughout the period of preparation of the QE. It is the responsibility of the advisor to give timely comments on written drafts and to work closely with the student in developing the QE documents and research project.

Qualifying Exam Oral Exam

The oral exam typically lasts 2.5 to 3 hours. The usual procedure is for the members of the QE Committee to pursue a conversation with the student undergoing the examination in round-robin style. The student is invited to give a 10-minute introduction to the Qualifying Essay and research project in general. Each examiner will then have approximately 20-30 minutes to put questions to the student regarding their Introduction, Qualifying Essay(s), and Dissertation Prospectus. At any time, of course, the others can join the discussion, but these segments are designed to allow each examiner to probe the student on facets of the essay that appear problematic, unresolved, incoherent, or simply opaque. General questioning and discussion of the project typically follow the round of individual questioning.

Upon completion of the questions and discussion, the student is excused, and the examiners discuss and evaluate the student's performance. The goal is to achieve some unanimity regarding the student's abilities to perform satisfactorily in developing a research and publication program and the execution of a doctoral dissertation. Does the student possess the necessary background and control of written argumentation? Is there a sufficiently clear concept of the dissertation project? What tools, methodological or otherwise, are missing that must first be acquired before the dissertation can be successfully completed? Where are the weak spots and where the strengths of the student's Dissertation Prospectus? Has the Qualifying Essay given evidence of these matters?

The student then returns to the room. The chair summarizes, with the help of the other members, the group's evaluation and judgment, and offers advice or indeed articulates requirements that the Committee wishes to convey. The committee will also suggest revisions to the dissertation prospectus, to be completed by the end of the quarter following the oral exam. The chair of the QE Committee composes a final report, based on the group's evaluation of the candidate's performance.

The Department does not encourage Committees to be extraordinarily hard on its students, but does count on these faculty evaluations as solid indicators of what a student has achieved and what they are likely to achieve in the future. Feminist Studies views the QE as a careful and serious evaluation of a student's past performance and future promise.

ADVANCEMENT TO CANDIDACY

Immediately following the Qualifying Exam, the [Qualifying Exam Report](#) and [Dissertation Committee Nomination](#) forms must be submitted to the Graduate Division.

The Graduate Coordinator should ensure that the QE Report form is given to the chairperson of the QE Committee. The chairperson of the QE Committee is responsible for seeing that the QE Report is signed and returned to the FMST Department office, and for drafting the required report on the examination. After approval by the other QE Committee members, the report is forwarded to the Graduate Division.

The student is responsible for identifying the Dissertation Committee in consultation with the

faculty advisor. Students must submit the Dissertation Committee Nomination form immediately after the Qualifying Exam.

Once these forms are submitted, the student will be charged the \$90 Advancement to Candidacy fee. The student will be officially Advanced to Candidacy the quarter following submission of these items.

After advancement to candidacy, students enroll in the FMST 299 sequence until the dissertation is submitted. At this stage, 5 units is considered full-time enrollment.

DISSERTATION

DISSERTATION COMMITTEE

Appendix D of the UCSC Academic Senate Manual states that a committee to read and pass upon the dissertation is appointed by the candidate's department, and the department shall notify the Division of Graduate Studies of the membership of the committee at the same time as submission of the QE report. The dissertation committee is composed of a minimum of three members, the dissertation advisor acting as chair. Students may have co-chairs for their dissertation committee, especially in cases where students are pursuing a Designated Emphasis. The department recommends a maximum of five members on the committee. The majority of the membership of a dissertation committee shall be members of the Santa Cruz Division of the Academic Senate, and at least one must be a member of the Feminist Studies Department. The Vice Provost/Dean of Graduate Studies will approve membership of the committee.

REVISION OF DISSERTATION PROSPECTUS

Upon advancement to candidacy, students are required to revise and submit the dissertation prospectus to their dissertation committee. The finished/revised Dissertation Prospectus must be submitted no later than the end of the quarter following the oral exam. For example, if a student completes the oral exam in Spring quarter, the dissertation prospectus is due before the end of Fall quarter.

Students must meet this deadline to be considered to be making satisfactory academic progress and to be eligible to apply for Teaching Fellowships.

This prospectus must incorporate the comments included in the QE Report from the committee and the discussion that occurred during the QE.

Once the committee reviews and approves the dissertation prospectus, the committee should email confirmation to the student and Graduate Program Coordinator. Students should ensure that the Graduate Program Coordinator receives a copy of the approved prospectus.

GENERAL TIMELINE FOR PH.D. PAPERWORK, DEFENSE, AND FILING

When planning ahead for the completion of the Ph.D., students are recommended to complete a full draft of the dissertation before the start of the quarter in which the defense will take place. Students who will not be enrolled during the quarter in which the degree will be completed must pay the filing fee and will have to submit a complete draft of the dissertation to the committee no later than the first day of the quarter in which the defense and filing of the dissertation will occur.

The following timeline lists key deadlines that require advance planning by the student. Students should consult with their committee as to the necessary timeframe for faculty to review drafts, and are advised to allow additional time as needed. Note that divisional deadlines for paperwork and filing of the dissertation are estimates and should be confirmed by consulting the UCSC Academic and Administrative Calendar:

- First day of classes: Students using the filing fee must submit a complete draft of the dissertation to all committee members and request signatures on the Filing Fee Application.
- End of the second week of classes: The [Application for the Ph.D.](#) and the [Filing Fee Application](#) (if applicable) are due.
- One month before the defense: The completed dissertation must be submitted to all committee members. This is the version that will be reviewed at the defense.
- One week before the last day of the quarter: The dissertation defense must be completed.
- Last day of the quarter: Deadline for filing the final, properly formatted dissertation and submitting the title page with committee signatures.

If you are defending in Spring Quarter and wish to participate in spring commencement, it is necessary to move the defense and the filing deadlines above two weeks earlier. Please consult the [Academic and Administrative Calendar](#) for the official deadline for completing degree requirements in order to attend commencement.

DISSERTATION SUBMISSION, DEFENSE SCHEDULING, AND PAPERWORK

As the dissertation writing process concludes and the student completes revisions, the student should seek the approval of the advisor (in consultation with the committee) to schedule the dissertation defense. Contact the Graduate Program Coordinator to initiate scheduling, technology setup, and room reservation for the defense. The defense should take place one month after submission of the dissertation and no later than one week before the end of the quarter. All faculty on the committee are expected to attend the defense.

If the student intends to use the filing fee instead of registering for instructional units in the quarter of the completion of the Ph.D., the student is responsible for submitting a full advisory draft of the dissertation text to committee members no later than the first day of classes in the quarter in which the degree will be conferred. Please give ample advance notice to all committee members that they will need to sign the Filing Fee Application. All committee members must

sign the form attesting that the dissertation is complete except for minor corrections. The student must submit the signed Filing Fee Application on the last day of the second week of classes.

At the end of week two of the defense quarter, the student must file an Application for the Ph.D. which indicates intention to graduate. This is also the deadline to submit the Filing Fee Application, if applicable.

For both registered students and students using the filing fee, the complete dissertation that will be evaluated by the committee must be submitted one month before the defense.

Between the submission deadline and the defense date, the student should complete the final formatting of the dissertation. Please set aside three full work days to complete the formatting. If your dissertation includes a large number of images or is in some other way typographically ambitious, you may need to set aside extra time for formatting. Detailed instructions on the formatting of the text are available here: <https://graddiv.ucsc.edu/current-students/pdfs/dissertation-thesis-guidelines.pdf>.

DISSERTATION DEFENSE

The dissertation defense serves as the final opportunity for the student to receive focused feedback on research and writing, ideally with the goal of developing the dissertation into a book or other major project following completion of the Ph.D. The defense typically lasts 2-3 hours and is an occasion for reflection on the research and other work that has been completed for the Ph.D. as well as how this work fits into future planning for the student. The defense is not an examination, although it is an occasion for thoughtful, constructive criticism and guidance. For this reason, the FMST dissertation defense will normally be conducted as a closed meeting between the committee and the student, along with a small audience of guests invited by the student and/or advisor.

Please bring the properly formatted title page of the dissertation to the defense in order to secure the original, ink signatures of the committee. If you have committee members who will be participating remotely, please arrange in advance to have remote members sign the sheet and return by express mail.

One common format for the defense is as follows:

- The student introduces the dissertation, overviewing its conclusions and interventions (15 minutes)
- The chair leads discussion in which the advisor and other committee members pose questions and comments (75 minutes)
- The student and guests exit the room as the committee discusses its final feedback and recommendation on conferral of the Ph.D. (15 minutes)
- The student returns to the room and receives final feedback (15 minutes)

- The committee members sign the title page of the dissertation, which will be delivered by the student to Graduate Division in Kerr Hall at the time of filing.

With the permission of the advisor, a student may elect to conduct a public defense. In such instances, the chair must convene a closed committee discussion at the end of the defense to complete conferral of the Ph.D.

Because it is beneficial for early-career graduate students to have the opportunity to view a defense, the Graduate Director may recommend that the defending student extend a small number of invitations to other students in the program.

DISSERTATION PRESENTATION

In addition to the closed dissertation defense, students are encouraged (but not required) to conduct one public event on campus distinct from the defense that highlights the student's dissertation research. Such events can be scheduled at any point after filing the prospectus and can be tailored to benefit the student's research, pedagogy, or career objectives. The presentation could take the form of a practice job talk; a work-in-progress colloquium focusing on part of the dissertation; a group event highlighting connections between dissertations in or beyond the department; an exit talk on the dissertation following the defense; or some other event that creates a forum to publicly recognize and support the individual work of the student. All FMST faculty, Ph.D. students, and DEs would ideally be included in invitations for such events. Please inform the Graduate Program Coordinator for scheduling assistance.

FILING THE DISSERTATION

Students are encouraged to complete the formatting of the dissertation according to divisional guidelines between the submission and defense dates. However, sometimes minor adjustments or edits are necessary after the defense. Students should double-check that the dissertation is formatted correctly according to Graduate Division guidelines prior to filing. The Graduate Program Coordinator or Graduate Division staff are able to assist with formatting questions.

The filing of the dissertation normally occurs in the week after the defense. The deadline to file the dissertation on ProQuest is usually the last day of the quarter. At that time, the title sheet with original, ink signatures of all committee members must also be hand delivered to the Graduate Division. To participate in Spring Commencement, the deadline to file the dissertation and submit the title page is earlier. Consult the Academic and Administrative Calendar for the deadlines.

Detailed instructions for submitting the dissertation are available on the Graduate Division website: <https://graddiv.ucsc.edu/current-students/pdfs/dissertation-thesis-guidelines.pdf>.

MASTER OF ARTS DEGREE IN FEMINIST STUDIES

The department admits students only for the Ph.D. program. However, in exceptional circumstances, e.g., if a student must leave the program before completing the Ph.D., the M.A.

Degree in Feminist Studies may be conferred. In consultation with the advisor and Graduate Director, the M.A. requirements are as follows:

- 1) Completion of nine graduate seminars, including FMST 200, FMST 201, and FMST 202 to the satisfaction of the Department. The remaining six seminars are to be selected from the Department offerings to reflect the student's particular academic plan, agreed upon by the student and faculty advisor.
- 2) Successful completion of the Qualifying Examination, including all written and oral components except for a revised version of the dissertation prospectus.
- 3) Completion of the Master's Degree cannot be accomplished in less than two (2) full academic years.

Students who wish to petition for the M.A. Degree in Feminist Studies must meet all guidelines for the degree established by the Graduate Division and petition for the degree prior to the due date set by the division. Upon successful completion of the Qualifying Exam, students must submit the completed written portion of the Qualifying Exam to the Department as the final portfolio of work for the M.A.

REQUESTING EXCEPTIONS

Students may request an exception to requirements, expectations, and policies. For example, a student who wishes to pursue an accelerated timeline to the QE would follow the process for requesting exceptions. If a student is in doubt about whether an exception request is warranted, the student should consult with their advisor and the Graduate Program Coordinator.

To request an exception, students should first consult their faculty advisor about the exception. If the faculty advisor is supportive, the student would then write to the Graduate Director with the faculty advisor and Graduate Program Coordinator cc'ed. The exception request should take the form of a 600-word letter discussing the intellectual justification for the exception. The Graduate Director will consult with the Graduate Committee before reaching a decision. Any decision will be recorded in the student's file and announced to the faculty at the next general meeting.

Some exceptions require the Vice Provost/Dean of Graduate Studies' authority, in which case the Graduate Director will write to the VPDGS on behalf of the Graduate Committee.

DESIGNATED EMPHASIS

Students have the option of receiving a *Designated Emphasis* (DE) on their degree indicating a field of specialization that is represented by a formal program of studies on this campus. Check the [Academic Senate Designated Emphasis Policy](#) for the programs that offer a designated

emphasis or contact the DE-sponsoring department directly. Some commonly pursued DEs include Anthropology, Critical Race and Ethnic Studies, History of Consciousness, Literature, Politics, and Sociology. Before the QE, students should submit the Designated Emphasis Petition with a statement of approval from the QE chair and the Chair of the DE-sponsoring department or program. It is important to note that further restrictions may apply; please check with the DE-sponsoring department.

ENROLLMENT

FULL-TIME ENROLLMENT

Students are expected to maintain full-time enrollment unless there is a compelling reason for part-time status or a leave of absence.

Students not advanced to candidacy must enroll in a minimum of 10 units or two courses per quarter. Students who are advanced to candidacy may enroll in 5 units – usually one Thesis Research course – per quarter to be considered full-time.

PART-TIME ENROLLMENT

Students may apply for part-time status when educational, health, financial, or family responsibilities call for a reduced course load. A part-time student is one who has approval to enroll in less than the typical load of 10 units. Part-time enrollment is between 2 and 8 units per quarter.

While on part-time status, students pay the full Registration Fee and one-half the Education fee.

Part-time students are allowed to hold 25% time appointments, but not Teaching Assistantships or Teaching Fellowships, which are at 50% time.

To apply for part-time enrollment, students must complete the [Request for Part-Time Status form](#). The student's faculty advisor, Graduate Program Coordinator, and Director of Graduate Studies must sign this form.

IN ABSENTIA STATUS

In absentia status provides students a tuition discount while maintaining full-time enrollment. While on *in absentia* status, graduate students pay 15% of tuition and 100% of health insurance per quarter.

Only students advanced to candidacy who are studying outside of the state are eligible for *in absentia* status. Graduate students will be permitted to register *in absentia* when the faculty

believes there is clear justification for *in absentia* status based upon research or coursework the student is pursuing outside of the university or state.

[The Application for In Absentia Status](#) must be approved by the advisor, Director of Graduate Studies, and Graduate Program Coordinator.

LEAVE OF ABSENCE

Students are encouraged to maintain continuous registration so as to make steady progress toward the Ph.D. Approved leaves count towards normative time. While on leave, a student is *not* permitted to use University facilities and all financial aid terminates.

A leave may be granted for sound educational purposes, health reasons, financial problems, and family responsibilities. Other reasons require extra justification. A student wishing to apply for a [Leave of Absence](#) must first consult with their advisor, then complete the form. The maximum term for an approved leave is three academic quarters.

International students, generally, are not allowed to take a leave of absence due to visa requirements. International students are advised to contact the Office of Global Engagement for details.

All status related forms must be submitted to the Graduate Program Coordinator and approved by the advisor or Director of Graduate Studies, whereupon they are submitted to the Graduate Division. Students should submit the form one month prior to the start of the quarter in which they will take a leave, but no later than the deadline indicated on the Academic Calendar.

GRADING

Please note: It is generally not advisable for graduate students to request letter grades. Enrolling in a course allows the instructor to enter a Satisfactory or Unsatisfactory grade.

ENROLLMENT PROCEDURES

Students enroll online through MyUCSC, which uses numerical codes, known as class numbers, to identify courses each quarter. Class numbers for Independent Studies are obtained from the graduate coordinator in the department that the independent study faculty is a part of and should be approved by the advisor.

Students must be enrolled in at least 5 units in order to receive any fellowship payments.

There are different periods during which students can enroll in courses (listed below). Students are responsible for meeting the deadlines on the Registrar's Academic and Administrative Calendar (<http://registrar.ucsc.edu/calendar/>) for enrolling. There is ample time for ensuring correct enrollment.

After the enrollment periods have expired in any quarter, enrollments for that quarter cannot be changed. Students must be enrolled in the course to demonstrate work completed. Students who complete work outside of a course, without enrolling, will not receive credit. Therefore, it is extremely important for students to verify they are enrolled correctly before the final deadlines pass each quarter.

Priority/Open Enrollment: The enrollment period begins near the middle of the preceding quarter, and ends shortly after the quarter starts. Students must be enrolled in at least one course; if not, any fellowship or financial aid will be placed on hold. Graduate students must be enrolled in at least one course for credit during this period, or a \$50 late fee will be assessed.

Add/Drop/Swap: After priority enrollment ends, students may make changes to their schedule via Add/Drop/Swap.

Add by Petition: During this period courses may be added through the Office of the Registrar. A \$10 fee applies. First time enrollments are assessed a \$50 late fee.

DEGREE COSTS

TUITION

Information on tuition and campus fees can be found at <http://registrar.ucsc.edu/fees/registration/index.html>.

ESTABLISHING CALIFORNIA RESIDENCY

Students entering the program from out of state must establish their California residency during their first year in order to avoid out-of-state supplemental tuition assessment in subsequent years in the program. The Department is not responsible for paying a student's Non-Resident Tuition (NRT) beyond their first year in the program should the student fail to establish California residency.

Adult students (over age 18) may establish residence for tuition purposes if they are a U.S. citizen, a permanent resident, or other non-citizen who is not precluded from establishing a domicile in the United States. To establish residency, students must demonstrate intent to make California their permanent home by doing the following:

- Residing in California for 366 days
- Registering to vote and voting in California elections
- Designating California as the permanent address on all school and employment records, including military records, if applicable
- Obtaining a California driver's license or a California identification card *immediately* upon moving to California
- Obtaining California vehicle registration *immediately* upon moving to California

- Paying California income taxes as a resident
- Opening bank accounts in California and closing bank accounts in other states
- Establishing a California residence for personal belongings
- Remaining in California when school is not in session (i.e. winter and summer breaks)

Students are encouraged to visit the [Residency website](#) for more information and meet with a Residence Deputy to ensure California residency can be attained.

CAMPUS FEES

Students are responsible for paying campus fees when not covered. Teaching Assistantships and Graduate Student Instructorships cover tuition, but do not cover campus fees. The department may cover campus fees as budget allows.

Students who advance to candidacy within normative time are eligible to receive the In-Candidacy Fee-Offset Grant (ICFOG). ICFOG covers campus fees for 6 quarters following advancement to candidacy. To remain eligible, students must maintain continuous enrollment.

INTERNATIONAL STUDENT TUITION REDUCTION

International students are eligible to receive a waiver for non-resident tuition for up to 9 quarters following advancement to candidacy. Quarters on leave do count towards the 9-quarter limit.

FILING FEE

Students who are ready to graduate may apply for filing fee status instead of enrolling and paying tuition. The fee to file the dissertation is \$188. To be eligible, students must have enrolled or been on an official leave of absence the quarter before filing fee. This option is offered only once, so students are strongly encouraged to be nearly complete before applying for filing fee.

International students on F-1 status are not typically eligible for filing fee due to enrollment requirements for the visa. However, F-1 students may apply for [Optional Practical Training \(OPT\)](#) to be eligible for the filing fee option. International students on J-1 visas are eligible.

FINANCIAL SUPPORT

FINANCIAL AID

Students should consult the Financial Aid Office with regard to student loans. The Financial Aid Office uses a standard amount to compute living expenses. The Financial Aid Office's living

expenses calculation can be viewed here: <https://financialaid.ucsc.edu/cost-to-attend/graduate-costs.html>.

This site compares estimated cost of living and studying to individual financial resources (TAships, fellowships, personal savings, and parents' contributions). The Financial Aid Office awards loans to help make up the difference.

All students, regardless of their financial situation, should complete the Free Application for Federal Student Aid (FAFSA) each year. Students cannot be considered for financial aid if the FAFSA is not on file.

DEPARTMENTAL SUPPORT PHILOSOPHY

Funding decisions are made in tandem with the annual reviews. Students report their funding needs and goals in addition to their progress in the self-evaluation, due May 1st. The faculty will collectively make a decision about funding allocations based on the progress reports.

Departmental fellowships are available on a limited basis and dependent on departmental funding that varies from year to year. The department aims to provide regular funding at the 50% TA or GSR level to all Ph.D. students who are making satisfactory progress but cannot guarantee funding beyond what is outlined in the funding letters students receive upon acceptance to the program. Since advanced students have greater opportunities for external funding, students of junior standing receive greater priority for limited funding than students who are more advanced.

CAMPUS EMPLOYMENT

The Department's primary means of supporting graduate students comes from campus employment, namely Teaching Assistantships (TAships). Other employment may be provided in the form of Graduate Student Researcher (GSR) positions and Teaching Fellowships (otherwise known as Graduate Student Instructorships (GSIships)).

Students are allowed a maximum of 12 quarters of Teaching Assistant and Graduate Student Instructor positions, not including Summer Session appointments. The Vice Provost/Dean of Graduate Studies may approve more than 12 positions, but under no circumstances may a student hold more than 18 quarters of teaching appointments.

TEACHING ASSISTANTSHIPS

The Department manages its curriculum to produce a given number of TA allocations, which are made by the Humanities Division. Once these allocations are made, the department assigns them based on curricular and student needs, and on student and faculty preferences.

In Spring quarter, upon receipt of the annual progress report, TAs are assigned to graduate students in consultation with the Director of Graduate Studies, Curriculum Chair and the Graduate Program Coordinator based on matching the student with the needs of the faculty.

TA allocations are based on undergraduate class enrollments and may change depending on curricular need. The department encourages students to seek out TAs in other departments, as this conserves Feminist Studies TAs for other students and diversifies students' teaching portfolios.

TAs provide a salary at 50% time, plus coverage of in-state tuition, but do not cover campus fees.

GRADUATE STUDENT INSTRUCTORSHIPS

In addition to TAs, graduate students who are advanced to candidacy and who have submitted their dissertation prospectus may also apply for instructorships, also called Teaching Fellowships, in the College Core courses, language and writing courses, and Feminist Studies courses. Dependent on department resources and curricular needs, the Feminist Studies Department may solicit course proposals from advanced students to teach an original course in the department.

GIs are responsible for the conduct of the entire instruction of a course including the preparation of student narrative evaluations. GIs are also responsible for other "normal" teaching-related duties, i.e., holding regular office hours, being available to advise students, attending faculty meetings/orientation, etc.

GIs generally require 1) the student to be advanced to candidacy with the dissertation prospectus submitted, 2) the student to have college teaching experience, 3) very good or better ratings on the student's recent teaching evaluations, 4) the course sponsoring unit to attest to the student's competence to teach the course in terms of both subject knowledge and teaching ability, and 5) a designated faculty mentor associated with the course sponsoring unit to sign the oversight and mentoring agreement.

GI appointments provide a salary at 50% time, plus coverage of in-state tuition, minus campus fees.

Baskin Feminist Teaching Fellow (BFTF)

The department's Baskin Feminist Studies Scholars Program (BFSP) supports undergraduate community college transfer students who are majoring in Feminist Studies. The Teaching Fellow instructs FMST 105 – *Feminist Methodologies* – in Fall quarter. In Winter and Spring quarters, the BFTF will continue mentorship of transfer students with a stipend.

The department circulates a call for applications in late Winter or early Spring quarter. Eligibility requirements for the BFTF are the same as any other GI position: advancement to candidacy, teaching experience, and positive evaluations. Preference is given to graduate

students who have experience as community college transfers or who have overcome significant obstacles to accessing education.

TA Trainer

Students advanced to candidacy who have TA'ed and have good TA evaluations may apply to hold the position of TA Trainer for the FMST Department. The TA Trainer is employed as a graduate student instructor and teaches FMST 290 – *Pedagogical Training* – in Fall quarter. Applications are solicited during Winter or Spring quarter.

THI Public Humanities GSIs

The Humanities Institute offers multiple GSI positions per year based on a changing annual theme (ex. 'Memory in 2021) within the "Questions that Matter" program. Selected instructors teach a course of their own design in one of the colleges, typically in Spring quarter. The THI Public Humanities GSI receives a salary at 50% time, in-state tuition, and a \$5,000 summer fellowship. Applications are usually due in April of the year preceding the course. For more information, visit <https://thi.ucsc.edu/spring-2021-gsi-positions-memory/>.

Language Program GSIs

Registered graduate students in Feminist Studies with an interest in second-language pedagogy may apply for GSI positions with the Language and Applied Linguistics Department. Students selected for these positions must take a one-quarter course on the theory and methods of second-language teaching (LAAD 201) for academic credit. This course will include opportunities to observe and participate in teaching relevant classes and to prepare and provide individual course lessons and materials for those classes. Sections of beginning language classes will be taught independently by GSIs under the continued guidance of a faculty mentor.

Applications are invited for students with strong language skills and cultural competence in the following languages: Chinese, French, German, Hebrew, Italian, Japanese, Portuguese, Punjabi, Russian, Spanish, and Yiddish.

The Language and Applied Linguistics Department sends a call to solicit applications via email each year. Successful applicants will be called for an oral interview with members of the Language and Applied Linguistics Department faculty.

Writing Program GSIs

Registered graduate students with a Master's degree (or equivalent) who have completed a course on the theories and practices of teaching college-level writing (WRIT 203) may apply for Graduate Student Instructor (GSI) positions in the Writing Program.

Once they have met the requirements described above, graduate students can apply to teach Writing 2, a required undergraduate writing class offered in Winter and Spring quarters. Typically, the Writing Program accepts applications in Spring quarter for the following academic year.

Summer Session GSIs

Graduate students who are advanced to candidacy (or hold an advanced degree, in some cases) may apply to teach courses in Summer Session. Planning for the following Summer Session occurs in Fall quarter, and there are several approval processes that have deadlines. Please consult with your advisor on course development and the Graduate Program Coordinator for necessary forms and to understand the process of approval to teach undergraduate courses and for proposing a new course. The final proposals are submitted and the Curriculum Committee will decide which courses will be proposed. The Summer Session Program will make the final decision.

GRADUATE STUDENT RESEARCHERSHIPS

Graduate Student Researchers are hired via faculty grants to work on faculty's research projects. Students are encouraged to cultivate relationships with faculty doing research in a similar area, as this is the best way to obtain GSR positions. If a faculty has funding for a GSR, the faculty member will propose to hire a graduate student. The Graduate Coordinator will facilitate the appointment process.

GSR appointments vary in percent of time, but are typically between 25% and 50% time. Since graduate students are allowed to work a maximum of 20 hours a week, students do not hold a full-time (50%) GSRship while they have a TAsip. GSR positions at 25% time or more must cover in-state tuition.

There are two salary levels depending on whether or not the student is advanced to candidacy: step 5 for pre-QE students, and step 6 for students Advanced to Candidacy.

Students are advised to ensure that the time and terms of the GSR appointment are confirmed before the beginning of the quarter. Students are not allowed to work until the appointment is processed.

Campus Fellow Award

The Campus Fellow Award (CFA), formerly known as the Chancellor's Graduate Internship Program (CGIP), provides doctoral students the opportunity to study and advance the transformative student experience at UC Santa Cruz. Second-year doctoral students who may integrate their proposed project with their prospective dissertation work are especially encouraged to apply.

Each project must have a faculty mentor who will need to assist the student in identifying sources for project sponsorship. The department may provide funding for a project, dependent on resource availability.

Campus fellows are appointed to a 50% GSR position for a full academic year through a commitment of one quarter of support from a program or faculty member, with the Chancellor and Graduate Dean matching up to an additional two quarters of support for the realization of the project. The program also extends through summer with a 75% time position.

The CFA program calls for applications in the Spring quarter for projects to be completed in the following academic year.

FELLOWSHIPS AND GRANTS

All students are encouraged to research the possibilities of getting outside fellowships in the area of study in which they are working. The Office of Sponsored Projects at UCSC provides orientations for groups of four or more doctoral students to The Community of Science/Scholars (COS) website (<https://pivot.proquest.com/shibboleth/login>). COS is a web-based publisher of services that support and advance scholarly research in all disciplines, linking researchers with colleagues and funding opportunities worldwide. COS offers powerful search capabilities designed for customized funding searches and automated e-mail funding alerts.

The Feminist Studies Department provides conference grants, summer research and language grants, and QE/dissertation quarter fellowships. There are also funding opportunities across campus, including those administered through the Graduate Division and The Humanities Institute (THI).

CONFERENCE GRANTS

The department offers up to \$400 per year in support of graduate students presenting at conferences. Funds may be requested for conference attendance, but priority is given to students who are presenting papers at a professional association conference. Other conferences will also be considered.

Graduate students may request these funds in advance of a conference by emailing the Graduate Program Coordinator with proof of acceptance of a conference presentation. Funds are available on a rotating basis, once a year per student, when the department has funding to cover this program.

SUMMER RESEARCH AND LANGUAGE GRANTS

When possible, the department makes available funds for summer research or language instruction. A call for proposals will be circulated in Spring Quarter, and decisions about summer funding will be made prior to the end of the academic year.

DISSERTATION QUARTER FELLOWSHIPS

Departmental Dissertation Fellowships are assigned by the Director of Graduate Studies in consultation with the department and approved by the Chair. Fellowships are assigned when the department has funding to support them, but are *not guaranteed*. Students are eligible to apply once advanced to candidacy. Students will be informed of the availability of Dissertation Quarter funding once the determination of awards is made. The department circulates a call for applications in Winter quarter, typically based on THI's model to facilitate applications to THI fellowships.

PRESIDENT’S AND CHANCELLOR’S DISSERTATION FELLOWSHIPS

These Dissertation Fellowships are administered through the Graduate Division and provide a salary of \$8,000 per quarter for three quarters, plus payment of in-state fees, for the year-long fellowship. Dissertation Quarter fellowships are also provided to runners-up at the same rate.

All students in good academic standing within a year of graduation may apply. International students are eligible for the Chancellor’s Dissertation Fellowship, and U.S. citizens and permanent residents are eligible for either fellowship. The President’s fellowship considers applicants’ contribution to diversity.

The call for applications is sent via the Graduate Division to the Humanities Division in Winter to early Spring quarter, with a deadline of mid-Spring quarter.

THI FELLOWSHIPS

The Humanities Institute (THI) offers administers [divisional fellowships](#) available to Humanities graduate students, including Dissertation fellowships (full-year and summer), Public fellowships (full-year and summer), and summer research fellowships. The call for these competitive fellowships is typically sent in late Winter to early Spring quarter.