

The University of California, Santa Barbara
Department of Film and Media Studies
Graduate Student Handbook
2024-2025

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INTRODUCTION

Welcome to the UCSB Department of Film and Media Studies graduate degree program! This Handbook was created especially for you, the graduate students of Film and Media Studies, and we hope you will find it to be a useful resource. Please read the Handbook carefully and refer to it as needed. Our faculty and Graduate Program Advisor are also available to respond to questions and any concerns. Although we strive to keep this document up to date, official catalog and Graduate Division information is to be regarded as policy of record. The Film and Media Studies Department also reserves the right to make changes at any time without it being immediately updated in the Handbook.

THE UCSB FILM AND MEDIA STUDIES PROGRAM OVERVIEW

The UCSB Film and Media Studies Department was established in 1973 as a small, undergraduate film studies program comprised of interdepartmental faculty and visiting lecturers. Based on its success and growing renown it attained departmental status in 1995. In the 2024-25 academic year there were 600 undergraduate majors engaged in the humanistic study of film and other media forms as important social, cultural and political phenomena. While large enough to cover a broad range of fields, the department is known for its personal atmosphere where individual interests and abilities are nurtured. The M.A./Ph.D. Program was inaugurated in 2005 and consists of two degree tracks: the M.A./Ph.D. Degree; and the Ph.D.-Only Degree.

AREAS OF EMPHASIS

Building on the strengths of the department and the campus, the graduate program emphasizes the study of film, television, and new media from a humanistic perspective, within the broader context of global media culture. The program is designed to be:

- Deeply rooted in the discipline of Film and Media Studies
- Strongly interdisciplinary, drawing on the talents and training of affiliated faculty in those companion departments where interest in the study of the modern media arts and industry is emerging and flourishing
- International in its range of focus, allowing for the comparative study of diverse national cinemas and media institutions and practices within a global framework
- Innovative in its teaching and research methods

We live at a time when the proliferation of moving images and sounds are accelerating at a rate that threatens to outpace our ability to grasp and comprehend their sources, impact, and potentialities. We inhabit a region of the world where the production, distribution, and archiving of moving images have long histories and are powerful engines of economic growth and social change. As film and media scholars, faculty members in the department investigate this phenomenon from historical, theoretical, and critical perspectives and seek to prepare students for intelligent, informed, and imaginative engagement with a wide range of filmic, photographic, televisual, and digital forms. Work by students and graduates of this program are shaping our future understanding of modern media culture and the production and circulation of moving images and sounds as aesthetic, technological, economic, and social forces.

THE FACULTY

Peter Bloom Professor of Film and Media Studies, Specializations: Media Archaeology, Francophone and Anglophone Colonial Film and Radio, African and Southeast Asian Art and Media

Anna Brusutti Film and Media Studies Lecturer, Specializations: Introduction to Cinema, Italian Comedy

Alenda Chang Associate Professor of Film and Media Studies, Specializations: Environmental media, game

studies

Mona Damluji Assistant Professor of Film and Media Studies, Specializations: Cultural Studies of Energy/Environment, Middle East Film and Media, Urban Studies

Jennifer Holt Professor and Chair of Film and Media Studies, Specializations: Media Industry Studies, Policy and Regulation, Digital Media, Television History/Criticism

Chris Jenkins Head of Production, Specializations: Documentary production, Cinematography, Editing

Ross Melnick Professor of Film and Media Studies, Specializations: Archive Theory and Practice

Lisa Parks Distinguished Professor of Film and Media Studies, Specializations: Media Globalization, Media Infrastructure Studies, Television Studies

Patrice Petro Professor of Film and Media Studies, Presidential Chair of Media Studies and Dick Wolf Director of the Carsey-Wolf Center, Specializations: Film and Media History, Criticism, and Theory; Theories of Modernism and Modernity, Globalization and Technology; Feminism and Critical Theory

Sasha Razor Film and Media Studies Lecturer, Specializations: Russophone and East-Central European cinemas

Bhaskar Sarkar Professor of Film and Media Studies, Specializations: Post-Colonial Media Theory, Cultural Theory, Asian Cinemas

Laila Shereen Sakr Associate Professor of Film and Media Studies, Specializations: Computational art, live cinema, data visualization, media activism, and new media in the Middle East

Greg Siegel Associate Professor of Film and Media Studies, Specializations: Media Studies, Cultural Studies, Science and Technology Studies

Cristina Venegas Associate Professor of Film and Media Studies, Specializations: Cinema and Media of the Americas

Althea Wasow Assistant Professor of Film and Media Studies, Specializations: Critical Race, Archaeology of Media Approaches to Modern Image Making, Cultural Studies

Naoki Yamamoto Associate Professor of Film and Media Studies, Specializations: Film Theory, Asian Cinema, Documentary, Avant-garde Art, Cultural Theory, and Japanese Pop Culture

DIRECTOR OF GRADUATE STUDIES (DGS)

Director of Graduate Studies in our program is Professor Naoki Yamamoto

Each department's Graduate Advisor is an official faculty representative of the Graduate Dean in matters affecting graduate students or graduate programs in the academic departments. The Graduate Advisor is an administrative appointment, made by the vice chancellor, separate from the department chairperson, the department, and the Academic Senate. The Graduate Advisor's signature is the only departmental signature, other than the chairperson's, recognized as official on forms and petitions presented by graduate students. The Graduate Advisor evaluates and approves students' study lists, advises them on advancement to candidacy, considers their petitions to modify study areas, to add or drop courses, to waive or substitute requirements, to take leaves of absence, etc. The departmental Graduate Advisor should not be confused with the thesis/ dissertation advisor (the Chair of your thesis/dissertation committee).

THE GRADUATE PROGRAM ADVISOR (GPA)

The Staff Graduate Program Advisor (GPA) is Maddie O'Shea

The Staff Graduate Program Advisor provides administrative and clerical support for the graduate program (and sometimes a sympathetic ear). Assisting in the coordination of the admissions process, the GPA is often

the student's initial contact in the department. The GPA assists the graduate director in monitoring students' progress toward their degrees and provides information about departmental and Graduate Division policies and procedures. The faculty and students alike rely heavily on the GPA for information, but faculty members and ultimately each student her- or himself must be responsible for academic planning.

THE FACULTY MENTOR

Each graduate student will be assigned a Faculty Mentor for the first year in the program. During the second year, students typically begin the year with the same faculty mentor. M.A. students select the chair (and committee) for their exams by the end of the fourth week of Winter Quarter. Ph.D. students select the chair (and members) of their Ph.D. committee by the end of the fourth week of Spring Quarter.

The faculty mentor works closely with the student but does not provide a departmental signature on official forms and petitions. In case of faculty member separation or short-term unavailability, a student may be assigned two graduate mentors to share/ alternate mentoring responsibilities. M.A. committee chairs as well as Ph.D. dissertation advisors are selected by the student, and the composition of these committees is selected in consultation with the committee chair. Committee chairs take over advising responsibilities from faculty mentors once they are selected by the student.

THE DEPARTMENTAL GRADUATE COMMITTEE

The Graduate Committee is comprised of the faculty Director of Graduate Studies serving as committee chair and departmental faculty members who provide support and assistance to students and recommendations to the Department Chair. Along with the Graduate Advisor, the committee supports students in meeting the timely requirements and procedures as set forth by the Graduate Division. Graduate Committee also takes the lead in developing, administering, and monitoring the department's academic standards for graduate education as directed by the Film and Media Studies faculty. The Committee makes judgments and recommendations on such matters as petitions, waivers, funding, TA assignments, fellowships and award nominations, among others.

REGISTRATION

For the most accurate and current registration information and deadlines, always check the UCSB Registrar's website at:

<https://registrar.sa.ucsb.edu>

Students must enroll and pay fees by the deadlines printed each quarter in the "Schedule of Classes." Also, it is important to review study lists with your advisor every quarter. Generally, two weeks after the quarter begins, the department is sent a list of courses that all grads are enrolled in. At this time, the Graduate Program Advisor and Graduate Director review the lists to make sure that students are registered in the appropriate courses and number of units. Those who fail to pay fees and/or to register by the date specified on the Registrar's website will lapse in enrollment automatically and lose student status, as well as relinquish virtually all student privileges (university housing, library privileges, student health insurance, employment in TA, GSR or Associate titles). If your enrollment status lapses, you must petition for reinstatement. Reinstatement petitions are available from the Graduate Division or can be downloaded at:

<https://www.graddiv.ucsb.edu/forms/reinststate-lapsed-status>

It is important to note that reinstatement is not guaranteed, especially if you have exceeded maximum time limits for completion of the degree.

Full-Time Enrollment:

The standard course load is 12 graduate units per quarter. Since resources come to the campus (and in turn to the Department) in the form of block grant fellowships, teaching assistantships, tuition fellowships, etc., based on the 12 graduate unit formula, it is strongly recommended that students enroll in 12 graduate units each quarter. You may have to provide a justification/reason why you cannot enroll in 12 units at the time of registration. With the availability of 200 and 500 level courses (220, 234, 241, 594, 501, etc.) in the department, and graduate level courses offered in affiliated / approved departments and programs, students should have no problems enrolling in the required 12 graduate units per quarter. Teaching Assistants should be enrolled in FAMST 501, Teaching Assistant Practicum. This is a four-unit course. Combined with two graduate seminars, a student who is serving as a TA would then have a 12-unit load. There is no upper limit on the number of units a graduate student may take, although students should recognize that taking on too many courses that could jeopardize grades (B is the minimum passing grade), and good academic standing.

Grades/Incompletes:

Letter grades assigned at UCSB are A, B, C, D and F. Non-letter grades are S (Satisfactory), U (Unsatisfactory), I (Incomplete), IP (In Progress), P (Passed), and NP (Not Passed). Please note that S/U grades are for graduate courses only; P/NP grades are for undergraduate courses. The grade S may be assigned only if the work is of B or better quality (not B-); the grade P may be assigned only if work is of C or better quality (not C-). Only upper-division and graduate courses in which grades of A, B, C, or S are received are counted toward satisfying graduate degree requirements. A student must petition the Office of the Registrar to obtain an Incomplete (I) grade. In the absence of this petition, a grade of F, NP, or U will be recorded. Incomplete grades must be completed by the end of the first quarter following the incomplete class, or the I grade will be changed automatically to an F, NP, or U.

Grading Policy:

Students are allowed to carry No Grades (NG) and No Records (NR) for only one quarter after the course was taken before the NG or NR automatically reverts to a failing grade. This aligns the grade notations of NG and NR with the policy governing Incomplete grades, except that students will not be able to petition for extension of NG and NR as they can with an Incomplete.

As a result of these policies, grades of NG or NR from coursework in any previous quarter will automatically revert to failing grades unless a letter grade, S/U or P/NP is reported to the Registrar by the instructor of record. While a NG or NR grades does not require a Registrar's petition (as does the I grade), it automatically expires at the end of the next quarter with no possibility of extension. Incomplete grades can be extended.

Students are reminded that if they have 12 or more units of unfinished coursework, they will initially receive an advisory letter, then the student may be placed on academic probation. Students continuing on for a doctorate must remove all unfinished coursework before a master's degree can be awarded. Keep in mind that excessive units of unfinished coursework may block appointment to an academic apprenticeship (TA, GSR).

Standards of Scholarship:

To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by University and Campus Academic

Senate regulations or Graduate Council rulings:

- 1) Maintain a cumulative GPA of at least 3.0
- 2) Maintain a student transcript free of excessive units of unfinished coursework, define as 12 or more units of Incomplete, No Grade, and/or No Record.
- 3) Advance to doctoral candidacy within four years of admission.
- 4) Complete the master's degree within the four-year time limit.
- 5) Complete the doctoral degree within the six-year time limit.
- 6) Meet all departmental degree requirements in accordance with departmental time limits, including satisfactory performance in core courses and on required examinations; pass departmental examinations within the number of attempts permitted by the student's department and Graduate Council.
- 7) Form a master's or doctoral committee; present a thesis plan or dissertation research proposal acceptable to the committee; complete a thesis or dissertation acceptable to all committee members; and successfully pass a final defense of the thesis or dissertation when required.

All disciplinary actions are taken after consultation with the department Chair and Graduate Advisor except where otherwise noted.

Leaves of Absence:

UCSB requires continued registration of all graduate students until completion of all requirements for the degree. In extraordinary circumstances, however, students who have registered for and completed at least one quarter, and are in good academic standing, may petition for and be approved for a leave of absence. An approved leave of absence is designed for students who encounter extraordinary circumstances that require a break in their progress toward their degree objectives. The mechanism guarantees persons a place in their degree program upon return from their approved leave and provides a very minimal use of university resources during the approved leave time as listed below. Persons expecting to use additional university resources or faculty time will be required to register.

The circumstances for which students may apply for a Leave of Absence include the following: (1) documented medical/health difficulties which would reasonably inhibit graduate studies; (2) pregnancy/parenting needs up to the age of 12 months of the child or up to the first 12 months of adoption placement in the home; (3) family emergencies of an unusual and unanticipated nature; (4) military service required by the student's country; (5) Filing Fee Quarter of Leave during student's last quarter at UCSB to file thesis or dissertation (terminal students only). Petitions for leaves must be accompanied by appropriate supporting documentation.

The following examples are not circumstances for which an approved leave of absence will be granted; (1) financial hardship and the desire to not pay fees; (2) desire to take "time off" from the pressure of studies; (3) the necessity to focus primary energies on library, laboratory, or field work related to examinations or thesis/dissertation requirements, including study abroad or outside the University community; or (4) exigencies resulting from outside employment; or (5) desire to protect visa status.

Request a leave of absence petition from the Graduate Division front desk or download a copy at:

<https://www.graddiv.ucsb.edu/forms/leave-absence>

If you go to the Graduate Division, you may wish to meet with an Advising Assistant to discuss your particular situation.

In Absentia Registration:

Graduate students whose research or study requires them to remain outside California throughout the

quarter, but who need to be registered, may be able to take advantage of "in absentia" registration, which reduces the registration fee by one-half. Other fees, notably non-resident tuition and the education fee, remain unchanged. This option may be of use to graduate students who must register to receive fellowships, for example, or for students fulfilling required internships out-of-state. Students may apply by completing a Graduate Student Petition which can be downloaded at:

<http://www.graddiv.ucsb.edu/academic/forms-petitions>

The departmental Graduate Advisor must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside California for one to three quarters.

Degree Dates and Filing Deadlines:

Degrees are granted four times a year; the degree conferral date is the last day of each quarter.

A student must have finished all requirements by the final Friday of the quarter to get a degree dated that quarter, even though the conferral date may be the next day, i.e., a Saturday when Graduate Division is closed. Theses and dissertations filed between quarters (in late August or during the break between Fall and Winter quarters, for example) will not cost students additional fees if they were enrolled the previous quarter; but the degree will be dated the end of the next quarter.

Annual Review of Graduate Student Progress:

The Graduate Council and the Graduate Division suggest that every department conduct a faculty review of all graduate students' progress each year in order to spot problems, evaluate chances of successful completion, and encourage good work. The Film and Media Studies Department normally conducts this review in the spring quarter, with additional reviews for MA students in the fall of the second year. Marginal students and those on probation or making poor progress are entitled to receive clear explanations of problems, along with specific requirements to remedy deficiencies in a specific amount of time. In this way problems can be addressed early before they become serious.

Appeals Procedures for Graduate Student Disputes with Graduate Committees:

From time-to-time disagreements about decisions, deadlines, policies, procedures, and issues of academic judgment may arise between a student and members of a thesis or dissertation committee. As in all such disputes, involved parties should, in the spirit of collegiality, attempt to resolve these issues internally. The following steps are recommended:

- a. A student should first meet with the chair of the committee in an effort to resolve the dispute.
- b. If the student feels that she or he is unable to do this or if areas of disagreement still remain after this meeting, a written appeal describing the situation and requesting involvement should be addressed within 14 days to the department chair. If the chair is a member of the committee, appeal should be made to the Graduate Advisor, or if a conflict of interest is also present there, to the chair of the committee responsible for departmental graduate affairs. The department should act to resolve the issue, or declare it irresolvable, and inform the student in writing within 30 days.
- c. If the dispute cannot be resolved within the department, or if the student finds the department's resolution unacceptable, the student may appeal to the Graduate Dean, who will attempt further resolution. This appeal must be made in writing within 14 days of the department's decision.
- d. If the Graduate Dean is unable to resolve the dispute to the parties' satisfaction within 30 days, the graduate student has 14 days to submit a written appeal to Graduate Council. Graduate Council must inform the student of its decision within 30 days. In such cases, decisions of the Graduate Council are final.

OUR PROGRAM

Undergraduate Preparation

An undergraduate degree in Film and Media Studies is not required of entering graduate students. Applicants with strong academic backgrounds in diverse study areas are strongly encouraged to apply. Students applying to the department with only an undergraduate degree must apply for the MA/Ph.D. program since the Ph.D. is their final degree objective.

Curriculum/Course Requirements

Our curriculum is comprised of two parts: a set of six core courses together with eleven (or five for the Ph.D.-only) supplemental/elective courses. The graduate core courses focus on fundamental areas of competence in history, theory, analysis, and cultural studies. The elective courses make the program strongly disciplinary, interdisciplinary and international. Teaching Assistants earn TA Practicum units in addition to academic units for these core and elective courses.

Core Courses

220 Critical Analysis

230 Philosophy of History

231 Media Historiographies

240 Film Theory

241 Television and New Media Theory

250 Cultural Theory

In lieu of a single research and methods course, the core curriculum distributes methodological training across a series of courses involved with concrete research topics in order to offer a working sense of how one approaches a media object of study from a variety of perspectives. Together with the M.A. and Ph.D. exams, the curriculum is designed to encourage students to acquire professional experience in teaching, presenting research, and developing a research plan for the dissertation.

Graduate Electives

The department offers a wide range of graduate electives. Under certain circumstances—for example, if the topic is crucial to the student's research or a course will not be offered when needed—credit is also available for two courses in the department's upper-division undergraduate program (using the undergraduate course number). Furthermore, there are numerous opportunities to take graduate courses in other departments. With the approval of the student's mentor, the department's Director of Graduate Studies, and the department's Chair, up to five elective courses in the first three years of the M.A./Ph.D. may be taken in other departments; and up to three elective courses in the first two years of the Ph.D.-only.

Policy on Independent Studies Courses

Department policy is that only a maximum of two 596 courses can be taken as part of the eleven electives for the M.A./Ph.D. or as part of the five electives for the Ph.D.-only. Beyond the elective courses, students may take whatever they choose, but they are advised to use their opportunities wisely, especially as part of their preparation for the qualifying exam. When a student is away from campus doing research, he or she may arrange to take 596's with the approval of the student's mentor, the Director of Graduate Studies, and the Chair. The two-rule will apply also to 596's, or similar independent study or directed reading courses, offered by faculty in other departments on campus.

MASTER OF ARTS (M.A.) IN FILM AND MEDIA STUDIES

The department does not admit students solely for the purpose of obtaining a master's degree. All applicants are admitted to a single M.A./Ph.D. program. The M.A. degree in film and media studies is looked upon as a valuable stage on the path to the doctorate. Although it is understood that some students may choose not to continue beyond the M.A., and that others may not be permitted to do so, the aim of the program is to provide students with research training (and an appropriate foreign language) leading to the doctoral degree. The normative time for the M.A. is two years. Students who lack a background in the discipline may be required to complete one or more additional upper-division undergraduate courses in film and media studies prior to conferral of the M.A.

In the first two years the student must complete six graduate core curriculum courses and five graduate elective courses for a total of twelve courses (out of the eighteen required for the Ph.D.) By the end of the second year the student must pass an oral M.A. exam administered by the student's M.A. Committee based on two research papers written and revised by the student during the first two years of the program.

Important Dates and Milestones for On-Time Progress (M.A./Ph.D.)

Year 2:

- MA Committee—must be constituted and forms submitted to the GPA *by the end of 4th week of Winter Quarter*
- MA Exam—must be taken *by the end of 4th week of Spring Quarter*

Year 3:

- FAMST 295DD: Dissertation Development—enroll in *Fall Quarter*
- FAMST 298: Prospectus Preparation—enroll in *Spring Quarter*
- Dissertation Committee—must be constituted and forms submitted to the GPA *by the end of 4th week of Spring*
- Dissertation Topic and Three Exam Areas—must be chosen and disclosed to the GPA and the exam committee *by the end of Spring Quarter*
- Reading Lists for Three Exam Areas—must be formulated and submitted to the GPA and the exam committee *by the end of Spring Quarter*
- All Coursework—must be completed *by the end of Spring Quarter*
- Language Requirement—must be fulfilled *by the end of Spring Quarter*

Year 4:

- Dissertation Prospectus—must be completed and submitted *by the 1st day of Fall Quarter*
- Qualifying Written Exams—must be taken, completed, and answers submitted to the GPA and the exam committee *by the end of 3rd week of Fall Quarter*
- Prospectus Defense—must be completed *by the end of the 7th week of Fall Quarter*

Year 6:

- Dissertation—Do your best to completed it *by the end of Spring Quarter!*

Master's Committee:

The Master's committee consists of at least three UC ladder faculty members. Two members of the committee must be ladder-faculty from the Film and Media Studies Department (or who hold Affiliated appointments with the Film and Media Studies Department), one of whom is appointed as chair or co-chair. Additional fourth member may be added when appropriate. The committee must be approved by the DGS, the Department Chair, and the Graduate Dean. Completion of a thesis requires the signatures of all members of the committee. Forms found at:

<https://www.graddiv.ucsb.edu/academic-services/forms-petitions>.

Ladder faculty who retires when a student's thesis is still being written may continue to serve on and chair the

committee in question without any further approval or re-approval being needed. In instances where the faculty member retires before the Master's committee is nominated, the retired faculty may serve as a second or third member without special approval from Graduate Division. Graduate Council approval is required when the faculty member who has retired is being nominated to serve as chair of a Master's committee. Emeriti faculty who continues as "research professors" enjoy the same committee privileges and may chair committees without special approval.

The Master's Exam

In our program, the written and oral examination for a Master's degree is administered by each student's M.A. committee. The exam will conform to the following standards:

1. Committees can now be nominated via GradPoint.(please see [here](#) for instructions) and must be submitted **by the end of the fourth week of Winter Quarter**
2. Candidates for the M.A. will work with the exam committee to select two papers by the student that will provide the subject of the exam. It is expected that both papers will be substantially revised and polished to approximate "publishable standard" **prior to the exam** in consultation with their chair and committee.
3. It is the responsibility of the student to communicate with committee members, whether individually or as a group, **prior to the exam** to determine the date of the oral exam and the focus and direction of revisions.
4. Candidates must provide the committee members with the revised papers that will be the subject of evaluation for the Master's exam **no later than two weeks prior to the exam date**.
5. The duration of the exam will be no longer than two hours. The exam has two parts: an initial formal presentation by the student of approximately 20-30 minutes to be followed by questions from the committee and responses by the student.
6. Candidates will be expected to discuss the subject matter of each paper and its context within the field. The student will not read aloud his or her papers as part of the exam, nor simply repeat ideas in the papers, since it is assumed that the essays will have been read in advance by committee members. The student's presentation should reflect on the larger issues raised by the two papers, discuss them in the context of research in the field, and address the possibilities for further research.
7. All of the candidates must have completed their exams **by the end of the fourth week of Spring quarter of their second year**.
8. The student will be informed of the results of his or her exam at the end of the exam. There are three outcomes: Pass, Fail, and Revisions Required. A student who does not pass the exam or who is required to further revise essays, must resubmit papers to the committee **within six weeks of the date of the exam**.
9. Students who complete the M.A. work and pass the oral exam with sufficient distinction will be invited to continue working toward the Ph.D.

Maximum Time/Normative Time for the Master's Degree

The normative time for completion of the Master's degree in the Film and Media Studies Department is 7 quarters. The maximum time allowed for Master's degree candidates in all fields to complete their degree requirements is 4 years (Academic Senate Regulation 300(A)). The University's 4-year degree deadline for a Master's degree is distinct from an individual academic department's average or normative time for completion of a Master's degree. Normative time is the number of years considered to be reasonable for completion of a particular program by a full-time student who enters the program without academic deficiencies. The Department will enforce these rules and approve exceptions only under unusual circumstances.

If you exceed the 4-year maximum before completion of the requirements for the Master's degree, you must petition the Graduate Council for a degree deadline extension. Graduate Council is concerned that degrees be granted only to students who are current in the scholarship of their fields, and who have kept abreast of the literature and research in the discipline. The nature of the petition depends on the length of time by which

the degree deadline has been exceeded. If the degree deadline has been exceeded by less than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Graduate Advisor, must be submitted. Approval of such petitions will typically be routine. If the deadline has been exceeded by more than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Graduate Advisor must be submitted and must be accompanied by a memo documenting and certifying currency in the field, signed by all members of the thesis committee. Graduate Council has identified continuous registration, teaching or research apprenticeships, or contact with current literature and research in the field as examples of currency. If additional information is needed, Graduate Division will contact the Graduate Advisor. Approval of such petitions may be considered by the Chair of Graduate Council or referred for inclusion on the Graduate Council agenda as necessary. Petitions are available from the Graduate Division, or can be downloaded at:

<https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

8th Quarter Justification

All Master's students who have not finished by the 8th quarter will be required to file a justification with the department, signed by their thesis advisor, which includes a timetable for completion of the thesis. If a justification is not filed and approved, the student will be switched to the examination route and will then be given the exam during the 9th quarter.

Financial Support as a Master's Student and Standard of Scholarship

Financial support for Master's students on departmental funds (e.g. Teaching Assistantships, Fellowships) beyond four quarters is contingent upon progress and performance. For any student enrolled in the Film and Media Studies M.A./Ph.D. program, a GPA of less than 3.3 or a grade of C+ or less in Film and Media Studies graduate courses may cause departmental financial support to be withdrawn.

Residency Requirement for the Master's Degree

Students in a Master's program must spend a minimum of three quarters in full-time residence at UCSB.

Petitioning to Skip the M.A. and Go directly to the Ph.D. Program

The Graduate Committee may allow qualified students admitted as M.A./Ph.D. students with a previous M.A. in the field or a related discipline to skip the M.A. and go directly into the Ph.D. program. All students must have been enrolled for at least three regular academic quarters. The petition requires the approval of the Graduate Committee. The petition should be written in consultation with and approved by the student's advisor.

Master's Degree—Forms and Bureaucratic Procedures

Many of the required forms can be found at:

<https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

Filing Fee

All graduating students must be in a fee relationship with the university, that is, either registered or using the filing fee. The filing fee is a reduced fee paid instead of full registration fees during the quarter a student is completing the last requirements for a degree and is equal to half of the "registration fee." Paying the filing fee terminates graduate status; therefore, it may be used only by Ph.D. students and terminal Master's degree students (i.e., Master's students NOT planning to continue into the Ph.D. program). If you are registered during the quarter in which you plan to complete and graduate, then you do NOT have to pay a filing fee when you file your Master's or dissertation because you are already in a fee relationship with the

university. If you are not registered (on leave of absence or lapsed status), you must pay the filing fee when you file. If you finish during the summer and you were enrolled during the previous Spring Quarter, you do not have to pay the filing fee because your enrollment status technically lasts until the day before the next regular academic quarter begins (i.e., the day before Fall Quarter begins).

Transfer from M.A./ Continuation into the Ph.D program

Upon completion of the requirements for the Master's degree, the student's faculty examination committee in consultation with the Director of Graduate Studies determines whether the candidate may continue into the Ph.D. program. The faculty committee may conclude that the student must rewrite one or two of the papers before advancing. In certain cases, a Terminal M.A. degree may be awarded in lieu of advancing into the Ph.D. program. Once the petition to continue onto the Ph.D. program has been signed and approved, the Graduate Program Assistant/Advisor will officially notify the Graduate Division of the candidate's acceptance into the Film and Media Studies Ph.D. program.

DOCTOR OF PHILOSOPHY (PH.D.) IN FILM AND MEDIA STUDIES

Important Dates and Milestones for On-Time Progress (Ph.D.)

Year 2:

- FAMST 295DD: Dissertation Development—enroll in *Fall Quarter*
- FAMST 298: Prospectus Preparation—enroll in *Spring Quarter*
- Dissertation Committee—must be constituted and forms submitted to the GPA *by the end of 4th week of Spring*
- Dissertation Topic and Three Exam Areas—must be chosen and disclosed to the GPA and the exam committee *by the end of Spring Quarter*
- Reading Lists for Three Exam Areas—must be formulated and submitted to the GPA and the exam committee *by the end of Spring Quarter*
- All Coursework—must be completed *by the end of Spring Quarter*
- Language Requirement—must be fulfilled *by the end of Spring Quarter*

Year 3:

- Dissertation Prospectus—must be completed and submitted *by the 1st day of Fall Quarter*
- Qualifying Written Exam—must be taken, completed, and answers submitted to the GPA and the exam committee *by the end of 3rd week of Fall Quarter*
- Qualifying Oral Exam /Prospectus Defense—must be completed *by the end of the 7th week of Fall Quarter*

Year 5:

- Dissertation—Do your best to completed it *by the end of Spring Quarter!!*

Degree Requirements

Students entering from the department with an M.A. or M.F.A. in another discipline may be required to complete all or part of the M.A. requirements of the Department of Film and Media Studies prior to the end of the first year of the Ph.D. program. We suggest that students investigate and possibly visit potential locations for off-campus research sometime between the second and third years. In the third year, the student must complete six graduate courses, some or all of which will contribute to the development of the student's emerging research program. By the end of the third year, each student will have taken and passed a total of eighteen courses. (With the approval of the department's Director of Graduate Studies, in the first three years up to five elective courses may be taken in other departments.)

By the end of spring quarter of the third year the student must form a dissertation committee and select a dissertation topic and three areas of specialization for exams relating to the dissertation topic developed in consultation with the committee.

By the end of the fall quarter of the fourth year the student must pass a written exam administered by the dissertation committee covering the three areas of specialization and pass an oral defense of a written prospectus. The student will then file for advancement to candidacy. In the remainder of the fourth, and through the fifth, sixth and, if necessary, the seventh year the student will complete the writing of the dissertation based on original research and then successfully defend it orally before the dissertation committee upon completion. The student must complete the foreign language requirement prior to the dissertation defense.

Foreign Language Requirement

All candidates for the Ph.D. degree must demonstrate proficiency in a second language before receiving their degree. The standard is reading knowledge, and the required level of proficiency will be determined by the dissertation chair and approved by the departmental graduate committee. This is a general requirement for the Ph.D. degree; thus, any language courses that a student take must be in addition to the required seventeen Film and Media Studies core and elective courses for the MA/Ph.D. degree or the required eleven Film and Media Studies core and elective courses for the Ph.D.-only degree. (Units taken to fulfill this requirement do not count towards the degree). Students can complete this requirement in the following ways:

1. Completion of a language course at the intermediate level (4-6) with a minimum grade of B+; or,
2. Completion of an upper-division literature course conducted in the foreign language with a minimum grade of B+; or,
3. Completion of a foreign language reading course for graduate students with a minimum grade of B+; or,
4. Passing a Foreign Language Evaluation Exam at reading proficiency level as administered and determined by the respective language department (see below for relevant contacts); or,
5. Alternatives such as petitioning for fulfillment based on previous coursework and/or language proficiency; Fulbright study; successfully passing or completing a Foreign Language and Area Studies Fellowship (FLAS); online courses from an approved institution; or other options as determined by your faculty advisor by petition to Graduate Committee.

Students whose native language is not English will have the opportunity to satisfy the requirement with their native language, except in cases where additional language learning is necessary for the specific dissertation research, as determined by the dissertation committee chair and Graduate Committee.

Residency Requirement for the Ph.D. Degree

Students in doctoral programs must enroll for at least 6 regular academic quarters. Three consecutive quarters of residence must be completed prior to advancement to candidacy. If you were enrolled in the M.A./Ph.D. program and you were registered for 6 quarters as a Master's student (including 3 consecutive quarters), you do not have to enroll for another 6 quarters to satisfy the residency requirement.

Continuous registration is expected of all graduate students. Under special circumstances students may request a leave of absence from the Dean (see above). Students who are neither registered nor on an approved leave of absence lose all status and privileges as students. They cannot hold fellowships or other forms of financial support, and must apply for reinstatement, and, when applicable, readvancement to candidacy.

Maximum Time/Normative Time for the Ph.D. Degree

The University sets time limits called “degree deadlines” for completion of the master’s and doctoral degrees. Doctoral candidates in all fields are expected to complete their degree requirements within 7 years. This is the maximum time allowed. The University’s 7-year degree deadline for completion of a doctorate is distinct from normative time, which is the number of years considered to be reasonable by the faculty of an individual department for completion of a Ph.D. by a full-time student in that program. The Film and Studies Department established a normative time for completion of the Ph.D. at 6 years for those entering without a Master’s degree, and 5 years for those entering with a Master’s degree. Normative time is measured from the time a student begins graduate study at any level at UCSB. In the case of Leave of Absence for medical, family emergency, or pregnancy/parenting reasons, three quarters Leave of Absence are permitted in which no time shall accrue toward the normative time deadline. More Leaves of Absence or periods of lapsed status will not stop the student’s normative time clock. The Department will enforce these rules and approve exceptions only under unusual circumstances.

If you exceed the 7-year maximum before completion of the requirements for the Ph.D., you must petition the Graduate Council for a degree deadline extension. Graduate Council is concerned that degrees be granted only to students who are current in the scholarship of their fields, and who have kept abreast of the literature and research in the discipline. The nature of the petition depends on the length of time by which the degree deadline has been exceeded. If the degree deadline has been exceeded by less than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Graduate Advisor, must be submitted. Approval of such petitions typically are routine. If the deadline has been exceeded by more than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Graduate Advisor must be submitted. The petition must be accompanied by a memo documenting and certifying currency in the field, signed by all members of the dissertation committee. Graduate Council has identified continuous registration, teaching or research apprenticeships, or contact with current literature and research in the field as examples of currency. If additional information is needed, Graduate Division will contact the Graduate Advisor. Approval of such petitions may be considered by the Chair of Graduate Council or referred for inclusion on the Graduate Council agenda as necessary. Petitions are available from the Graduate Division or can be downloaded at: <http://www.graddiv.ucsb.edu/pubs>.

The Ph.D. Committee

A Ph.D. Committee in the Film and Media Studies Department consists of four or five members. At least three members must be regular Senate faculty in the Department of Film and Media Studies. At least one member must be from outside the Department. Affiliated faculty, for this purpose, are considered to be outside the home department. A fifth member is optional. If the outside member is not UC faculty, you should include a short C.V. with the Ph.D. committee nomination form. Additional members may be added to the committee beyond the four required where appropriate.

Any three or more members of the Ph.D. Committee (including the chair of your committee and at least one additional member from the Film and Media Studies Department) constitute an examining committee for administering the oral or written exam. The dissertation requires the signatures of all members of the Ph.D. Committee, as nominated on Ph.D. Form I. If there is one or more member of your committee who will not be participating in your written or oral examinations but will be serving as a reviewer for your dissertation only, you should clearly indicate that on Form I (Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy). The Committee requires the approval of the Department Director of Graduate Studies, the Department Chair, and the Graduate Dean.

Ladder faculty who retires when a student’s dissertation is still being written may continue to serve on and

chair the committee in question without any further approval or re-approval from Graduate Division. In instances where the faculty member retires before the doctoral committee is nominated, the retired faculty may serve as a second or third member without special approval from Graduate Division. Graduate Council approval is required when the faculty member who has retired is nominated to serve as chair of a doctoral committee and the student has not yet advanced to candidacy or started dissertation work. Emeriti faculty who continue as "research professors" enjoy the same committee privileges and may chair committees without special approval.

Requirement for Advancement to Candidacy

For advancement to candidacy, our department requires the successful completion of:

- a. a written comprehensive examination
- b. an approved dissertation proposal
- c. an oral qualifying examination

Students must be registered the quarter they take qualifying exams. Registration as a graduate student in the Spring quarter maintains graduate status until the beginning of the next Fall quarter. A student who registers in Spring may therefore take examinations or file a dissertation during summer without additional fees. A student who does NOT register in Spring quarter, however, will have to use filing fee status to file a dissertation.

Written Qualifying Examination

The written qualifying examination will be administered by the student's doctoral committee. Ph.D. written exams will conform to the following standards:

- 1 The exam is composed of three essay questions; once prepared, **the committee chair must collect and submit all three sets of questions to the GPA at least 48 hours prior to the first exam date**; in the same email, please also specify *on which days of the week the student will take the exam (i.e., Monday, Wednesday, and Friday)*
- 2 **The GPA will release all three sets of questions on the first day of the exam**
- 3 **Students are given 24 hours to finish their first answer.** Which means if a student begins answering the first essay question on *Monday at 9am*, her first answer is due on *Tuesday at 9am*. This 24 hour-restriction will also apply to other two questions
- 4 The answer for each question should be **double-spaced, typed in a 12-point readable font, and about 12 to 20 pages in length** (or approximately between 3,000 to 5,000 words)
- 5 **Students must send answers to both the GPA and the committee chair one by one, not altogether**
- 6 The department will provide special assistance, as needed, for disabled students

To aid in preparation for the examination, the student in consultation with the dissertation committee will develop reading lists for each of the three areas. The reading lists are primarily a guide for study and should not be interpreted as a catalogue of required knowledge. Consult with the chair of your committee for additional suggested reading.

The written qualifying examination will normally be administered in the fall quarter of the 3rd year for PhD only students or fall quarter of the 4th year for MA/PhD students. Following administration of the examination, the faculty will evaluate the student's performance in each section. An unsatisfactory section of the examination may be repeated once, in the same quarter, or the quarter immediately following the receipt of the written evaluation.

Dissertation Prospectus

Prior to the oral qualifying examination, the student will prepare a dissertation prospectus which describes the dissertation topic, summarizes the relevant background literature, and presents a comprehensive research plan for their doctoral dissertation, including a timetable and budget which identifies any financial support essential to preparation of the dissertation. This prospectus must be approved by all members of the student's doctoral committee. Students should be aware that the first draft of the prospectus is highly unlikely to be accepted as submitted.

Oral Qualifying Examination

Having successfully completed the diagnostic interview, written comprehensive examination and dissertation prospectus, the student's doctoral committee will conduct an oral qualifying examination. Graduate Division regulations require that three consecutive quarters of residence must be completed prior to taking the oral qualifying exam. Thus, the oral exam will normally be taken in the fourth, fifth, or sixth quarters of residence. The general objective of this examination is to ensure that the student possesses the full knowledge and competence required to carry out his or her dissertation research. Thus, the examination will emphasize (but not necessarily be limited to) the systematic and technical areas relevant to the student's proposed dissertation research. Following the examination, the committee members shall vote "Pass", "Pass with Conditions" or "Fail" on the student's level of preparation. A majority of passing votes will be required for advancement to candidacy. This examination is usually open only to voting committee members.

Advancement to Candidacy

A student is advanced to candidacy for the Ph.D. after completing all course requirements and residence requirements, passing the written and oral qualifying exams, filing Ph.D. Form II and paying the \$50.00 advancement to candidacy fee. Students with Incompletes, NG or NR grades on their record are ineligible to advance to candidacy until they have been removed. Following advancement, the student will normally devote full-time effort during the academic year to carrying out the research for, and writing of, the doctoral dissertation. Graduate Division regulations require that the student be registered and enrolled continuously during this time.

Students are reminded that they have until the last workday before the next quarter officially begins (as indicated in the quarterly Schedule of Classes) to officially advance to candidacy, including paying the \$50 advancement fee at Graduate Division.

Students whose fees are paid under a research grant or through external funding are not eligible for the Doctoral Fee Offset. Students whose fees are paid because they qualify as TAs for TA Fee Offsets will receive a combined Fee Offset total up to what the Doctoral Fee Offset maximum pays. Continuation of the Doctoral Fee Offset Program is subject to funds being available.

After advancing to doctoral candidacy, a student's class level changes to P2 the next registered quarter, non-resident supplemental tuition is waived for three years (if applicable), and additional borrowing privileges are granted at the Davidson Library. Advancement fees help support graduate student Career and Professional Development resources and events.

Graduate Council has approved a four-year time limit for advancement to Ph.D. candidacy for all graduate students. Any exception to the policy must be requested by the home department on behalf of each graduate student.

Dissertation Defense

Following the completion of doctoral research, each candidate for the Ph.D. degree must present a dissertation demonstrating the ability to contribute significantly and independently to the major field. The candidate's doctoral committee guides the student in this work and judges the merit of the completed dissertation. Approval of this dissertation by each member of the doctoral committee is required for the degree (Academic Senate Reg. 355B). After receipt of the final draft of the dissertation, a formal oral defense will be scheduled with the dissertation committee. The purpose of the defense will be to clarify segments of the dissertation and/or acquaint the candidate with the nature of any further work that needs to be undertaken prior to approval of the dissertation. Graduate Division cannot award a degree until a Doctoral Form III is received from the department indicating that the student has successfully defended the dissertation. All approved committee members must sign Form III. These signatures must be the same as the signatures appearing on the approval pages of the dissertation. (It's a good idea to circulate Form III at the same time that the approval pages are circulated for signatures.)

The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate's doctoral committee and the Department Chair, using Doctoral Form III-A. (Senate Regulation 355C). Please note that Ph.D. students must ask their dissertation committee members if they would prefer to receive a printed copy of the dissertation in addition to the digital file, and the Ph.D. candidate must provide a printed copy if needed.

Interdisciplinary Ph.D. Program Emphases

Students pursuing a Ph.D. may petition to add areas of emphasis in:

- a. Feminist Studies
- b. Center for Information Technology and Society (CITS)
- c. Global and International Studies
- d. Environment and Society

These interdisciplinary programs are comprised of faculty from the Ph.D. programs in these fields. The goal of these program emphases is to give students an appreciation of other disciplinary modes study and analysis, research and critical methodologies and techniques. The program features structured sets of courses, which are taught individually and collaboratively by faculty from a variety of disciplines and from the humanities and social sciences.

Students who petition to add an emphasis must fulfill the following requirements in addition to the requirements of the Ph.D. in Film and Media Studies:

- 1 Participation for at least three quarters in the emphasis of choice
- 2 Completion of at least three elective courses in the emphasis
- 3 Completion of either (a) a research project, completed before the dissertation, resulting in a publishable paper, or (b) an extramural grant proposal for a study suitable for submission to an identified granting agency
- 4 Presentation of a research paper in suitable academic forum, such as an emphasis or departmental colloquium, or a professional meeting
- 5 Writing a Ph.D. dissertation encompassing a question emerging from the specific emphasis

Ph.D. DEGREE – FORMS, REQUIREMENTS, PROCEDURES

Please keep in mind that you are ultimately responsible for making sure that all forms, fees, documents, etc. are filed in order to fulfill the requirements of the degree. Please be sure that next 5 Steps are all completed:

- 1 File Ph.D. Form I – “Nomination of Ph.D. Committee,” with the Graduate Division. This form should be filed as soon as you know who will make up your official Ph.D. committee. It must be approved and on file BEFORE taking written and oral examinations. The form should include the names of all members of your committee. Type or print legibly) the names and titles of the committee members on the form. Be sure to indicate on the form if any members will serve as a reviewer for your dissertation only. The form requires the approval of the departmental Graduate Director, the department Chair and the Graduate Dean. If you are including any non-UC committee members, be sure to attach a C.V. or other information describing the person’s qualifications. If you wish to change a member or members of your committee after Form I has been filed and approved, you need to submit Committee Form I-A - Changes in Thesis or Dissertation Committee.
- 2 File Ph.D. Form II – “Report on Qualifying Examinations for the Degree of Doctor of Philosophy.” Take the form with you to the oral examination. You should obtain signatures from your committee members on Form II immediately following successful completion of the oral examination. Take the completed Form II to the Cashier’s Office, pay the \$50 advancement to candidacy fee, and then file it with the Graduate Division. This form officially advances you to candidacy. You will not be permitted to advance to candidacy if you have an Incomplete or “No Grade” on your record - no exceptions.
- 3 See the Graduate Program Advisor to check course requirements: Check your transcript to make sure that you have fulfilled all course requirements for the degree, that you don’t have any Incompletes, NGs or NRs on your record, and that you have a cumulative GPA of at least 3.0.
- 4 File Ph.D. Form III – “Report on Final Examination for the Degree of Doctor of Philosophy.” Graduate Division cannot award the degree until a Doctoral Form III is received from the department indicating that the student has successfully defended the dissertation. All approved committee members must sign the Doctoral Form III. These signatures must be the same as the signatures appearing on the approval pages of the dissertation. Because your dissertation approval page and Form III require the same signatures, if possible, CIRCULATE THEM TOGETHER! The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate’s doctoral committee and the Department chair, using Doctoral Form III-A.
- 5 We ask that you file a copy of your dissertation with the department. Please provide the official completed version of your dissertation (the pdf document filed with ProQuest) to the Graduate Program Assistant/Advisor. In addition, it is customary that you provide the final dissertation (in the same pdf format) to your committee members upon completion.

For more details on how to file your dissertation please visit:

<https://www.graddiv.ucsb.edu/filing/filing-your-thesis-dissertation-or-dma-supporting-document>

PREPARATION FOR CAREERS IN TEACHING

While there is no required preparation for a career in teaching per se, graduate students have ample opportunity to serve as Teaching Assistants, Teaching Associates, and may apply to teach in the department during summer. All graduate students will be required to give oral presentations in seminars and are encouraged to present their work in the Departmental Colloquium among other venues on campus as well as at professional meetings such as the Society for Cinema Studies conference. This exposure to public and semi-public speaking together with the comprehensive study program will provide the student with teaching experience and the basis for course preparation. In addition, the Graduate Division offers two programs focused on teaching preparation. The UCSB Crossroads Program is a year-long interdisciplinary teaching project beginning with a team-taught graduate seminar that is then adapted to the undergraduate teaching setting. For more information, see <http://www.graddiv.ucsb.edu/financial/tax-information/crossroads>. The Graduate Division also offers a Certificate in College and University Teaching that you may also pursue as part of your degree. For more information, see:

<https://www.graddiv.ucsb.edu/academic/interdisciplinary-emphases-certificate-programs>

FEES/TUITION

Refer to the UCSB website to view current fee and tuition levels:

<http://www.registrar.ucsb.edu/feeinfo.htm>.

Fee Deferral: Students may defer the payment of a quarter's fees by filling out a "promise to pay" agreement at the BARC Office. Depending on the student's circumstances, fees may be divided into three equal monthly installments or come due in a lump sum at a specified date. A fee deferral or promise to pay obligates the student to register. If, after signing a promise to pay, the student decides to take a leave of absence rather than register, s/he must inform the BARC Office, Registrar, and Graduate Division of this decision. If the BARC Office is not informed of the student's change in plans, the fees will remain on the student's account and the student will return from a quarter's leave owing two quarter's fees.

FINANCIAL SUPPORT

The department has control over a moderate level of support which it distributes on the combined factors of merit and need. You can get financial support information on the internet via the Graduate Division's Web homepage: <http://www.graddiv.ucsb.edu/financial>. There you will find information about campus competitions and deadlines, National Fellowship Competition Announcements, hot links to funding sources and databases and access to the IRIS database, including search capability.

Merit-Based Support:

Central Fellowships provide funds to support the living and educational expenses of graduate study. If you apply for this merit-based assistance, your application will be judged on the basis of the quality of your previous academic work, on the evidence of your ability to do research and other creative accomplishments, and on your promise of becoming a productive scholar. Except in unusual circumstances, applications for fellowships are considered only once a year; awards are made for the academic year beginning with the fall quarter. Fellowships can come in the form of a 4-year guarantee of support (Regents Special Fellowship, Eugene-Cota Robles Fellowship, Doctoral Scholars Fellowship) to a 1-year fellowship (Graduate Opportunity Fellowship, Continuing Fellowship) or the payment of fees and non-resident tuition (Block Grant). If your fellowship includes the payment of fees and/or tuition, payments will be credited directly to your billing account prior to payment deadlines. Read the award letter carefully and contact the department if you have questions.

Application Deadline for continuing students: March 1

Supplementation Policy:

Ideally, students who have been awarded fellowships have won awards that enable them to spend the majority of their time studying. Additional financial need should be minimal and easily covered by quarter-time employment that will not impede progress to the degree. The supplementation policy, therefore, is designed primarily to ensure that excess employment will not impede fellowship holders' graduate studies and, second, to encourage a distribution of university support funds among the best students. The rule of thumb, unless specifically stated, is that the maximum dollar amount a student may earn from the university during the academic year may not exceed the amount of a full fellowship, plus fees (excluding nonresident tuition), plus a 25% teaching assistantship. (Summer earnings are not counted into the supplementation policy.)

Employment:

All employment is now processed electronically. If you anticipate getting employed anytime while you are here on campus, please keep the following in mind: Federal law requires employers to certify that everybody they hire is legally entitled to work in the U.S. This law applies to everyone - native-born American citizens as well as immigrants, foreign visitors, and naturalized citizens. If you intend to work for pay for any employer, either on or off campus, you must provide documentation of your eligibility to work before you can be hired or re-hired. No one will be hired or re-hired at UCSB for any position, including academic appointments (Teaching Assistants, Graduate Student Researchers, etc.), without proof of eligibility to work. To avoid delays in hiring dates, late checks, etc., be prepared to show appropriate papers when you arrive on campus.

GRADUATE STUDENT ACADEMIC APPOINTMENTS

Academic appointments are the single largest component of graduate student support at UCSB. Appointments are also a key element of graduate training and an opportunity for mentorship by UCSB faculty. Graduate student titles include: Graduate Student Researchers (GSR), Teaching Assistants (TA), Teaching Associates, and Tutors.

To be eligible for any appointment, students must be:

- currently registered graduate students, enrolled in at least 8 units (the department requires 12 units)
- in good academic standing (i.e., 3.0 GPA and fewer than 12 units of Incomplete/NR/NG grades), not on academic probation or subject to dismissal
- chosen for academic appointment on the basis of high scholastic standing
- certified as having language proficiency in spoken English if their native language is not English

Appointments or combined appointments are limited to 50% time (15-20 hours per week) during the academic terms. The Department chair may ask for an exception for a graduate student to be compensated to a maximum of 75% for total service on campus. Per Graduate Council policy, exceptions to appointment percentage can only be considered if the student is within the major program's normative time and should be submitted for the approval of the Graduate Dean in advance of the appointment. The 50% time restriction will apply without exception for most international students, dependent upon their visa type or country of origin (consult OISS or Graduate Division for details). All continuing students may work 100% time during the summer.

Teaching Assistantships (TA):

A TA is chosen for excellent scholarship and for promise as a teacher and serves an apprenticeship under the active tutelage and supervision of a regular faculty member. Teaching Assistantship awards for the following academic year are made in March- April (only those who receive TA support will be notified). Normally we support 10 graduate students each year on full (50% time) Teaching Assistantships. For the salary scale of teaching assistantships, please visit:

<https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/18.pdf>

TAs must be registered graduate students and attend the TA Training session (and enroll in FAMST 501).

Teaching Assistants are paid once a month on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. It is possible, however, to arrange to have your first paycheck on October 1. In that case the salary is divided over 4 months instead of 3 for Fall quarter. You may borrow up to the amount of your first paycheck, 30 days prior to the date of your

first paycheck through the TA loan program. To apply for a TA loan, obtain proof of your employment from the department and take that to the Financial Aid Office.

The total length of service rendered in any one or any combination of the following titles may not exceed four years [12 quarters]: Reader on annual stipend, Teaching Assistant, Teaching Fellow, and/or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chairperson and the dean of the school of college, may authorize a longer period, but in no case for more than six years [18 quarters].

Teaching Assistantships are an important part of the graduate program in Film and Media Studies. The work of graduate students as TA is supported by the Graduate Division, and Lead TA training in the department. In addition, the Graduate Division also offers a graduate teaching certificate. TAships entail duties related to grading, student mentoring (holding office hours), and serving as leader of discussion sections. At least one quarter of teaching assistant or equivalent experience is required of all Ph.D. students.

UAW Bargaining Agreement for Academic Student Employees (ASE)

The University has entered into a collective bargaining agreement with the United Auto Workers (UAW) covering terms and conditions of employment for Teaching Assistants, Readers, Tutors, Associates and other specified ASEs. The agreements with ASE bargaining units are campus-based, the agreement will result in a separate contract for each of the eight general campuses, though the contract language will be essentially identical. The contract outlines the working relationship between faculty and ASEs and preserves and protects the academic judgment of the faculty.

To review the contract please go to:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

A few significant areas of interest in the contract include:

- Appointment Notification
- Fee Remission
- Grievance and Arbitration
- Management and Academic Rights
- Non-Discrimination
- No Strikes
- Wages
- Waiver
- Workload

Graduate Student Researchers (GSR)

A GSR is a graduate student who assists faculty members with scholarly research. GSRs are selected for high achievement and promise as creative scholars; they may collaborate in the publication of research results as determined by supervising faculty members. Generally, GSRs are not assigned teaching, administrative or general assistance duties. GSR appointments are various and are available each year, depending on the level of extramural support of faculty members. GSR appointments are arranged on an individual basis between the student and a faculty member, and generally cannot be "applied" for like one would a Teaching Assistantship or Fellowship. A graduate student must be registered in the spring to be eligible for a summer GSR appointment.

Additionally, the department complies with the federal Family Educational Rights and Privacy Act (FERPA) for all ASE and GSR positions. "By submitting an application for employment for this position, the applicant authorizes the hiring agency to access their academic record for the purpose of confirming enrollment status and related eligibility for student employment."

The department expects that students about to embark on thesis/dissertation research will work with their faculty advisor on research proposals in order to secure this form of support if it is not already available.

For the salary scale of GSR appointments, please visit:
<https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/22.pdf>

Employment Benefits for TAs & GSRs:

Employment at different percentages as a TA or GSR includes certain employment benefits. These include payment of the Graduate Student Health Insurance Premium (GSHIP), partial fee remission, or payment of full fees and nonresident tuition where applicable. The table below indicates the most common combinations of employment, and the benefits associated with them during academic year:

| | |
|------------------|--|
| 25% TA | GSHIP, partial fee remission* |
| 50% TA | GSHIP, partial fee remission* |
| 25% TA & 25% GSR | GSHIP, full fees |
| 50% TA & 25% GSR | GSHIP, full fees |
| 25% GSR | GSHIP, partial fee remission* |
| 35% GSR & 25% TA | GSHIP, full fees, nonresident tuition where applicable |
| 35% GSR | GSHIP, full fees, nonresident tuition where applicable |
| 49% GSR | GSHIP, full fees, nonresident tuition where applicable |

* Partial = 100% of tuition and student services fee and does not include campus-based fees

Super Reader:

Graduate Super Reader (\$20.28/hr) - Assigned by the department and by a faculty member for assistance in classroom work (normally grading exams, papers, in-class time when relevant). Guiding formula - one hour of Reader time per quarter for each student in excess of a total course enrollment of 30 students and in-class time at the department's discretion.

Student Assistant Series:

Employment on campus funds (Instructional Development/Academic Senate grants) frequently requires that the student not be hired as a GSR because there are no funds to pay fees or nonresident tuition. Positions in the Assistant series are temporary and less than 50% time or temporary and up to 100% time during summer and quarter breaks. Positions classified within the Assistant series are reserved for registered undergraduate and graduate students. Work assignments range from simple, routine and repetitive tasks to complex assignments requiring extensive academic training and/or technical expertise. This series is characterized by the temporary nature of appointments, the general absence of continuing responsibility for work performed and the diversity of duties which may be assigned. The Assistant series consists of four levels with the distinction between levels based on the relative degree of difficulty inherent in the manual, clerical, administrative, advising, public contact, technical, professional, and/or research related duties performed.

Students in the Assistant series receive hourly pay for time worked.

Need-Based Financial Support:

Graduate students may apply for a variety of need-based awards including work-study and loans through the Financial Aid Office and Need-Based Fee Fellowships through the Department. Students must file the FAFSA (Free Application for Federal Student Aid) each year by the March 2nd deadline and provide the Financial Aid Office with supplemental information as they request it. The FAFSA is available on-line at: or in hard copy at the Financial Aid Office, (805) 893-2432.

Tax Information:

Information and a general discussion of the federal and California state tax status of common sources of graduate student income can be found at:

<http://www.graddiv.ucsb.edu/financial/tax-information>

It is not meant to be a substitute for professional tax advice regarding specific individual problems. Students should review available tax materials and make their own decisions about reporting of income, excluding income from taxation, and filing required tax forms. All salaries are taxable income. All gross earnings are reported to both the federal and state tax services. The university is not required either to withhold federal or California state tax or to report fellowship income to the IRS or state tax service. Individuals are required to report this income themselves and to make any necessary arrangements with the IRS and state tax services to make estimated quarterly tax payments on fellowship income.

Establishing Residency

Since out-of-state residents must pay over \$15,102 in excess of what California residents pay for tuition each year, California residency is valuable and may be obtained after one year of residency in California. The Office of the Registrar, using information provided by the student, determines the residency status of new students. Out-of-state students who are U.S. citizens cannot expect more than one year of support, since one year on campus is normally sufficient to establish California residency. It is your responsibility to file for California residency.

There are three basic components in the residency determination process:

- 1) **Physical presence:** has the student lived here for at least a year and a day.
- 2) **Financial independence:** A student is considered "financially independent" if one or more of the following applies:
 - is at least 24 years of age by Dec 31 of the year the applicant requests residence classification
 - is a veteran of the U.S. Armed Forces
 - is a ward of the court or both parents are deceased
 - has legal dependents other than a spouse,
 - is married, or a graduate student or professional student, and will not be claimed as an income tax deduction by his or her parents or any other individual for the one calendar year immediately preceding the term for which the request for resident classification is made
 - is a single undergraduate student and was not claimed by his or her parents or any other individual for the two years immediately preceding the term for which the request for resident classification is made
- 3) **Intent:** Has the student demonstrated intent to make California his or her permanent home? Relevant proof of intent includes: obtaining a CA driver's license and registering your motor vehicle in CA; obtaining a CA identification card; registering to vote and voting in CA elections; using a CA address on W-2 forms and tax

returns; paying CA income tax as a resident; establishing and maintaining active bank accounts in CA; registering with the Selective Service in CA; owning residential property or continuously occupying rented or leased property in CA; the presence of spouse, children or other close relatives in CA or obtaining a divorce in CA; applying for loans, scholarships, grants from a CA source. These steps should be taken immediately upon arrival at UCSB, before the first day of classes!

Your actions during the entire academic year as well as your actions during the summer will affect the determination that is made regarding your residence status for tuition purposes. Students may contact the Office of the Registrar (x3033) for counseling on residency questions. The final authority on residency matters rests with the Campus Residence Deputy in the Office of the Registrar <residency@sa.ucsb.edu>. Students who leave the state, either on leave of absence or with lapsed status, have to file a residency statement when they return or reapply.

In addition, and as of 2015-16, tuition for foreign students (F-1) is assessed in the same way as out-of-state students for the first year of residency in the program. In the years to follow, the tuition for F-1 students is assessed at the same rate as in-state California residents.

GRADUATE STUDENT TRAVEL FUNDS

The Doctoral Student Travel Grant awards travel funds to graduate students who have been invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. Applicants must be doctoral students who are advanced to candidacy, or Master of Fine Arts (M.F.A.) students who are in their second year of study and in candidacy prior to travel. Students are eligible to receive one Doctoral Student Travel Grant during their graduate career at UCSB. Deadline is at least 21 days in advance of travel.

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| California | \$400 |
| All other U.S. Locations, Mexico, Canada | \$900 |
| Puerto Rico, Europe | \$1,350 |
| Central or South America | \$1,400 |
| Asia, Africa, Middle East, South Pacific | \$1,600 |

To apply please visit the following link:

<https://www.graddiv.ucsb.edu/financial/other-ucsb-fellowships>

GSA Representative and Campus Committees:

The Graduate Students Association (GSA) is the elected representative government for UCSB graduate students. They work to:

- a. ensure that graduate student concerns are addressed in campus and off-campus policy decisions
- b. provide graduate students with information concerning decisions that are relevant to student life
- c. provide social activities for UCSB graduate students.

As a GSA representative (the department has two representatives), you have a large voice in establishing the concerns of graduate students and articulating these concerns to the administration. We have an active graduate program, a lot of committed people and energy. If you can't be the department representative, then

be sure to sign-up to sit on one of the numerous campus committees that shape life here at UCSB. Examples include:

- Academic Freedom Committee
- Alcohol & Drug Task Force
- Campus Planning Committee
- Financial Aid Advisory Committee
- GSA Teaching Assistant Awards Selection Committee
- Graduate Council
- Natural Reserve System Committee
- Program Review Panel (modest stipend)
- Student Affairs Council (modest stipend)

APPENDIX

GENERAL DEPARTMENTAL POLICIES FOR GRADUATE STUDENTS

There are some general Film and Media Studies Department policies that are important to be aware of. If you have any questions about any of them, please ask the front office staff.

Copiers:

The department copier can be found in the Mail Room across from the Main Film and Media Studies Office. Copier codes are issued only to employed graduate students for instructional or grant related copying (codes may be granted to the following titles: (Teaching Assistant/Associate, Reader, Graduate Research Assistant, Postgraduate Researcher, et al.). Personal copying is not allowed. All personal copying should be done elsewhere on campus, such as the UCEN copy center or in the library. If the copier isn't operating properly, please inform the office staff so that we can assist in correcting the problem.

Office space:

While the department has no obligation to provide office space for graduate students who are not employed as Teaching Assistants, Associates or Graduate Student Researchers/Post-graduate Researchers, we do try to provide at least some space for all graduate students as space allows. Graduate student priority ranking for the assignment of office space also takes into account class level in this order: Ph.D. students advanced to candidacy, Ph.D. students, and Master's students. Campus and department policy dictates to a very large extent the priorities for the allocation of space to persons associated with departments. These priorities are:

- 1) Faculty
- 2) Support staff
- 3) Temporary faculty (Lecturers)
- 4) Associates, Teaching Assistants and UCSB fellowship holders (Regents Special Fellowship/ Doctoral Scholars Fellowship/President's Predoctoral Fellowship)
- 5) Graduate Student Researchers/Post-graduate Researchers

To as large an extent as possible, GSRs & PGRs should be housed in research units. To request an office space, see Savannah Parison, Office Manager and MSO.

Keys:

All graduate students are eligible, upon request, for keys to their assigned office. Requests for any other keys require special permission. See Selinda to check out keys.

All faculty and graduate student offices are considered private. Requests should not be made for keys to these offices unless there is an emergency.

Mail/Packages:

Mail is delivered to the office daily in the afternoon (approximately 1:45 PM) and is sorted into assigned mailboxes in the office. Incoming mail should be limited to official university business. Please do not use this address for personal mail, especially for magazines, etc., because it not only burdens the campus mail delivery service, but also the staff member who has to sort the mail daily. University policy clearly states, "Outgoing personal mail should not be deposited with official University mail." There are several U.S. postal deposit boxes located around campus – please use them instead. If you are leaving campus (temporarily or permanently), please keep in mind that the Post Office will not forward mail that is addressed to the University. Submitting a "Change of Address" postcard to the U.S. Post Office for a University address will not work. You need to take steps to change your mailing address well in advance because the department does not have the manpower or the financial resources to forward mail. Making arrangements for your mail after you leave is your responsibility, not the departments. Please direct any questions that you may have about mail to Dana Welch in the front office.

Telephone use:

Correspondence with faculty off campus should be by email, snail mail, or by special arrangement. The main office phone in the Film and Media Studies Department should NOT be used to leave messages except in the case of an emergency.

Supplies:

Teaching Assistants can expect to receive a reasonable supply of pens, pencils, writing tablets, grade books, etc. upon request. Only office supplies used for your teaching responsibilities will be provided by the department. Graduate students who are not employed by the department nor employed on any research grants are expected to pay for their own supplies (this includes copying, envelopes, paper, etc.) See Janice in Film and Media Studies for supplies.

Lead TA website on Canvas:

A range of teaching syllabi, grading information, among other materials has been developed to assist with your work in TA sections. In addition, the department maintains the Instructional Video Archive (IVA) to produce instructional digital media (slides, clips, and other classroom related graphics) that is organized for instructors in the department. An appointed graduate student has been entrusted with managing this lab. See your grad rep for more information.

Film and Media Studies library:

Always log out the media that you remove from the library even if it is for five minutes or five days. That is, as soon as it leaves the office, we need to know.

Rules of Thumb:

- a. Write the number assigned to the tape or DVD in the ID#/Format Column on the Log Out Sheet. Please write CLEARLY when entering the film title (do not abbreviate), your name, the date and your phone number.
- b. Please return all titles to the office before taking a vacation or leave of absence at anytime.
- c. Please return all films if you've had it out 3 months. If you think that you may need a film for a longer period of time - for research purposes, please purchase the film yourself.
- d. Please do not log out a film and then give it to someone else while logged out under your name. Please have the person interested in checking it out, come in and log it out him/herself.
- e. Please be aware that others might need the same DVD that you have checked out. If someone requests a DVD for use with a class or has other urgent needs for the same title, please accommodate their request. The FAMST library is an active media collection that supports the teaching and research of all members in the department.

Disclaimer: This Graduate Student Handbook is designed to serve as a general source of information. Although we strive to keep this document up to date, the official catalogue and Graduate Division information is to be regarded as the policy of record. The Film and Media Studies Department also reserves the right to make changes at any time without it being immediately updated in the Handbook. Revised: August 2024.