

SOCIOLOGY GRADUATE STUDENT HANDBOOK - SUPPLEMENT

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A. ENROLLMENT, FEES, AND STUDENT STATUS

ENROLLMENT

Deadlines

Students are responsible for meeting enrollment deadlines as shown on the Registrar's Academic and Administrative Calendar: <http://reg.ucsc.edu/calendar/calendar.pdf>.
 Online Schedule of Classes: <http://reg.ucsc.edu/soc.htm>

	Fall 2014	Winter 2015	Spring 2015	Comment
Readmission Application	July 31	Oct 31	Jan 30	deadline to apply for quarter indicated
Priority Enrollment - Continuing	May 19	Nov 13	Feb 25	for continuing and readmitted graduate students
Priority Enrollment – New	June 19	n/a	n/a	for new graduate students
E-Bills Available in portal	Aug 22	Nov 21	Feb 26	includes housing and registration
Health Insurance Waiver	Sept 1	Dec 1	Mar 1	deadline for both full- and part-time students
Minimum Credit Limit Enforced	Sept 23	Dec 18	Mar 24	AIS checks if you are enrolled in at least 5 units
Financial Aid Disbursed	Sept 24	Dec 27	Mar 25	will disburse if no holds and enrolled in at least 5 units
Quarter Begins	Sept 27	Jan 5	Mar 30	
Instruction Begins	Oct 2	Jan 5	Mar 30	
Deadline for University Withdraw	Oct 2	Jan 5	Mar 30	to receive full registration fee refund
Apply for Part-Time Status	Oct 10	Jan 12	Apr 6	deadline to apply for reduced course load/fees
Enrollment/Fee Deadline	Oct 10	Jan 12	Apr 6	must be fully enrolled, fees paid (\$50 late fee after this date)
Need Permission Numbers	Oct 11	Jan 14	Apr 8	(contact graduate advisor or instructor)
Grade Option Change Deadline	Oct 22	Jan 26	Apr 17	change between graded and S/U option (S/U is default)
Add/Drop/Swap Ends	Oct 22	Jan 26	Apr 17	need exception to withdraw from a class after this date
Add by Petition Begins	Oct 23	Jan 27	Apr 20	
Add by Petition Ends	Nov 12	Feb 17	May 8	
Deadline for University Withdraw	Nov 12	Feb 17	May 8	except for emergency reasons
Instruction Ends	Dec 12	Mar 16	June 5	
Quarter Ends	Dec 18	Mar 20	June 11	
Grad Removal of Incomplete	Dec 18	Mar 20	June 11	deadline to submit work and petition to instructor
Apply for Leave of Absence	Dec 18	Mar 20	Aug 28	deadline to apply for LOA beginning the next quarter

- **Priority/Open Enrollment:** Priority enrollment for new and continuing students usually begins near the middle of the preceding quarter. The online schedule of classes is typically available about 7-10 days prior to the beginning of priority enrollment. There should be no problem getting into most of the department's graduate seminars (unless the instructor's permission is required) since priority is given to the department's students. Interested graduate students from other departments are often able to add using a permission number, and after it's clear there are seats for additional students.

- **Minimum Credit Limit Enforced:** If you have enrolled in at least one 5-unit course by this date, your fellowship stipend and/or fee offset will disburse.

- **Graduate Student Enrollment and Fee Payment Deadline:** This date is usually about one week after instruction begins. Number of Units Required: 5 units if Part-Time *or* ABD; 10 units if Full-Time non-ABD. After this deadline, a \$50 late enrollment transaction fee applies; the fee is billed to your portal account.

- **Add/Drop/Swap Classes Ends:** After the initial deadline, enrollment continues for approximately another two weeks. For enrollment transactions after the final deadline, see the explanation of late fees under Billing and Account and in the following section about graduate enrollment exceptions. (The system will not allow you to drop below the required number of units, so in order to swap courses, you should first add, then drop.)

Graduate Student Enrollment Exceptions

After the Add/Drop/Swap deadline both undergraduate and graduate students may add a course through the Add By Petition process. Download form: <http://registrar.ucsc.edu/forms/students/add-by-petition.pdf>

Unlike undergraduates who can request Withdraw (W) grades until the end of the Add By Petition deadline, graduate students do not have this option, and they must request an exception in order to drop a class after the Add/Drop/Swap deadline. (This is different than withdrawing completely for the quarter – part of that process involves the Registrar dropping you administratively from all your classes.)

The Department follows the instructions below to request an enrollment exception on behalf of a graduate student. Requests for enrollment exceptions should be made by the Department to the Office of the Registrar, and do not need to be referred to the Graduate Division, except when made after the close of the quarter, as specified below.

Exceptions are intended for special circumstances, and not as a substitute for timely, accurate enrollment by the student.

CURRENT QUARTER

After the Add/Drop/Swap deadline but before the Add By Petition deadline

- The graduate student must submit an Add by Petition form to add a class.
- To drop a class, the graduate student must contact the graduate adviser for the department.
- The department will confirm that the student will still be enrolled in the minimum required number of units after dropping the class.
- If the department supports the request, the department will email the Registrar's Office (registrar@ucsc.edu) all required information which includes:
 - term,
 - student name,
 - student id #,
 - class #,
 - grade option.
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account.

After the Add By Petition deadline but before the last day of the quarter

- Graduate students are referred to their department for any enrollment issues.
- The department graduate adviser determines whether to request an enrollment exception.
- Written support from the instructor is required.
- The department will confirm written support from the instructor and that the student will still be enrolled in the minimum required number of units after adjusting their enrollment.
- If the department supports the request and has support from the instructor, the department will email the Registrar's Office (registrar@ucsc.edu) all required information which includes:
 - term,
 - student name,
 - student id #,
 - class #,
 - grade option.
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account.
- The Registrar's Office will send any necessary grading forms to the department for completion.

AFTER THE CLOSE OF THE QUARTER

Changes to enrollments after the end of the quarter require approval through the Dean of Graduate Studies.

- Graduate students are referred to their department for any enrollment issues.
- The department graduate adviser determines whether to request an enrollment exception.
- Written support from the instructor is required.
- The department will confirm written support from the instructor and that the student will still be enrolled in the minimum required number of units after adjusting their enrollment.
- If the department supports the request and has support from the instructor, the department will email Graduate Division (kwest@ucsc.edu) all required information which includes:
 - term,
 - student name,
 - student id #,
 - class #,
 - grade option.
- The Dean of Graduate Studies will email approvals/denials to the Department and the Registrar's.
- The Registrar's Office will process the enrollment transactions in AIS.
- The Registrar's Office will assess applicable \$10 late enrollment fees to the student account.
- The Registrar's Office will send any necessary grading forms to the department for completion.

Summer Enrollment

A relatively low-cost summer registration program is designed specifically for graduate students wishing to pursue Individual Studies over the summer – there are no sociology graduate seminars offered during summer. The department *does not* handle summer enrollment codes. To enroll in summer, you should: (1) complete the Petition for Graduate Individual Studies; (2) ask the faculty sponsor and graduate advisor to sign the form; then (3) turn it in at the Summer Session Office (140 Hahn Student Services Bldg) or send it via campus mail [MS: Summer Session] prior to the deadline, as listed in the summer session bulletin (<http://summer.ucsc.edu/courses/special-programs/field.html>). Summer Session will set up the course and process your enrollment.

For Summer Enrollment Only: <http://summer.ucsc.edu/courses/special-programs/docs/grad-independent-study-form.pdf>

Students who receive summer loan payments through the Financial Aid Office *must* be enrolled during summer.

For Summer 2014, the enrollment cost (for independent study) was \$324 for students who did not need a summer ID card. For an additional charge, you can purchase a summer sticker for your ID card that serves as a bus pass and as an entry pass to the physical education and recreation facilities. *Summer enrollment does not automatically include a sticker and privileges; services are extra.*

Dates for Summer 2015

Enrollment Opens: May 1, 2015

Session 1: June 22 – July 24, 2015

Session 2: July 27 – August 28, 2015

A student who was enrolled in spring quarter does not need to enroll in summer session to submit their master's paper or dissertation for a degree, but they do need to apply for the degree by the deadline – Monday July 6, for Summer 2015. Requirements must be complete by Friday August 28, 2015. Check with the graduate advisor for details.

Intercampus Exchange Program

A graduate student in good standing at Santa Cruz who wishes to take advantage of educational opportunities available only at another campus of the university may become an intercampus exchange graduate student for a quarter or more. This program also permits students to take courses on more than one campus of the university during the same quarter. The purpose of the exchange is to enroll in courses that are not available on the home campus and that supplement and are directly related to the student's core program.

To participate in the program, a student must have the approval of their faculty adviser, the Dean of Graduate Studies at UCSC, the chair of the host department, and the Dean of Graduate Studies at the host campus. Application forms may be obtained from the Division of Graduate Studies and, because of the coordination and signatures required, they should be submitted *six weeks before* the quarter in which the exchange begins. A new application is required for each term. If approved, the student pays fees at UCSC and must register at both campuses (for spring semester enrollment at UC Berkeley, a UCSC student must enroll and pay winter and spring quarter fees at UCSC). The student must enroll for a minimum combined total of 10 units during the quarter(s) of the exchange, at least 5 of which is normally at UCSC. Registering in 5 units of independent study or thesis research maintains academic residence at UCSC and facilitates disbursement of financial aid, even though the student may not be physically present.

Note: It is your responsibility to verify first that the exchange will not affect your progress in your home Program, nor conflict with any TA commitments. You should check whether the graduate advisor has any confirmed or tentative scheduling information available for the upcoming quarters. Because conflicts may be likely, it may be advisable to pursue such an exchange after you complete your required coursework.

Download form: <http://graddiv.ucsc.edu/current-students/pdfs/campusxp.pdf>

FEES

For the current year's graduate tuition and fees, see: <http://reg.ucsc.edu/Fees/fees.html>.

The discussion below is based on posted 14-15 graduate fee rates.

Both CA-resident *and* nonresident students owe the same amount of graduate academic student fees. Previously non-resident fees were slightly higher. In addition, non-residents owe non-resident supplemental tuition.

For full-time enrollment, the cost (without any remission) is \$5652.86 per quarter.

\$5652.86 = 324 (student services fee) + 3740 (tuition) + 355.86 (campus programs fees) + 1233 (UCSHIP health insurance)

The campus programs fees are not covered by the remissions for TA, TF, or Associate In positions. They are covered by GSRships > 25%.

Reduced fees (or tuition) result from:

- ◆ Teaching Assistant/Teaching Fellow tuition remission – quarterly cost is paid, except for the campus programs fees
- ◆ GSR – full quarterly tuition is paid (including non-resident supplemental tuition, if applicable)
- ◆ UCSHIP waiver – allowable if you can prove alternate health insurance coverage (**must apply online by the deadline**)
- ◆ ICFOG – campus fees are paid for two continuous years (6 academic quarters) if you advance in normative time
- ◆ For out-of-state students – establish CA residency during Yr1 to eliminate non-resident tuition by Yr2
- ◆ For international students – full non-resident tuition remission for three calendar years after advancement to candidacy
- ◆ **Part-Time Enrollment** – owe only ½ of Tuition portion of fees per quarter
 - At 14-15 rates, the cost for half-tuition is \$1870 ($\$3740 \div 2$).
 - Therefore, graduate student fees (including health) are reduced from approximately \$5652 to \$3783.
 - With a health waiver, the cost is \$2550.
- ◆ **In-absentia Enrollment** – owe 15% of Tuition and Student Services Fee + cost of UCSHIP
 - For AY 14-15, in-absentia fees are \$1843 per quarter, or \$610 per quarter if waiver of \$1233 for health insurance is allowed.
- ◆ Filing Fee Status – used in final quarter for purposes of filing the dissertation and applying for the PhD (\$162)
- ◆ Leave of Absence – no fees since not enrolled, considered a continuing but not current student, not eligible for resources

Note: Health insurance coverage may be available for voluntary purchase for a limited period of time for some who are not enrolled (see *Health Insurance and Waiver* in this section).

Establishing CA Residency for Fee and Tuition Purposes

Non-CA resident adult students (over age 18) may establish residency by the beginning of their second year 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. During their first year, they owe non-resident supplemental tuition – in addition to tuition. The current non-resident supplemental tuition is \$15,102 per year, or \$5,034 per quarter.

You need to *start* the process of establishing residency before the start of your first year. You must reside in California for 366 days prior to your second year to qualify for reclassification as a resident. The final deadline to initiate this process is determined by the day instruction begins at the last of the UC campuses to open for the quarter. At the end of your first year, or before the beginning of your second year, you should make an appointment to *complete* the process.

Contacts:

Residence Deputy Gloria Lozano, gloria@ucsc.edu, 459-2709

Residency Advisor Joanne Madril, jmadril@ucsc.edu, 459-2910

For non-resident recipients of Cota-Robles and Chancellor's Fellowships, full non-resident supplemental tuition is covered for the first year. Non-resident supplemental tuition *may* be included as part of other first-year offers, but is not necessarily guaranteed in every offer.

Some incoming students are eligible for a first-year exemption from non-resident tuition. This is not the same as being a CA-resident, and students who receive an exemption must pursue the same steps as others to establish residency by the beginning of their second year. If the department considers a new student might qualify for an exemption, non-resident tuition will most likely *not* be included in the offer. *Taking care of establishing residency is your responsibility, and the department will assume that you have done so* by the start of your second year. If you don't take care of this, there could be a billing problem since you will likely be charged for non-resident tuition.

International students may not establish residency and will owe non-resident tuition until they advance to candidacy, at which time the non-resident supplemental tuition will be waived for three calendar years. The Department has a limited ability to offer non-resident tuition – the maximum coverage is usually one year - so international students must have resources to cover tuition. Most fees are covered in any quarter that a student works as a TA, but TAships do not include non-resident tuition.

For more information about residency, see the Registrar's web site: <http://reg.ucsc.edu/students/residency.htm>.

Note: Beginning with admission in Fall 2012 (and continuing for undetermined time), a limited number of international non-resident supplementary tuition two-year fellowships are available for incoming graduate students campuswide (for details, see page 24).

Health Insurance & Waiver

Full- and part-time students are automatically enrolled in the Graduate Student Health Insurance Plan (UC SHIP), unless they submit an online insurance waiver via the student portal with proof of comparable coverage **by the deadline (strictly enforced)**. Teaching Assistants, Teaching Fellows, Associates-In, and Graduate Student Researchers who have appointments of 25% time or greater all have the UCSHIP covered as part of the appointment's fee remission. UCSHIP provides year-round and

worldwide coverage. The insurance extends through summer for students enrolled in spring; the spring payment covers both spring and summer quarters.

The 2014-15 rate for health insurance is \$1233 per quarter.

The following individuals are not automatically covered by the UCSHIP, but may enroll on a voluntary basis.

- students on planned educational leave or approved withdrawal (2 quarters limit)
- graduate students on filing fee status (1 quarter limit)
- students who have graduated (1 quarter immediately following graduation only)
- dependents of eligible graduate students

For more about the Student Health Center, including insurance: <http://healthcenter.ucsc.edu/index.html>.

For downloadable forms (including waiver or voluntary enrollment), see: <http://www2.ucsc.edu/healthcenter/forms/>

Accounts and Billing

Each student has a financial statement of account with UC Santa Cruz. A statement of account is produced each month there is financial activity on an account and an unpaid balance over \$5. Activities include items such as registration and housing fees, health insurance and health center charges, library charges, special class fees (posted to the account the third week of the quarter), financial aid credits/adjustments, cash payments, or adjustments to charges. Included with the statement are instructions for making payments, contesting charges, and making inquiries. Unpaid charges carry forward on subsequent statements.

The statement of account (e-bill) is available on your student portal. Bills can be paid online or at the Cashier's Office. For more information, see: http://sbs.ucsc.edu/billing/bill_student_info.html.

For information about refunds (including disbursements such as stipends) via direct deposit/Electronic Funds Transfer (EFT), see the SBS site: <http://sbs.ucsc.edu/refunds/index.html>. If you do not use direct deposit, checks will be sent to the mailing address in the student portal. It is very important to keep your address and contact information current. *Note: The term "refund" has a slightly different definition than how you might typically use that term. It is money that will be distributed to you.*

IMPORTANT: The direct deposit for fellowship stipends or refunds is *different than* the direct deposit for student employee paychecks which is set up with the division payroll assistant, or that for reimbursements done by Financial Affairs ([EAST](#)).

If you need to contact Student Business Services about your bill, it is often easier to use their walk-in hours: Hahn 203. Monday to Thursday 9-12 and 1-4, Friday 10-12 and 1-4, closed 12 – 1pm daily. You can phone 459-2107 or email oarinfo@ucsc.edu, but this office is busy and you may experience delays hearing back.

All billing is done online via the student portal. If charges aren't paid by the DUE DATE, a penalty may apply. Additionally, graduate students should be aware that – in order to avoid a \$50 late enrollment penalty fee – they need to enroll and pay registration fees by the date listed as 'Graduate Enrollment and Fee Payment Deadline' on the Administrative and Academic Calendar.

Various types of LATE FEES ranging from \$12.50 per month to \$75 per quarter may be charged when payments are made after the late/due date specified in the statement, or when the balances due is not paid in full. You should check your account and pay off balances on time. Enrollment HOLDS may be placed on overdue accounts. For more information, see: http://sbs.ucsc.edu/payments/payment_late_fees.html.

Unpaid balances are not the only cause for an enrollment HOLD.

- 1) Financial Aid may put a HOLD on your enrollment if you are past normative time. This has nothing to do with your owing money. You will need to submit an appeal for an extension of financial aid.
- 2) SBS may place an address HOLD on your account until you update information. You will see the instruction as a TO DO in your portal.

Fellowship and Stipend Disbursements

It is **important to understand the relationship between financial aid disbursement and enrollment**. This should be clear if you understand that you are eligible for aid by virtue of your student status. If you're not enrolled, you're not considered a current student, and you're not eligible for aid. Funds will *not* disburse on the financial aid disbursement date unless you have enrolled in at least five (5) units by the 'Minimum Credit Limit Enforced' date.

Fellowships, financial aid and loans are paid quarterly. If you have a fellowship, the stipend will be distributed in a lump sum. Any unpaid miscellaneous charges on your bill will be paid off **from the stipend** before it is distributed. Tuition remission associated

with a fellowship will be paid directly to the University on your behalf. Prior to the aid disbursement date, the stipend and tuition remission amounts are shown as “Pending Aid.” After the aid disbursement, the remaining balance is the amount you owe.

Note: The minimum number of units required for the financial aid disbursement to activate *may be* lower than the number required to maintain your correct enrollment status. For instance, full-time non-ABD students must be enrolled in only five (5) units for the financial aid disbursement to activate, but they must be enrolled in at least ten (10) units by the final enrollment deadline to maintain full-time status (and eligibility for campus fellowships or student academic employment at 50% time as TAs, TFs, or GSRs).

Fee Deferment/Payroll Deduction

A student with a guaranteed source of income (TA-/TFship, or grant) may apply for a fee deferment. The student must pay 1/3 down and the remaining 2/3 in installments. Registration fees can also be deducted directly from your paycheck. You must sign the forms authorizing both the deferment and the payroll deduction in the Graduate Division Office, before the date fees are due, to avoid paying the penalty.

Students who receive loans may receive a sufficient loan amount to cover fees in addition to providing a living stipend.

Students who are personally responsible for payment of their fees (i.e., the fees are not paid by a TA-, TF-, GSR- or fellowship) must pay the required fees by the quarterly deadline or arrange with Student Business Services for a Deferred Payment Plan (TDPP). The DPP does not include the quarterly health insurance fee.

http://sbs.ucsc.edu/payments/tuition_deferred_payment_plan.html.

In-Candidacy Fee Offset Grant (ICFOG)

A student who advances to candidacy within normative time (by the conclusion of the twelfth quarter of full-time registration *and* from the date of entry into the Program) is eligible to receive the in-candidacy fee offset grant (ICFOG) for two years upon advancement (i.e., for six running quarters, excluding summer). A student who subsequently takes a leave – even for one academic quarter – becomes ineligible for any further payment. This grant pays the campus programs fees (~\$355.86 in AY 14-15), so fees reduce to zero for a student who is also a TA or TF. These grants are awarded by the Graduate Division. Students do not apply for this grant. If a student is eligible, Graduate Division will automatically record the credit when it processes the advancement and keep count of the number of quarters.

International Student Nonresident Tuition Remission

International students are charged nonresident supplemental tuition until they advance to candidacy. However, international students pay no tuition for three calendar years from the time they advance to candidacy.

STUDENT STATUS

Part-Time Status

- A part-time graduate student is one who has approval to enroll in a minimum of two units and a maximum of eight units of coursework. (*for sociology graduate students, five academic units is typical*)
- Graduate degree programs will permit part-time study when, in the opinion of the faculty, there is clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions. The same admissions standards that apply to full-time students will apply to part-time students. Each department will determine whether or not it can accommodate part-time students.
- Part-time graduate students will accrue time-to-degree under the Normative Time-to-Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for part-time study.
- A part-time student will pay the full Registration Fee (now known as ‘Student Services Fee’), one-half the Educational Fee (now known as ‘Tuition’) paid by full-time students. Non-resident students approved for part-time status will pay one-half the nonresident supplemental tuition charge. Campus fees will be assessed when applicable.
- Part-time students will be eligible for fellowship support at their department's discretion; but University employment in student titles, such as Teaching Assistant and Graduate Student Researcher, cannot exceed .25 FTE. (see Note at end of this section)
- A student approved for part-time status will remain in that status until
 - (a) he/she no longer meets the criteria for part-time status, or
 - (b) he/she petitions for full-time status, or
 - (c) his/her department withdraws its general approval of part-time study.
- All petitions for part-time status must be approved by the Graduate Dean.

➤ TO APPLY FOR PART-TIME STATUS: 1) Complete and sign the form. 2) Get signature of faculty advisor. 3) Submit the form to the graduate advisor *at least three business days before* the deadline.

<http://graddiv.ucsc.edu/current-students/pdfs/parttime.pdf>

The department, if it has determined that it can accommodate part-time students, will evaluate the application and forward its recommendation to the Graduate Dean for final action.

Note: If student with part-time status wants to accept 50% employment (TA, TF, GSR), they must request a return to full-time status for the duration of the employment. Email the graduate advisor about your intention; this request will be forwarded to Graduate Division. Once you return to full-time status, you will remain as full-time unless/until you reapply for part-time. You *do not* automatically revert to part-time after completing the quarter's employment.

In-Absentia Status

A new in-absentia policy was announced July 30, 2009. ABD students whose research or study requires that they remain outside the State of California for an entire quarter may qualify for in-absentia status – an enrollment status with reduced fees. A primary objective is to ensure continuous enrollment of graduate students through the completion of their degrees and to minimize the number of students who allow their enrollment status to lapse. This policy requires that campuses eliminate the provision for research leaves currently granted to students that allows students to leave the University for significant periods of time (students can still apply for leaves for financial or personal reasons).

Students approved for in-absentia will pay 15% of the Educational (Tuition) and Registration (Student Services) Fees. They must carry the student health insurance, or provide evidence of alternative coverage according to regular campus practice. There are no campus fees.

For students who might otherwise have taken a leave of absence while away from campus, the new policy allows them to maintain their enrolled student status and eligibility for health insurance, student loans, and financial support in the form of GSRs or fellowships.

Graduate students applying for in-absentia status must be advanced to candidacy – an exception is sometimes approved for non-ABD students with their master's. The initial term is for one quarter and an extension for up to two years can be requested if needed. Students must be enrolled full-time. Periods of approved in-absentia fulfill academic residency requirements for degree programs.

The research or coursework:

- must be directly related to the student's degree program as evidenced by UC faculty approval;
- must be of a nature that makes it necessary to be completed outside California for a least one full academic term;
- must involve only indirect supervision appropriate to evaluating the student's academic progress and performance (e.g., correspondence via e-mail or review of written work);
- must involve no significant studying or in-person collaboration with UC faculty to insure that units do not entail direct access to UC resources or learning environment.

➤ TO APPLY FOR IN-ABSENTIA STATUS: 1) Complete and sign the form. 2) Get signature of faculty advisor. 3) Submit the form to the graduate advisor by the deadline. Final approval rests with the Graduate Dean.

Form: <http://graddiv.ucsc.edu/current-students/pdfs/absentia.pdf>

Filing Fee Status

Eligible students may apply for filing fee status in the quarter they wish to submit their dissertation to fulfill the requirements for the award of the doctoral degree. This status is used *in lieu of* registration to maintain the relationship between you and the University for the express purpose of filing the dissertation. In order to be eligible for filing fee status, a student must have been either on an approved leave of absence or registered in the previous quarter. Additionally, *all* members of the dissertation committee must sign the statement that they have read a complete draft of the dissertation and believe that the candidate will need to make only minor revisions (or none) and will submit the completed work by the end of the quarter.

Since filing fee status is used in lieu of registration, you are not considered an enrolled student and are not included in official campus census figures. A candidate on filing fee is not eligible to use University facilities (library, laboratory facilities, or faculty time except for the reading of the dissertation), nor is the student eligible for financial support (GSR, TA, Fellowships or need-based financial aid).

Students **may use the filing fee only once**. If a student fails to complete the dissertation during the quarter they're in filing fee status, they must register and pay fees in the quarter they apply to graduate.

➤ TO APPLY FOR FILING FEE STATUS: Submit the application for filing fee status, signed by all members of the Dissertation Reading Committee, and by the Graduate Director, to the graduate advisor *at least 3 business days before* the deadline. The graduate advisor will forward the application for filing fee status together with the application for the PhD to the Graduate Division. There is no charge to apply for the PhD degree. There is a fee (\$162) to apply for filing fee status; the fee will be billed to your portal account. Form: <http://graddiv.ucsc.edu/current-students/pdfs/filestat.pdf>

PETITIONS

Leave of Absence

If it becomes necessary for a student to leave the Ph.D. program temporarily, they must apply for an approved Leave of Absence (LOA).

Conditions:

- A Leave of Absence is granted for sound educational reasons, health reasons, financial problems, or family responsibilities and is valid for no more than one year, but may be extended if there is sufficient justification.
- The use of University facilities is not permitted while on leave.
- All financial aid (GSA, TA, Fellowship) terminates on the effective date of the leave.
- Any University employment, staff or academic, must be reported to Graduate Studies.
- Readmission is contingent upon any conditions set by your Department or the Graduate Dean.
- Readmission will automatically be effective for the quarter of return you have indicated, provided that your total leave time is three quarters or less. The Registrar's Office will mail you a registration bill at the address listed in AIS.
- Students who are advanced to candidacy and take a leave of absence forfeit eligibility for any future In-Candidacy Fee Offset Grant (ICFOG)
- Students who fail to reestablish contact with their department within thirty days following the expiration of an approved leave will be administratively withdrawn from the University.

While not listed on the form as a condition, graduate policy states: "Only students in good standing are eligible for an approved Leave of Absence. A student on Academic Probation must ordinarily repair all deficiencies in order to qualify for a leave."

IMPORTANT: Student loans may become due during leaves – you should check with the lender.

Students on leave are required to report their plans to the department at least once a year. You should turn in a year-end report even though you have been on leave – this is usually due in mid-May, but you should check with the graduate advisor. Even if you were not enrolled in the current year, the report will address your plans for the upcoming year.

➤ TO APPLY FOR LEAVE OF ABSENCE: 1) Complete and sign the form. 2) Get signature of faculty advisor. 3) Submit the form to the graduate advisor *at least three business days before* the deadline. Form: <http://graddiv.ucsc.edu/current-students/pdfs/LOA.pdf>.

International Students

International students who plan to take leave will submit the same LOA form as discussed above, but additionally, they must submit the following form to an ISSS advisor in the International Student Office. It will be helpful if you give a copy of your international LOA request form to the department graduate advisor.

<http://ieo.ucsc.edu/intl-students/forms/LOA-or-Withdrawal-Request.pdf>

Impact of Leaves of Absence

Even if the department grants an extension of leave beyond three quarters, leave is not meant to be a long-term condition. Maintaining continuous enrollment is one of the best means of making steady academic progress towards the Ph.D. So at some point, the department will not agree to continued leave and a student must either return from leave and enroll or withdraw from the program. At the point that a student knows they are not returning to the program, they should let the department know.

Extended leaves not only affect student progress. Leaves can have a negative impact on the funding (called the block allocation) the department receives from the Graduate Division. Enrollments are taken into account as one factor, and the number of students on leave (especially in fall quarter) impacts the amount of the block allocation – the money the department receives to make admissions offers and, *if* any remains after admissions, to fund students the following year for such support as research and travel, department fellowships such as dissertation completion quarters, and admit travel. Leaves affect the funding in a second way since the block allocation also depends upon the average number of PhDs for the past three years. Degree completion is lower if students are on leave and not making academic progress.

Administrative Withdrawl

If you wish to withdraw from the University after the quarter begins, fill out the Graduate Student Petition for Withdrawal, available from the graduate advisor or from the Graduate Division Office (this form is not available online). If you wish to return to the university after no more than three quarters absence, you must also fill out a Leave of Absence form. Get clearance signatures from all the designated offices and return both forms (along with your student ID card) *at least three days before* the withdrawal deadline to the graduate advisor who, in turn, will submit these to the Graduate Division. If your Leave of Absence and Withdrawal petitions are approved, your courses in progress will be removed from your official record. If you fail to file the Withdrawal petition and simply cease to attend classes or complete coursework, a grade of U will be recorded on your official academic record for each course not completed.

Note: Withdrawl for medical or emergency reasons can be requested *any time* during the quarter; the same forms are used.

If you withdraw during a quarter, you may be eligible to receive a partial reversal of fees depending on the number of days lapsed in the quarter. Financial aid awards are adjusted based on the actual amount of aid that was disbursed into your student account compared to the allowable expenses for the number of days you attended during the term of withdrawal. Since your withdrawal petition must be signed by a financial aid staff member, you can discuss any fee reversal or loans when you meet.

You may have to repay a portion of the financial aid you have already received if you withdraw from UCSC during the quarter. You must end your student employment immediately upon withdrawal.

You may have to repay a portion of your federal loan to your lender immediately if you withdraw at any time during the quarter. The Financial Aid Office will notify you and your lender of that portion of your federal loan that must be repaid immediately. If you are a federal loan recipient, any fee refund owed to you will be sent directly to your lender for repayment of a portion of your loan. Your six-month grace period for a federal loan begins the first month after your withdrawal from higher education. **If you have accepted a loan, you must attend an exit interview before leaving the university. Contact Student Business Services to schedule an exit interview.**

For Financial Aid procedures and implications, see: <http://financialaid.ucsc.edu/forms-resources/brochures%20guides/Guide%20for%20Students%20Withdrawing.pdf>

Readmission

Students seeking readmission who have exceeded one or more of the time-to-degree requirements must formulate a plan and detailed timetable for completion of the relevant degree requirement. This includes students who have yet to advance to candidacy or to complete the master's degree within the time allowed, or who have not completed the doctorate within the normative seven years. According to graduate policy, **in some cases, students who have been unregistered for a long period of time may be required to sit for doctoral qualifying examinations following reinstatement to prove currency in the field.**

Sociology tends to limit consideration for readmission to the graduate program to former students who were ABD and in good standing when they left the program. (Note: Use of the term 'readmission' in this section is different than the automatic readmission that takes effect automatically at the end of an approved leave of absence, and that has no fee.)

A student who received a terminal Master's will not be readmitted to the Department. Others will be considered based upon consideration of the chance for successful completion of the PhD.

The request for readmission should be accompanied by a letter to the Graduate Education Committee that provides the status of your dissertation and a timeline for PhD completion (including the specific quarter you expect to finish). In order for the request to be considered, the student must have the formal agreement of at least three faculty who agree to serve on their dissertation committee, one of whom has agreed to act as committee chair. Documentation to this effect (such as emails with the committee members) should be provided with the application. If the committee is different than previously on file, the applicant must submit an amended dissertation committee form.

Departments are asked to think carefully about a decision to readmit a student. A department may have good reasons for not readmitting a student. For example, if the student was having trouble meeting academic requirements, or the department's resources to support the student's area of interest have diminished over time, or faculty with whom the student previously worked have left UCSC. These factors should be taken into account before readmission is approved.

Readmission is not guaranteed. The department may deny a request for readmission. Even in cases where the department recommends readmission, the Graduate Division makes the final decision.

TO APPLY FOR READMISSION

➤ Students who have a break in registration (excluding approved leaves of absence) must submit a Readmission Application to return to registered status. Submit the application form with the needed department approval(s) to the graduate advisor *at least five days in advance of the deadline* listed on the campus calendar, but no less than four weeks before the beginning of the quarter in which you plan to re-enroll. The \$40 application fee will be billed to your portal account.

Readmission Form: <http://graddiv.ucsc.edu/current-students/pdfs/readmit.pdf>

➤ Submit a Statement of Legal Residence to a residency officer in the Office of the Registrar. The contacts for residency matters are: Gloria Lozano, gloria@ucsc.edu and Joanne Madril, jmadril@ucsc.edu. You can submit this form after you hear the status of your re-admission petition.

Statement of Legal Residence: <http://registrar.ucsc.edu/forms/students/slr.pdf>

TO GRADUATE IN THE READMIT QUARTER

➤ Besides the two forms above, a student applying for readmission for the express purpose of completing their dissertation and graduating, will need to submit the following forms by the deadline for that quarter: 1) Application for the PhD Degree; 2) Application for Part-Time Status if they wish to lower their fees; and 3) Nominations for Dissertation Reading Committee.

Non-resident supplemental tuition does apply if you are not a California resident; the amount of non-resident tuition will be reduced if you apply for part-time status, and it's approved.

➤ Ask the graduate advisor for the code to enroll in 5 units of Socy-299/*Thesis Research* with your dissertation chair. Students enroll via the student portal, so you will need to get a ucsc student email account. Contact the IT Help Desk, help@ucsc.edu, 831-459-HELP (-4357).

➤ Readmitted students *must enroll* and are ineligible to apply for filing fee status. However, if they do not finish their dissertation in the quarter they return, but expect to finish in the following quarter, they would be eligible to apply for filing fee status in the second (and final) quarter.

Transfer Between Graduate Programs

This option has been formalized only recently so sociology has no experience yet with the policy below which is taken directly from the Graduate Division Graduate Handbook (Section X.D).

Guidelines

1. The Graduate Division must approve all transfers between graduate programs. Documented consultation between the student's present program and the potential program is required.
2. Program transfers should take place early in a student's graduate career or at degree transition points (e.g. completion of Masters requirements) to minimize additional time to degree and support costs.
3. Program transfers will become effective at the end of the academic year. The annual deadline for graduate program transfer requests will be the last day of the Winter quarter to allow the change to be incorporated in departmental planning for financial support, TA appointments, etc. Transfers requested for initiation within a single academic year or beyond the end of Winter quarter deadline will be granted only by exception and will be subject to more stringent conditions for approval.
4. Previous academic performance should be explicitly reviewed before accepting a transfer from another program. Transfers are not an appropriate way of addressing a student's poor academic performance in graduate study.
5. Any student transferring to a different PhD program must officially advance to candidacy in the new doctoral degree-granting program prior to beginning dissertation work. The transfer program's Qualifying Exam and other requirements must be passed, per its regular procedure and standards. No student may proceed directly from qualification in one program to dissertation-writing and degree completion in another.
6. On-going commitments of support (e.g. multi-year offers at admissions, Cota-Robles) are binding only in connection with the admitting degree program and are abrogated by a student's transfer to another degree program. The receiving program and Graduate Division have the option to continue these commitments, but is not required to; any support commitments should be negotiated and agreed upon prior to the student's transfer.

Procedure

1. Following informal exploration of the possibility of transfer, and prior to any formal commitment made by either program, the student must initiate a transfer request ([submit transfer request form](#)) with his/her home department.
2. Upon receiving the request form from the student, the graduate director of the home department (or department chair) will contact the graduate director (or chair) of the potential transfer department, to conduct a consultation about the transfer.

3. The consultation should address the student's motivations for transfer, his/her academic performance in the present program, support considerations, alternative arrangements that might be explored with the student (e.g. inclusion of faculty on committees without transfer, substitution of course requirements, designated emphasis, etc.), support commitments by the receiving department and (where relevant) Graduate Division following program transfer, and any other relevant information pertaining to the student's request.
4. On the basis of the consultation, if both programs agree to the transfer and its related terms, the home program will note on the form any special conditions or considerations agreed upon in the consultation. The student, agreeing to the noted conditions, will sign the form, as will the home and transfer program. The form will be forwarded to the graduate division for signature by the VPDGS and the execution of the transfer at the agreed-upon point.

END OF SECTION A

B. GRADUATE STUDENT EMPLOYMENT

Graduate students are employed in the following titles: Teaching Assistant; Teaching Fellow; Associate In; Reader; and Graduate Student Researcher. These positions include partial or full fee remissions, in addition to the monthly salary. TA- and TFships include a partial remission of fees; GSRships >25% included a full remission.

Note: With ratification of the latest contract, Readerships >25% now include fee remissions, including health care. Most sociology readerships have been less than 25% since they've typically been appointments *in addition to* employment as a TA-, TF-, or GSRship (which are all commonly 50% appointments and the maximum a student can work, unless an exception is approved). The additional appointment as a reader is limited to about 4-5 hours per week, or an additional 10-13% time. The primary appointments include fee remissions already, including health.

Compensation Chart for Student Employment Titles

Rates effective as of: October 1, 2014 for TA/TF/Reader, and July 1, 2014 for GSR (quarterly and monthly amounts rounded)

Title	Quarterly @ 100%	Quarterly @ 50%	Monthly @ 50%	Hourly	Tuition Remission	Owe out-of-pocket	NR tuition (if applicable)
Teaching Assistant pg27	12,358.68	6179	2060		5297 (partial)	355.86	not incl
Teaching Fellow pg27	14,490.00	7245	2415		5297 (partial)	355.86	not incl
Associate In (AY) pg27	12,948.67	6474	2158		5297 (partial)	355.86	not incl
GSR Step 2 (non-ABD) pg30			1576	18.11	5652.86 (full)	0	5034
GSR Step 3 (ABD) pg30			1748	20.09	5652.86 (full)	0	5034
Reader (with BA) pg28				14.16			

* GSRs have 2.8% of salary additional for employment benefits; not included in figures above.

* GSRs hired at less than 25% get salary only.

50% Employment

During the academic year, graduate students may not be employed beyond 50% time (APM 410-17). The purpose of this policy is to limit time spent on activities that do not lead to completion of the degree.

Occasionally exceptions are granted for small incremental increased appointments. Any 'Exception to 50% Employment' requires the express approval of the Graduate Dean. A student should not independently commit to additional employment for themselves, and if offered such an opportunity, they should let the graduate advisor know. The graduate advisor prepares the request for an exception, and this must be approved before the student commences any additional employment. Approval is not a given. Such requests typically must make the case that the extra appointment will not jeopardize, and/or will likely contribute to, the student's academic progress, and they involve getting the approval of the student's advisor(s) and other faculty with whom the student is already assigned to work (for instance, as a TA).

Examples of additional employment might be: a) a small increase to TA appointment when another TA takes leave during the quarter; b) a small part-time GSR appointment, in addition to a TAship; or c) a small number of reader hours, in addition to a TA- or GSRship. The purpose of an exception is *not* simply to find additional employment for the student. Such requests are rare, and are based on curricular need, or on a project's need, as in the case of the additional part-time GSRship.

Four Year Rule

The department's policy is in compliance with the 'Four Year Rule' which stipulates that the total length of time a student may hold any one or a combination of the following teaching titles may not exceed four years (12 quarters): Teaching Assistant, Teaching Fellow, Reader (on annual stipend), Associate-In. The department typically uses only the TA and TF titles. The rule also states that "under special circumstances, an exception may be granted for additional appointments beyond twelve quarters." Because Sociology hires its own students, students frequently have more than twelve TAs (and up to this time, there's been no requirement for an exception for additional appointments beyond twelve). However, UC system-wide regulation does allow for student teaching appointments beyond 18 quarters – this is the cumulative total of academic-year teaching appointments (TA, TF, Associate-In) from *all* departments, not only from sociology. This limit is a UC system-wide policy – not only the campus policy – and the department does not make any requests for exceptions.

The department tries to let students know they are approaching the appointment limit so they can attempt to secure other funding, as necessary. ABD students who want to teach a course as a graduate student instructor before they graduate should be aware this will not be possible – at least for courses during the academic year – if they have reached the 18-quarter ASE limit.

Since summer session is not considered as part of the regular academic year, summer Teaching Assistant or Teaching Fellow appointments do *not* count toward the 18-position limit for teaching titles. Hourly reader positions and GSR quarters do not count at anytime toward the total.

TEACHING ASSISTANT

The Department faculty and the Graduate Division consider the position of Teaching Assistant (TA) to be not only remunerative employment, but also an apprenticeship in the practice of teaching. While most students in the program intend to pursue academic careers, the sociology program also emphasizes teaching because the skills required for good teaching - the ability to articulate ideas, to organize and present materials in logical sequence, and to listen attentively and discern someone else's comprehension - are fundamental to many human activities and occupations. Therefore, the sociology program requires that graduate students serve as TAs for at least three quarters in core classes of the undergraduate curriculum, whether or not they plan to pursue an academic career. Core classes include: 1, 10, 15, 103A/B, 105A/B. Continued assignments assume at least a satisfactory performance as a TA.

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member. (APM 410-4)

TA Duties and Workload

At the beginning of the quarter, instructors meet with their assigned TAs (usually as a group) to go over the duties expected of the TAs *for that particular course*. The instructor may call this meeting anytime after the quarter officially begins, and it may be before the first day of instruction. The specific duties and estimate of required hours are listed on the *Description of Duties (DOD)*. Instructors provide information about duties, and the department sends a DOD to each of the TAs for the course. The department will make every attempt to do this in a timely manner to meet the 30-day advance notice specified in the union contract. (In situations where late TA vacancies make it difficult to know which TAs will ultimately be assigned to various courses, the DOD will be distributed as soon as possible after the final TA assignments are determined.)

The Sociology Department and the Graduate Division expect that TAs will work no more than an average of 20 hours a week. It is recognized that this average includes weeks of less than 20 hours with peaks of more than this, as examinations or papers are turned in and require evaluation. Over the course of the quarter, a TA can be assigned duties up to a maximum of 220 hours.

TAs are not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. Neither are TAs to be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course. (APM 410-20). The TA is appointed to assist a faculty member in the instruction of a course.

Typical duties include: prepare for and attend all lectures/sections; initial assignment of students to sections; hold two or three discussion sections per week to review materials presented in lectures and readings; read examinations (normally essays) and other work submitted by students in their sections; maintain/submit student grade records; hold regular office hours each week during the quarter for individual consultations with students; attend periodic meetings with instructor/TAs; proctor (attend) exams; other duties as specified.

Each quarter's service dates are specified in the offer letter. The end-date each quarter falls on the date that the instructor's grades are due.

Sociology Department TA Policy

Many sociology graduate students depend upon TAs for a large amount of their funding. Sociology preferentially assigns its current graduate students to the department's TAs, and hires from outside the department only when there are no eligible sociology students available. Before advertising vacancies outside the department, students with departmental fellowships may be considered for open positions, if there are no other non-funded and eligible sociology students interested. Assigning a Cota-Robles student typically requires approval from Graduate Division.

The department's TA policy was most recently revised on March 4, 2009. Priority is given to students in Cohort Years 1-4. First year students will receive the number of TAs guaranteed in their admissions offer. Second through fourth year students, *all things being equal*, can expect at least two TAs per year. This expectation is conditional upon good standing in the program and the match between curriculum needs, experience, preparation, and the faculty selection process. All other students have a lower priority. Any student who has had twelve quarters of TAship (from any source) has reached their normal limit - and will receive no TAs until all other eligible students (with fewer than twelve total TAs) have some support.

According to practice, but not explicit policy:

- (a) The department tries to assign students three TAs per year in Years 2-4, if possible. (Social Sciences Division allocates the TAs to each department and the department distributes TA resources to courses based on enrollment projections.)
- (b) Occasionally a student funded by a fellowship may be offered a TA during one of the fellowship quarters – but only when a vacancy arises for which there is no other eligible unfunded Sociology student available and interested in the position. In a quarter during which a student holds a fellowship and a TA, rather than receiving the partial fee remission typical with a TA, their full fees will be covered (if guaranteed by the fellowship). Fees are paid only once on a student's behalf for any quarter, and there is no additional money owing to the student. The student receives the fellowship stipend as usual in a lump sum at the beginning of the quarter, and three monthly TA paychecks.

TA Training

The department usually offers two days of training for new TAs *prior to* the start of fall quarter instruction. While some new students may have served as teaching assistants at previous institutions, this training is mandatory for all students before they TA for courses at UCSC. If an incoming student doesn't have TA assignments in their first year, their training is usually delayed until the beginning of the following year. The trainer is usually chosen from sociology ABD students with extensive teaching experience and excellent evaluations. The trainer is available to assist both new and continuing TAs during the year.

Faculty and graduate TAs are invited as panelists to present their perspectives. You will also hear about employment rights and union responsibilities from a UAW representative, and about various student services from other campus professionals (Disability Resources, Counseling and Psychological Services, Title IX/Sexual Harassment).

Each participant will receive a copy of the current year's Department TA Training Manual, which will be a useful reference.

Note for 2014-15: There will be no departmental training this year since there are no new TAs. However, new students are encouraged to attend the campus-wide ASE (academic student employee) Orientation which will be held in Humanities Lecture Hall on October 1 from 9-noon. A UAW representative will present information about the contract and there will be other campus speakers who will present information about campus resources and services you should know about. Additionally, we expect to invite a union representative to speak with new students in the department.

For more the agenda, handouts, and links to other teaching resources, see: <http://graddiv.ucsc.edu/current-students/teaching-resources/ta-training/index.html>.

TA Evaluations

At the end of each quarter, students are asked to complete online evaluations of both the instructors and TAs. TA evaluations are filed in the graduate advisor's office, where they may be reviewed after grading is complete. With the introduction of the online process, course evaluations are usually available shortly after each quarter ends; you can check with the graduate advisor about availability. You may make copies of your evaluations and you're encourage to do so. Having copies may be useful when you are preparing applications for academic positions; additionally, you'll need to comment on your teaching in each year's end-of-year report. While the evaluation process is now done online, you do not have direct access to electronic copies.

Sociology's summary coversheet shows averages of 12 measures of performance, including:

- clear communication of course material
- knowledge of course material
- coordinates well with rest of course
- facilitation of section meeting
- preparedness/effort
- availability
- handling multicultural issues and content
- open to contributions from all students
- handling controversy in the classroom
- listening to student comment/feedback
- enthusiasm/motivates students
- overall teaching effectiveness

The rating scale for each measure is from 1 (Poor) to 5 (Excellent). Students may also make narrative comments about your teaching. You are encouraged to review your evaluations to get an overall idea of your TA performance and to see whether there may be any areas for improvement. Even a quick reading of these comments often reveals what your students did or didn't like about your handling of sections.

Faculty may ask to see TA evaluations when they are considering students as TAs for their courses or for teaching awards. The most recent three quarters' evaluations are included as part of the initial file prepared for a Teaching Fellow appointment.

According to the Academic Personnel Office schedule for records retention, the department or college must keep the student evaluations of student teaching titles for three years after separation from student status. While Sociology does tend to keep these longer, it is a good idea to make copies of your evaluations when you leave the Program in case you need these for job applications. In Sociology, there is a combination of both hard copy and electronic evaluations – evaluations prior to Spring 2013 are hard copy, evaluations after Spring 2013 are both electronic and hard copy.

For Summer Session courses, TA evaluations aren't the norm, and are done for only a few courses. Evaluations will probably be available for most graduate student instructor positions. When students TA for other departments, sociology *usually* receives a copy of the evaluations, but frequently not until after the year end (for all quarters).

Accommodation for Students with Disabilities

As a TA, you will likely have students in section who are eligible for disability accommodations. The Disability Resource Center (DRC) assists the UCSC campus in complying with state and federal laws that mandate equal access to education for people with disabilities. The DRC serves as a resource to the entire campus community – to students, faculty, and staff.

Accommodation for exams or other types of instructional activity support are to provide equal access only, and not an unfair advantage. Students must meet eligibility requirements as defined by state and federal laws in order to receive specific accommodations.

A student requesting accommodation must be evaluated by the DRC, and the DRC generates an “Accommodation Request” form if the student qualifies. The form lists any special accommodations the student is entitled to (e.g. extra time, special equipment). It is the student's responsibility to provide the form to the instructor and to give a two-week notice when they ask for DRC accommodation. It is not uncommon for students make requests for accommodation with little advance notice, or to approach the TA rather than the instructor. TAs should discuss possible arrangements for accommodating students with disabilities with the course instructor. If a student contacts you for an accommodation, refer them to the instructor *immediately*, and follow-up. The department makes every attempt to accommodate all requests. Instructors should offer at the beginning of the quarter that students with approved accommodations should meet (outside the class session) to turn in their accommodation referral.

Services Available to Students: <http://drc.ucsc.edu/about/services.shtml#a1>

Exam Accommodation: http://drc.ucsc.edu/faculty_staff/exam_accommodation_suggestions.shtml

Undergraduate Program Coordinator Tina Nikfarjam (tnikfarj@ucsc.edu) coordinates DRC exam accommodations for the department.

TA Application Process

During spring quarter, the department sends out the TA Call announcing all known sociology TA positions available for fall, winter, and spring quarters of the following academic year.

All eligible sociology graduate students may apply for the Sociology TAships. To be eligible, a student must be enrolled full-time and have held fewer than 18 total academic year teaching appointments (as a Teaching Assistant, Teaching Fellow, or Associate-In). Students in the incoming, or first year cohort, will receive the number of TAships promised in their admissions offers; they do have a choice of assignments in their first year. The next preference for assignments is given to students in cohort Years 2 through 4. Students with fewer than 12 TAships will have next priority, followed by students who have held fewer than 18 TAships.

Students submit an application that includes their qualifications for specific courses and previous TA experience, as well as a list of their ranked preferences for each quarter's sociology offerings. While it is important to express preference for as many different courses as possible, you will be asked to rank your preferences, #1 being your first choice, #2 second, etc., and indicating a unique preference for each course. The department tries to assign students to TAships in courses for which they've expressed a high priority, but may assign you to one of your lower preferences, if necessary. If you have not expressed a preference, it may be that you'll be assigned to a course you don't want to TA, or worse yet, do not receive a position if the department does not know you're interested. Students who do not submit an application by the deadline *may* have lower priority for assignments.

Graduate Division developed a web group where TA vacancies are posted that arise in departments during the year. To receive announcements about new vacancies, you are encouraged to sign up as a member of the google TA jobs group: <https://groups.google.com/a/ucsc.edu/forum/#!forum/tajobs-group>.

If you apply for an outside vacancy – and especially if you get one – it is very helpful if you let the graduate advisor know. This can help us (a) find the most possible placements/funding support for sociology students, and (b) reduce the confusion of multiple offers and the need to find replacements for students declining one offer for another. Most initial TA assignments are handled within the departments themselves with preference going to their own graduate students, however, vacancies may come up during the year – both in Sociology or other departments - and these are forwarded to graduate students if they can't be filled from within the program.

TA Assignment

Instructors have the opportunity to review those students who've expressed a preference to TA for their courses, and to indicate their choices (accept/rank/refuse). Both the student and instructor preferences will be considered in assigning the TAs for each course. However, the ultimate determining factor is the curricular needs of the department.

When assignments are approved, the graduate advisor prepares a Teaching Assistant Action form for each student's assignment(s) and sends the forms to Social Sciences Payroll which uses the information to prepare the offer. From this document, Payroll will generate the email offer for each TA that lists the courses, salary, and response deadline (as well as the quarterly pay periods and service dates). **Social Sciences TA offers require a response within two weeks, and include the specific deadline in the offer.** An offer can only be accepted in full. If the student is not accepting all quarters, this should be discussed with the graduate advisor before formally accepting the offer. New TAs, and many who've had an extended break in employment (other than during summer), will need to meet with the payroll specialist to complete pre-employment paperwork. The offer will indicate whether you need to set up an appointment. If your first assignment was in summer, the employment paperwork you signed with Summer Session does not initiate your personnel record for regular academic year appointments; you will need to meet with the payroll specialist.

Different departments and divisions may handle their TA hiring process differently. This means that you may receive Sociology's offer prior to, or after, that from another department/division if you applied for outside positions. However, if you wish to accept Sociology's TA offer, you are expected to do so by the deadline given in the offer.

Social Sciences Teaching Assistant Action form (prepared by graduate advisor for each TA):

<http://socialsciences.ucsc.edu/about/administration/academic-human-resources/TA%20Action%20form1.pdf>

If there are changes to your appointment after the initial offer, the graduate advisor must submit a revised form to payroll. A revision is necessary: (a) to ADD any additional TA assignments; (b) to CANCEL a position when a student later declines a position they've already accepted; or (c) to CHANGE your assignment (infrequent but the department can reassign TAships, as necessary). Social Sciences may move to a different way that departments report their assignments, but this form is still in use for the time being, and it is used for actions including hires, changes, and cancelled appointments.

Declining a TA Position

The Department has experienced some troublesome last-minute cancellations of TAships by graduate students assigned to given courses. In many cases, a considerable amount of staff time is spent refilling positions. Often vacancies require advertising outside the department and interviewing applicants. You should notify the graduate advisor as soon as possible in the event you need to turn down a TAship you've previously accepted.

It is helpful when students maintain open communication with the graduate advisor and share their plans for the academic year. Students should notify the advisor about all changes to their plans for enrollment and employment at the university.

If you accept a TA position, but then later wish to decline, you must *formally* decline your offer by sending an email to Social Sciences Payroll Specialist Wendy Frey (wemfrey@ucsc.edu, 459-3994); copy the graduate advisor when you decline. Clearly specify the quarter and course you're declining. The department cannot refill the position until you have declined the offer and the graduate advisor has submitted additional paperwork for the CANCEL.

The department makes a strong effort to place students, to the extent possible, in TAships for which they've expressed a preference. You should consider your acceptance of any TA offer – sociology or other – a binding commitment. Students who decline TAships after accepting them – and especially when notification is last minute for other than an emergency – may receive lower priority for future TAships. Occasionally the department offers a Teaching Fellow position to someone who has already accepted a departmental TAship; there's no issue of lowered priority with such changes, but you still must formally decline the TAship to payroll so the department can backfill the TA vacancy.

TEACHING FELLOW (GRADUATE STUDENT INSTRUCTOR, GSI)

Graduate Student Instructor (GSI) refers to a graduate student who has primary responsibility for teaching a course, i.e. a Teaching Fellow or an AssociateIn (not a Teaching Assistant). Sociology GSIs are typically Teaching Fellows.

A Teaching Fellow is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, has at least two years of teaching experience (including that of teaching assistant) in or outside the University, and is competent to provide the entire instruction of a lower division course under the general supervision of a regular faculty member. Assignment to conduct instruction in an upper division or graduate course or course section may not be made except with the approval of the Dean of Social Sciences and the Academic Senates Committee on Educational Policy (CEP).

For more information about GSI policy, see: <http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/Student%20Instructors/GSIform-2013August.pdf>

A Teaching Fellow whose appointment is at least 25% time receives the same fee remission and health insurance payment as a TA.

The Department Manager will send out the Calls for Teaching Fellow Proposals. There are two separate calls sent (often in winter quarter, but this may vary) – one for summer courses, and another for courses during the following academic year. The Department Chair, Undergraduate Education Committee Chair and Graduate Director review the applications and make selections. Teaching Fellows are assigned an appropriate faculty sponsor for the course. Selections will be made by the end of winter quarter.

Sociology requires that students have advanced to candidacy *at least two quarters before* the proposed teaching quarter. Students are invited to submit a letter of application stating their qualifications, as well as a curriculum vitae and a list of proposed courses from the currently approved courses in the General Catalog.

Selection is an honor, not a right, and evidence of successful teaching is an absolute must. If a graduate student is chosen to be a Teaching Fellow, this represents a serious commitment. Last-minute cancellations cause serious problems; a student's agreement to be a Teaching Fellow is therefore regarded by the department as binding.

Courses taught by Teaching Fellows will be evaluated using standard department instructor evaluation form, plus an evaluation by the faculty sponsor. In addition, Teaching Fellows may be asked to complete a brief self-evaluation describing their views of how the course went, strengths and weaknesses, etc.

The Colleges also hire graduate student instructors for their Core Courses during Fall Quarter. These positions are not widely advertised so the best way to find out more about these positions is to check directly with either the College Provost or their assistant. The Writing Program also hires Teaching Fellows. You must have taken WRIT 203 to be considered for the limited number of writing instructor positions.

Note: The Associate In title is appropriate when the Graduate Student Instructor has a master's degree, but has not advanced to candidacy. Associates In must demonstrate the same excellence in teaching as Teaching Fellows. Sociology typically does not employ GSIs at the level of Associate In, but may do so in exceptional circumstances and when *no other* qualified applicant is available. Students will be contacted if the Department chooses to use this option. Summer Session hires its graduate student instructors as Associates In, not as Teaching Fellows.

GRADUATE STUDENT RESEARCHER (GSR)

A Graduate Student Researcher (GSR) assists with scholarly research under the direction of a faculty member. Students are chosen by individual faculty. A graduate student must be fully enrolled in any quarter they are employed as a GSR.

During the academic year, students may work up to 50% time as a GSR. During summer, students may be appointed at 100% time since full-time employment will not compete with their coursework.

There are GSR steps 1 to 9 (1 low), but each division determines the steps used for its graduate students. Social Sciences graduate students are appointed at Steps 2 or 3 only, regardless of whether they're hired by a Social Sciences department, or a department in another division. A non-ABD student will be appointed at Step 2, and an ABD student at Step 3.

Opportunities for GSRships are limited, but in recent years, sociology students have served as GSRs with the Center for Cultural Studies (CCS), the Institute for Humanities Research (IHR), the Sustainability Engineering and Environmental Design (SEED) program, the Chicano/Latino Research Center (CLRC), the Center for Agroecology and Sustainable Food Systems (CASFS), the Groundwater Reserves Project, and the Center for Statistical Analysis in Social Sciences (CSASS). Graduate Division also announces GSR positions.

A new graduate student may be hired in student academic titles during the summer *prior to* their first quarter enrollment. In order to be eligible for this exception, the student needs to be admitted to a graduate program for fall quarter and must have submitted the Statement of Intent to Register (SIR). Prospective graduate students who defer enrollment until winter may not be hired for a summer position.

2014-15 Social Sciences Division GSR Information: <http://socialsciences.ucsc.edu/about/administration/academic-human-resources/GSR%20INFORMATION%20AND%20ACTION%20FORM%202014-15.pdf>

Note: There is a salary increase from Step 2 to 3, but neither step is paid as much as a TA. Both GSRs and TAs have the same remission of the student services fee and tuition. In addition, however, a GSR with at least a 25% appointment has their campus

programs fees (and non-resident tuition, if applicable), which is not the case for TAs. Many students seem to find that the opportunity to do research and the more flexible non-teaching schedule somewhat make up for the lower salary.

READER

Sociology assigns TAs to courses with planned enrollments of 60 or more students, but an instructor *might* request reader support for smaller courses. The typical *maximum* allocation is up to 2 reader hours per enrolled student (and it is often less). You will know the maximum number of hours prior to accepting the assignment. Unlike TAs, readers do not *usually* attend lectures; but the instructor may consider occasional lecture attendance beneficial and, if required, this time does count towards total hours worked, should be recorded, and does reduce the hours available for reading/grading. Sociology only hires readers who have a bachelor's degree, and the pay rate (effective 10/1/2014) is \$14.16 per hour; there is no fee remission. Readers are represented under the current ASE contract.

The graduate advisor will complete the reader application and submit it to Social Sciences Payroll after getting your signature.

A student who has a 50% TA or GSR appointment *may* be considered for a reader position (depending upon the number of hours it entails). Additional employment requires that the department get approval from the Graduate Dean for an exception to 50% employment. Such approvals are typically limited to about a 10% increase above your current appointment, that is, about 4 additional hours per week, or 44 hours over eleven weeks. The department has latitude in the hiring of readers, and often the instructor will request a person who meets their qualifications, and sometimes a person who isn't a sociology graduate student.

Timesheets are due to the Division by the 24th of each month. If you do not have another appointment (e.g., as a TA) you will submit your timesheets online in CruzPay. If you have another appointment, you'll need to submit hard copy timesheets. These should be an accurate record of the hours worked up to, but not to exceed, the maximum hours allocated for your appointment. Hours worked may vary between months, but you should not record more than 8 hours on any day, nor over 40 hours for any week. If you miss the deadline, you can submit two timesheets the following month – one for each month's hours. Do not combine the hours for two months on one timesheet. Both months' pay will be included in one check.

Reader Application: <http://socialsciences.ucsc.edu/about/administration/academic-human-resources/reader-tutorial-application.pdf>

ASE Agreement

Since June 2000, academic student employees (ASEs) have had protections afforded by a union contract (and representation by the UAW, AFL-CIO and its Local Union 2865). On our campus, the contract covers Teaching Assistants, Teaching Fellows, Associates In, and Readers/Tutors. The most recent contract between the University and UAW is effective June 20, 2014 through June 30, 2018. You should become familiar with the contract so you know your rights and responsibilities. Graduate Student Researcher (GSR) is a non-teaching title and is not represented under this contract.

The full contract can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

ASE Employment Information – Policies and Pay Scales

- ◆ Social Sciences Academic Human Resources
http://socialsciences.ucsc.edu/administration/academic_human_resources/
Payroll Assistant (for students): Wendy Frey, 459-3994
- ◆ Staff HR/Academic Student Employees (BX)
<http://shr.ucsc.edu/elr/contracts/bx.html>
salary scales, union contract, grievance procedure, academic policies and procedures, union representative
- ◆ UC Academic Personnel Manual (APM)
<http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html>
TA/TF: <http://www.ucop.edu/academic-personnel/files/apm/apm-410.pdf>
Reader: <http://www.ucop.edu/academic-personnel/files/apm/apm-420.pdf>
- ◆ Campus Academic Personnel Manual (CAPM)
<http://apo.ucsc.edu/policy/capm/index.html>
Teaching Titles (TA/TF), 700.411: <http://apo.ucsc.edu/policy/capm/700.411.html>
Non-Represented (GSR) 700.410: <http://apo.ucsc.edu/policy/capm/700.410.html>

- ◆ Academic Senate Committee on Educational Policy

Graduate Student Instructors (GSI): <http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/Student%20Instructors/GSIform-2013August.pdf>

- ◆ Pay Scales

Pay scales for student employment can be found on pages 27, 28, and 30 of the Academic Salaries Scales document. Scales show employment at 100% for 9 months; the normal student appointment is 50%, so divide by 2.
<http://apo.ucsc.edu/docs/scales-crnt.pdf>

Social Sciences GSR Costs and Instructions

<http://socialsciences.ucsc.edu/about/administration/academic-human-resources/GSR%20INFORMATION%20AND%20ACTION%20FORM%202014-15.pdf>

Paychecks

Paychecks are issued monthly on the first of every month beginning November 1. Fall Quarter checks are issued on Nov, Dec, and Jan 1st; Winter Quarter checks Feb, March, and April 1st; and Spring Quarter checks on May, June, and July 1st.

For students who have not been employed previously, or who have had a break in their employment, you will need to meet with Payroll Assistant Wendy Frey (wemfrey@ucsc.edu, 459-3994) to complete the employment forms. Contact Wendy to find a convenient time to meet. You will need to bring one, or more, unexpired documents that establish both identity and employment authorization – a list of acceptable documents is included with the offer. International students usually need to bring their visa (DS2019), passport with I-94 attached, and Social Security card.

When completing the pre-employment paperwork, you will fill out the 'Payroll Check Disposition' form so the Payroll Office knows where to send all payroll and reimbursement checks. You have the option to either authorize Electronic Funds Transfer (EFT) for direct depositor to receive paychecks in care of the department. If you do not request direct deposit, checks are mailed by default to the department.

ASE Fee Remission

In any quarter in which a graduate student is employed greater than 25% time as a Teaching Assistant, Teaching Fellow, Associate In, or Graduate Student Researcher, they are entitled to a fee remission. For TAs, TFs, and AIs, the fee remission covers most of the tuition, but the student must pay the campus fees out-of-pocket (currently \$355.86/quarter). For GSRs, the full graduate student fees *including* campus fees (plus non-resident supplemental tuition, if applicable) are paid; i.e. GSRs have a full remission of fees and tuition.

The TA/TF/AI/GSR salary is considered earnings and does not reduce your current-year need-based financial aid eligibility. The associated fee remissions (including health insurance) is listed as a financial aid award.

Fees are paid *on your behalf to the University*, and not to you, so waiving the UCSHIP (health insurance) does not mean that you are entitled to that amount as a refund. A similar situation arises when students are employed in a quarter during which they have fellowship. Fees are paid only once each quarter on a student's behalf, so if tuition is covered by the fellowship, the TAship pays a salary only.

Salary Advance

Due to reductions in staff and budgetary resources, the University does not currently offer salary advances.

Teaching Assistant Emergency Loans

Since the first TA paycheck is issued a month after the beginning of the appointment, Teaching Assistant Emergency Loans are available from the Graduate Division. Loans are available to teaching assistants **only during the first quarter** of the teaching assistant appointment for the current academic year. Loan amounts may range from \$100 to a maximum of \$1,000. There is a charge of 1% interest for each \$100 borrowed. The loan will be automatically repaid by deductions in three equal amounts from the first three paychecks. The student is required to sign a promissory note committing to the loan repayment. (For other related information, see Fee Deferment in this handbook, and information about a short-term loan program available through Financial Aid Office: <http://financialaid.ucsc.edu/types-eligibility/loans/short-term-loan.html>.)

Childcare Reimbursement

Under the Childcare Reimbursement Program, ASEs can get reimbursement for expenses incurred during their appointment period(s) of up to \$900 per quarter for qualified dependents. For purposes of this program, qualified dependents include children in the custody of the ASE who are 12 or under on July 1st are considered be eligible for the following academic year ending in June. For Summer Session, each eligible ASE shall receive up to a total of \$900 for the Summer Session(s) for expenses incurred during

the ASE's summer appointment(s). Eligible ASEs can also participate in the Dependent Care Reimbursement Program which allows them to pay for qualifying dependent care expenses on a pre-tax, salary reduction basis.

<http://graddiv.ucsc.edu/current-students/grad-student-employment/grad-childcare/index.html>

At the end of the quarter, or when the maximum reimbursement expense amount has been incurred, the ASE may submit the completed form (UBEN 254) with original receipts to Kris West in Graduate Division. Reimbursement requests cannot be submitted later than the last day of the subsequent quarter.

UBEN 254: <http://ucnet.universityofcalifornia.edu/forms/pdf/uben-254.pdf>

CAPM 700.411-J.2 covers the process of reimbursement for childcare expenses on the Santa Cruz campus. For details:

<http://apo.ucsc.edu/policy/capm/700.411.html#j>

ASE Leave

ASE's are entitled to varying lengths of paid or unpaid leave for military duty, pregnancy disability, short or long-term medical leave and family-related leave, bereavement leave, jury duty, and other leaves. For the full policy, see Article 17 of the contract, and CAPPM 700.411, Section I, Leaves: <http://apo.ucsc.edu/policy/capm/700.411.html#j>. Contact Wendy Frey (wemfrey@ucsc.edu, 459-3994) for the ASE leave form.

Summer Session Teaching Employment

Sociology graduate students are employed as both Teaching Assistants and Graduate Student Instructors during Summer Sessions 1 and 2. The **Call for Summer Teaching Fellows** is usually sent [by the department manager] during late fall quarter or winter quarter. Students must be *ABD by the beginning of the winter quarter* to be considered (i.e., a full two quarters before the summer appointments start). Summer Session typically appoints its graduate student instructors as Associates In, rather than as Teaching Fellows. The **Call for Summer Teaching Assistants** is sent during spring quarter [by the graduate advisor]. Summer Session allocates the number of TAs depending upon summer enrollments and sends TA offers to those students recommended by the department.

A new allocation method was used in Summer 2014. The total number of students enrolled in summer sociology offerings was divided by 44 to give the TA allocation. The department decided which of its courses would receive TA support, chose TAs from among those who applied for summer positions, and sent its TA recommendations to Summer Session which then sent offers to the students selected by the department.

Summer Session allowed reader support for courses with at least 25 students enrolled, but such positions were not part of the TA selection process. The instructor needs to make the request directly to Summer Session for a reader and for the number of hours' support.

The summer TA application process is separate than that for the academic year. Summer positions do not count towards the 18-quarter ASE total, and students who have reached their 18-quarter limit are still eligible for summer positions (as either a TA or GSI). Summer Session employment is covered under Article 24 of the union contract:

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_24_summer-session.pdf

It is difficult to depend upon this source of employment because there are relatively few summer TA positions and notification about appointments for *all* sessions is sent approximately two weeks before the first session begins. Decisions are based on actual enrollments on one given date, and no TAs are added after that date, regardless of changes in enrollments.

Summer Session limits students to one TA assignment per session, but students are allowed to TA in each session.

TAs are paid at the same *rate* during the summer, and in 2015 will earn approximately \$2808 for each 5-week session (relative to their pay of \$6179 for eleven weeks/220 hours). You should expect to work up to 20 hours per week, just as during the academic year. The current Reader salary is 14.16/hr (effective 10/1/14).

- For information about summer courses that may be eligible for a TA, see: http://summer.ucsc.edu/teaching_assistants.
- Summer Session Instructors' Guide: <http://summer.ucsc.edu/guide>
- Sociology Summer TA Application: check under Forms and Resources on the Sociology Graduate site in early- to mid-spring quarter. The graduate advisor will also include application with the call. Sociology will accept applications from students outside the department if they are received by the department's (not Summer Session's) application deadline. Sociology graduate students will receive preferential placement in all assignments; other graduate students will have lower priority.

END OF SECTION B

C. OTHER SUPPORT – FELLOWSHIPS, AWARDS, GRANTS, FINANCIAL AID, EXTRA-MURAL

FELLOWSHIP ELIGIBILITY

Students who receive University fellowships must enroll full time, remain in good academic standing, and maintain satisfactory academic progress. Students must register each term they receive fellowship support. Students on leaves of absence or in filing fee status are not eligible for fellowships.

FIRST YEAR GRADUATE STUDENTS – THE ADMISSION OFFER

The admission offer, in many cases, is for first year funding only, and may include a combination of TAs and fellowships. There is sometimes a guarantee of multi-year funding in the form of TAs, GSRs, or fellowships. The only guaranteed funding is that stated in the initial offer letter. Although the Department is unable to guarantee support indefinitely, the department tries to fund its full-time graduate students for the first four years (and beyond, to the extent possible) primarily with TAs, but there are some GSR and fellowship opportunities. First year funding is typically for the academic year only (fall, winter, and spring quarters) though a few offers may include summer stipends.

Applicants will be considered for every category of support for which they apply, and others for which they are considered eligible. This request for funding consideration is contained in the application itself.

Eugene Cota-Robles Fellowship

The Eugene Cota-Robles Fellowships are merit-based fellowships awarded on a competitive basis to entering doctoral students campuswide. Eligible applicants must be either U.S. citizens or permanent residents: (a) who have overcome significant obstacles to achieve a bachelor's degree and to advance to graduate study (for example, no family history of college attendance, matriculation in a school with poor financial or curricular support, having a physical or learning disability, having worked long hours while attending school); (b) whose academic research interests focus on cultural, societal, or educational problems as they affect educationally disadvantaged segments of society; and/or (c) who demonstrate evidence of intention to use the doctoral degree toward serving educationally underrepresented segments of society. The fellowship offer cannot be transferred to an alternate applicant if a recipient declines their admissions offer.

The Cota-Robles Fellowship provides a five-year support package – the Graduate Division provides fellowship support for Years 1, 2, and 5, and Sociology guarantees support for Years 3 and 4*. Beginning with cohorts entering in 2011-12, the Cota-Robles Fellowship was augmented to provide a \$3,000 summer stipend after each of the three fellowship years, in addition to the academic year stipend of \$21,000 (\$7,000 per quarter), plus full annual tuition in Years 1, 2, and 5. If applicable, the department pays the non-resident tuition in the first year – it is the student's responsibility to establish residency by the beginning of the second year.

Continuing support is dependent upon the student remaining in good academic standing. Students who do not advance in normative time – that is, by the end of their fourth year, or before the start of their fifth year, in the program – may forfeit funding in the fifth year. (Currently, there is still a one-quarter grace period, but students have forfeited winter and spring funding when they didn't QE and qualify for advancement by the end of fall quarter.)

The department support in Years 3 and 4 is usually in the form of guaranteed Sociology TAs. The regular fee remission associated with TAs does apply, so the student will owe campus fees (~\$356 per quarter) in quarters that they TA. If a student secures a GSR during either of these years, or a TA in another department, the department considers the funding guarantee met, and it does not extend the eligibility for TAs beyond that guaranteed in the offer.

Typically students are not employed in a fellowship quarter. Occasionally, however, there is TA vacancy for which there are no unfunded sociology students available or interested. With Graduate Division approval, the department *might* offer the position to a Cota-Robles student. However, the Cota-Robles quarter is not shifted to a later quarter. The student will receive a TA salary plus the fellowship stipend in the same quarter. Tuition is paid only once in any quarter *on a student's behalf*, so there is no additional fee remission or credit with the TA.

Chancellor's Fellowship

The Chancellor's Fellowships are merit-based fellowships awarded on a competitive basis to entering doctoral students campuswide – each division receives a limited number of fellowships and chooses award recipients competitively from its departments' nominees. The award is a one-year offer that includes a \$24,000 stipend (\$8,000 per quarter) plus full annual tuition. If applicable, non-resident tuition is also included. These fellowships are not re-awarded if a recipient declines.

Regents Fellowship

The amount of a Regents Fellowship is determined by each department. In Sociology, a limited number of these fellowships are offered to first-year students as part of their admissions offer. The total of Regents funding usually varies from one to three quarters of support in the first year. For each Regents Quarter, the student *usually* receives a \$5,000 stipend, plus full tuition is paid

on their behalf directly to the University. Non-resident supplemental tuition is not *part of* the award, but *may be* offered in some cases. As of 14-15, the total value of the typical Regents Quarter is \$10,652.86 (5000 stipend + 5652.86 resident tuition).

The department can elect to offer a different stipend amount with/without tuition.

Tuition Fellowship

All graduate students are charged tuition. Both residents and non-residents owe the *same* amount of tuition – \$5652.86 per quarter in AY14-15. Most, but not necessarily all, tuition is usually covered in the first-year offer in various ways. Regents Fellowship Quarters usually include both a stipend and tuition. TAships typically pay both a salary, and include remission of all tuition except the campus programs fees (\$355.86), so the graduate student fee remission is \$5,297 (including student services fee + tuition + plus health insurance, and excluding campus fees).

Non-resident Supplemental Tuition Fellowship

Non-residents (out-of-state and international applicants) are charged non-resident supplemental tuition – in AY 14-15, \$5,034 per quarter, or \$15,102 per year – *in addition to* tuition. A non-resident tuition fellowship may, or may not, be included as part of the admission offer. If not included, the applicant will owe at least one year's non-resident supplemental tuition. For Cota-Robles and Chancellor's Fellowships, first year non-resident tuition, if applicable, is always included.

U.S. citizens and permanent residents from other states should begin establishing residency before the start of their first year in order to be eligible for California residency (and to eliminate non-resident tuition) by the beginning of their second year. You must be in California for 366 days to qualify for residency. International students cannot establish residency for tuition purposes, and therefore have tuition until they advance to candidacy. After advancement, an international student is exempt from non-resident supplemental tuition for three years – that is, for the three years' normative time from advancement to completion of the PhD.

Some applicants may be exempt from non-resident supplemental tuition. But, a non-resident tuition exemption is *not* the same as being a resident, and they still need to establish residency by the second year. For more about exceptions, see:

<http://registrar.ucsc.edu/catalog/appendixes/index.html#exceptions>

It is the **student's responsibility** to pursue the process to establish residency. The department will assume you've taken the necessary steps by the beginning of the second year (and does not pay NR tuition beyond the first year). The Registrar usually sends a reminder the previous spring quarter. For more information, see: <http://registrar.ucsc.edu/fees/residency/>.

Non-resident Supplemental Tuition Fellowship

Effective as of Fall 2011, Graduate Division has funded a limited number of two-year international student non-resident tuition fellowships for incoming cohort doctoral students. These are awarded on a competitive basis, and each division is allotted a certain number of two types of fellowships, including those (1) restricted to applicants with citizenship from any "Latin American" country (including Mexico and Central American countries), and (2) unrestricted for non-US citizens from all other countries. If an international student is chosen for the department's shortlist of admits, the selection committee may decide to nominate them for one of these awards. The divisional deans choose their division's recipients and departments are authorized to include two years' of NRT in the offer. These fellowships are not re-awarded if a recipient declines their offer of admission; all unaccepted funds return to Graduate Division.

The fellowship covers the first two years of non-resident tuition. Students will still owe non-resident tuition for the quarters remaining beyond their second year and until advancement to candidacy.

CONTINUING STUDENTS

Chancellor's and President's Dissertation Year Fellowships

The Graduate Division issues the Call for Applications for both the Chancellor's and President's Dissertation-Year Fellowships (DYF). This call has typically been issued in spring quarter. The Department may nominate two students – one student for each award. The GEC decides departmental nominees from those who apply for consideration.

This is a competitive campus-wide award process. The Call usually states that at least four fellowships will be awarded in each category, however, there are usually more awarded. Both types of fellowship provide an annual stipend of \$21,000 (\$7,000 per quarter) plus payment of full annual tuition. A nominee must be within one year of degree completion – that is, in the position of finishing by the end of the following spring quarter. (Those in normative time – who will complete the Ph.D. by the end of their seventh year or earlier – are often in best position to be nominated by the Department and selected as a finalist, but this is not an absolute requirement.)

Both fellowships are awarded based on academic achievement of the nominee. Eligibility for the President's also takes into account the extent the applicant contributes to the diversity of the pool of doctoral degree recipients. While Cota-Robles students

were originally chosen in part because they contributed to diversity, there are only a limited number of those fellowships available for incoming students, and there may be other students in the program who contribute to diversity, and who would therefore be eligible to apply for the President's DYF. Applicants self-select the award they wish to apply for and may apply for one category only. To apply for the nomination, the student submits: a letter of application describing the current status of dissertation research, with a detailed timetable for completion; and a letter of support from the faculty advisor evaluating the student's academic work.

SAMPLE APPLICATIONS AVAILABLE. Some students have given permission that their applications may be used as examples. Students interested in applying for a DYF are welcome to view these in the graduate advisor's office. There is no judgment about the quality of the application, nor indication about which received a nomination or award, or why. But these examples will likely provide an idea about how to structure an application. Supplemental materials – the advisor letter and department nomination – are not available for viewing. Additionally, you should not assume that what you're viewing is the entire package submitted by the applicant; some students choose to include various supplementary materials. There is wide variability in these applications. However, the key is a realistic timetable that contributes to completion within one year and a compelling description of the project.

Dissertation Quarter Sabbatical Fellowship (aka TA Sabbatical)

These awards enable PhD dissertation candidates to make swifter progress on their dissertation research and writing by offering fellowship support and fee remission without teaching obligations. This fellowship carries a stipend equal to the current TA salary and includes the same fee remission as a TAship. As for all fellowship eligibility, students must be fully enrolled in the sabbatical quarter. These fellowships are meant to help enrolled students make academic progress.

To be eligible for the award, a student must:

1. Have advanced to candidacy by the time of application.*
2. Be within normative time and in good academic standing.
3. Be enrolled for at least five credits of graduate-level coursework. Students are ineligible to apply while on leave.
4. Have served as a Teaching Assistant, Associate-In, or Teaching Fellow for six of the past nine quarters (fall 2011 through spring 2014 for fellowship in AY 14-15), and not including any summer TAships.
5. Have not received a Graduate Division sabbatical award previously.
6. Receive the endorsements of her or his faculty advisor and the departmental Graduate Representative.

* Students who QE by the end of winter quarter, and who have formed their dissertation committee, will be eligible to apply since they will advance at the beginning of spring quarter.

In spring quarter, the Graduate Division sends out the Dissertation Quarter Sabbatical Call, and departments forward it to their students. Students fill out a short application, and the GEC submits the names of its top three applicants in ranked order to the Graduate Division (prior to spring 2014 all applicants were ranked). Six quarters of TAships makes you eligible for the fellowship, but it *does not guarantee* that you will receive a fellowship. There are a limited number of these fellowships available campus-wide, and the final award decisions rest with the Graduate Division. In each of the past five award cycles (09-10 through 13-14), the department has received one Dissertation Quarter Sabbatical Fellowship.

The student must specify the quarter they wish to use the sabbatical, and a limited number of sabbaticals are awarded campus-wide for any quarter. With approval of the department *and* the Graduate Division, the student may sometimes defer the award to a later academic quarter, but it cannot be delayed into a later academic year. The request to move a sabbatical should be arranged *prior to* accepting TAships.

Research and Travel Awards

The department usually sends out the annual Call for Research and Travel Awards in spring quarter. Students are strongly encouraged to attend, participate in, and present at professional association events, and each year about half the students are eligible for these awards. In most years, the R& T award budget is *usually* large enough to make awards to most students who apply.

Eligible travel includes travel during the current academic year and the upcoming summer – that is, September 1 through August 31. Travel funds are not awarded prior to the call. Applications are all reviewed at one time by the GEC, and funding is allocated among those who've applied based upon the priorities. The awards are processed as a batch and all recipients are notified by email at the same time. Occasionally students are selected as presenters *after* the call. You may ask for late consideration (especially if you did not apply already) and, depending upon how much remains in the block, you *might* receive funding, but there is no guarantee.

Receipts are not typically necessary (though they were required in 13-14) so you should be prepared to provide copies of your receipts or e-bills. The actual or proposed budgets should be reasonable. The award is paid out as a fellowship – rather than a reimbursement or an advance. The awards are entered into AIS as “Regents Fellowships” and are paid through the student portal.

Priority will be given (in ranked order) to:

1. travel expenses and supplies associated with dissertation research;
2. travel for presentation of scholarly papers;
3. travel expenses and supplies associated with master's paper research;
4. travel to serve as panel chairs or commentators will be considered but will be given lower priority than travel to present papers or for dissertation or master's paper research; and
5. previous support will be taken into consideration.

The awards do not pay for: registration fees (except by exception), food, lodging, equipment, and books/office expenses.

Note that the same term 'Regents Fellowship' is used for these awards as for the departmental fellowships in the first year admissions offers. There is no contradiction. Regents' amounts are determined by the department, and "fellowship" simply refers to a graduate award. Disbursing the awards in this manner allows them to be quickly and easily paid through your portal. The payment will appear as a "refund."

At the current time – and pending budget and availability of funds (which do vary from year to year) – the graduate career cap for awards is approximately \$3K per student.

Outstanding TA Awards

The TA award process is initiated when the Graduate Division sends the Campus Outstanding TA Call during spring quarter. Each department will select and recognize one* Outstanding TA as the departmental award recipient. GEC solicits faculty comments and chooses the nominee. Each recipient will receive a \$200 bookstore certificate (this avoids tax deductions on cash awards).

In some years, the department also makes departmental TA awards, and recipients are chosen from the same overall pool of nominees. When these awards have been made, they've been in amounts up to about \$100. Sociology students may receive a maximum of two departmental awards.

Commonly, the TA Trainer for the following year has been selected from one of Sociology's [Campus or Department] Outstanding TA Award recipients.

Milam-McGinty-Kaun Award for Teaching Excellence

The Milam-McGinty-Kaun Award (established in 1999) is administered by the Dean of the Division of Social Sciences and is based on academic merit. Professor David Kaun, Economics, endowed this award to recognize outstanding teaching by graduate students in anthropology, economics, education, environmental studies, politics, psychology, and sociology. Each year there are two recipients – always one from the Economics Department. Each of the other departments may nominate one student for the award on a rotational basis (approximately each 6-7 years, but as set by the division). Each award recipient receives \$1000. Sociology students received awards in 2002 and 2009. Sociology is in rotation for an award in 2016.

<http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/milam-mcginty-kaun/index.html>

Department Service Award

These awards are made on an *ad hoc* basis depending upon a student's service to the department under exceptional circumstances arise. The award amount is usually from \$50 to \$100.

SOCIOLOGY ENDOWED AWARDS

Announcements for the following four endowed award calls are usually made during spring quarter, and information can be found on the Sociology *Graduate Awards* page: <http://sociology.ucsc.edu/graduate/awards-graduate.html>.

Jessica L. Roy Memorial Scholarship

Jessica L. Roy earned her M.A. in Sociology at UC Santa Cruz in June 2004. In August 2004, while she was doing dissertation fieldwork in Kenya, she was killed at age 28 in a vehicular accident near Nairobi. Her research in rural Africa was designed to illuminate the problem of access to safe water resources and the influence of gender relations on this access. Her approach was interdisciplinary, including environmental, feminist, and sociological perspectives. After Jessica's death, her friends and family created the Jessica L. Roy Memorial Award, with the goal of supporting the kind of research in which she was engaged and continuing her legacy of involvement and commitment.

This award is based on academic merit, and graduate students in any UCSC department may apply. Preference is given to applicants who have a demonstrated interest in or are pursuing studies focusing on issues of equity and poverty in international development, especially in relation to women and the environment. The award amount has varied from \$500 to \$1000 and is intended to provide a stipend to support fieldwork travel and research.

<http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/jessica-roy/index.html>

Fannie Carruthers Sociology Scholarship

The Fannie Carruthers Sociology Scholarship Fund is used to fund the Fannie Carruthers Award in Sociology. One or more awards will be made annually, based on financial need and academic merit, to female undergraduate or graduate students at UC Santa Cruz who are graduates of Santa Clara County high schools *and* who are majoring in any concentration or track within sociology. The award amount can vary, and will be announced at the time of the call.

<http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/fanny-carruthers/index.html>

Sociology of Race, Class and Gender – Alumni Award

The Alumni Award recognizes a UC Santa Cruz sociology alumna or alumnus attending a graduate-level program in sociology, either at UC Santa Cruz or at another institution, who has focused her or his graduate studies on issues of women of color and class in an area such as aging, criminal justice, development, education, environment, health care, language and social interaction, law, leadership, the media, parenting, politics, work, or youth. Any undergraduate UCSC Sociology alumni enrolled in a master's or doctoral program in Sociology at any accredited institution of higher education is eligible. The award amount can vary, and will be announced at the time of the call.

<http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/soci-race-class-gender/index.html>

Dane and Mary Archer Undergraduate and Graduate Awards

The Dane and Mary Archer Fund was established to support two awards for outstanding papers on subjects that reflect the work of Dane Archer, Professor Emeritus, UCSC Sociology Department. One award will be for a paper on violence, war, and peace. The second award will be for a paper on cultural differences. The awards given will be based on originality, academic merit, and the overall quality of the paper submitted on the stated topics. Undergraduates and graduates compete in the same pool for each of the two papers. Each awardee receives \$500.

<http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/dane-mary-archer/index.html>

OTHER UC FUNDING

Students are encouraged to seek funding from external sources to supplement that available from the department.

If you receive an outside award, you should give the graduate advisor a copy of the award letter for your academic file.

GSA Travel Grants

The Graduate Student Association (GSA) processes applications for travel grants quarterly. The application period is usually brief – about two weeks from the time of the announcement to the submission deadline – and applications are accepted for the one week prior to the deadline. Grants are awarded to assist students who travel to perform thesis-related research or attend conferences related to their graduate projects. This also may include thesis related travel to workshops and programs.

While similar to Sociology's Research and Travel grants, there are some differences. GSA grants:

- are post-travel grants and the period of eligible travel covers departures within the past two years;
- can cover hotel expenses;
- require submission of itemized receipts;
- is limited to \$500;
- are made three times per year;
- require a 204 form for each application even if you have filled one out previously, as well as a Post Travel Expense form and a Faculty Sponsor Statement.

<http://www2.ucsc.edu/gsa/travel.php>

Chicano/Latino Research Center (CLRC) Mini-Grants

The CLRC awards up to three \$500 Mini-Grants each summer to graduate students (of any field) proposing to study Chicano/Latino/Latin American issues. Funds are available for domestic and international travel for the purpose of archival research and data collection and for research supplies and services. The requirements consist of: (1) providing the CLRC with a copy of each proposal or publication of student's research; (2) providing the CLRC with a brief narrative and financial report of student's research; and (3) giving the CLRC permission to acknowledge student's research in proposals and conferences. Also grantees may be asked to present their research findings as part of the CLRC Colloquium Series.

For more information: <http://clrc.ucsc.edu/index.html>

Lionel Cantú Memorial Award

The Lionel Cantú Memorial Award was established to honor the life and scholarship of Professor Lionel Cantú, a professor in Sociology, who died unexpectedly on May 26, 2002.

Graduate students in any department who have demonstrated an interest in one or more of the areas in which Professor Lionel Cantú focused his work may apply. These areas include: immigration studies, transnational/cross-border studies, Latino/Latina

sociology, gender and sexuality, and gay men and masculinity. The awards winner(s) are selected by representatives from the Chicano/Latino Research Center, the Sociology Department, and the Latin American and Latino Studies Department. The fund is administered by the Chicano/Latino Research Center which announces the call for papers in spring quarter. To apply for this \$500 award, submit three copies of a paper (research paper, field statement, or course paper are acceptable) with a cover letter that includes a brief statement on how you were influenced by Professor Cantú.

For more information: <http://socialsciences.ucsc.edu/support-us/endowments/endowments-all/lionel-cantu/index.html>

Center for Agroecology & Sustainable Food Systems (CASFS)

A number of departments offering Ph.D. degrees have students whose research overlap CASFS work on agroecology and sustainable agriculture – Environmental Studies, Sociology, Anthropology, Politics, Economics, Biology, and Earth Sciences. In 2010, sociology students received four of the ten graduate student awards (averaging from \$3-5K) under the competitive grants program, and a number of students have worked as GSRs in the past. Current funding opportunities aren't clear. For information pertaining to graduate students, see: <http://casfs.ucsc.edu/education/graduate.html>.

UC MEXUS

The University of California Institute for Mexico and the United States (UC MEXUS) is an academic research institute that has a primary mission of developing and maintaining a coordinated university-wide approach to Mexico-related studies. Funding opportunities for graduate students include dissertation research grants and small grants, as well as a Resident Scholars Program which offers research opportunities for graduate students and recent university graduates. There are also postdoctoral research fellowships and small grants. <http://www.ucmexus.ucr.edu/funding/>

UC/ACCORD

UC/ACCORD, All Campus Consortium On Research for Diversity, is an interdisciplinary, multi-campus research center devoted to a more equitable distribution of educational resources and opportunities in California's diverse public schools and universities. The one-year dissertation fellowships are for ABD students likely to complete their dissertation within the period of funding if provided support; the award amount is \$20,000 for the period of support (tuition and fees are not included). For information about fellowship and grants, see: <http://ucaccord.gseis.ucla.edu/fellowships-grants>

University of California Presidential Postdoctoral Fellowship Program

This fellowship encourages doctorate recipients whose research, teaching, and service contribute to diversity to pursue academic careers. The University of California awards approximately 15 postdoctoral fellowships annually in all fields for research conducted under faculty sponsorship on any one of the University of California's ten campuses. The 2013 award provided a salary starting at \$42,000 depending on the field and level of experience, as well as other health benefits, and \$5,000 for research and personal development expenses. Applicants should expect to have received their degree by June 30 of the year for which they're applying. Positions are for one year usually beginning July 1, but may be approved for an additional year based upon research productivity.

http://www.ucop.edu/acadpersonnel/ppfp/uc_ppfp.html

2015-16 Call for Applications: <http://ppfp.ucop.edu/info/documents/ppfp-call-2015-16.pdf>

Beginning in 2011, there has been a collaboration with University of Michigan which offers postdoctoral research fellowships in science, technology, mathematics, engineering (STEM), economics, and political science fields.

<http://sitemaker.umich.edu/um-postdocs/home>

Beginning in 2014, University of Colorado – Boulder joined the collaborative effort and offers postdoctoral fellowships in all academic fields. <http://www.colorado.edu/vcr/funding-awards/book-resources>

The primary purpose of the President's Postdoctoral Fellowship Program is to provide fellows with time to focus on research and publishing activities that will enhance their prospects for appointment as a UC faculty member. The Program does not approve teaching responsibilities that will interfere with the time fellows need to devote to their research.

UC Multi-campus Research Programs and Initiatives

MRPIs are multi-campus or systemwide research collaborations that strength UC's position as a public research university and launch pioneering research in thematic, multi-disciplinary or interdisciplinary areas, and benefit California and its people.

<http://ucop.edu/research-initiatives/programs/mrpi/index.html>

In 2009, one of the proposals was awarded a \$1.73M grant for a new multi-campus research program at UCSB – the UC Center for New Racial Studies (UCCNRS) that would support innovative race and ethnicity teaching throughout the UC system. The Center was guaranteed five years funding through June 2015. Each year research grants were awarded to both faculty and graduate students system-wide. To view the research foci for each of the five years, see: <http://www.uccnrs.ucsb.edu/research>. The UCSC campus link is: <http://www.uccnrs.ucsb.edu/ucsantacruz>.

FUNDING RESOURCES

Social Science Division Grant Assistance

The Social Sciences Division publishes information about government grant opportunities and resources for preparing proposals at: <http://socialsciences.ucsc.edu/research/grant-opportunities/index.html>. Government Grants Coordinator Ashlee Tews is available to assist students researching and applying for extramural support. You may ask for a review of your grant proposal (if submitted at least five days before the application deadline). Each week students receive an email bulletin of grant opportunities and periodic grant workshops.

Contact Ashlee Tews, ashleecac@ucsc.edu, 459-1644

Community of Science Database *(need to check current availability through COS Pivot)*

Thanks to contributions from the IHR, the Deans of Social Sciences, Arts, and Humanities, and the Vice Chancellor for Research, we now have an institutional subscription to the Community of Science (COS) Funding Opportunities database.

The COS database is a comprehensive and constantly updated listing of research funding opportunities in all areas of the Natural Sciences, Social Sciences, Humanities, Arts, and Engineering, with mechanisms for individualized tracking of funding opportunities in almost any particular subareas.

You can access COS Funding Opportunities one of two ways:

1) IP Access

From any on-campus computer, a user can go right to <http://fundingopps.cos.com/>. Because UCSC's IP addresses will be recognized by RefWorks-COS, one can start searching the database right away.

2) Username and Password

UCSC members can log into <http://www.cos.com/> with a COS username and password anytime, anywhere. Logging in this way will take the user to his or her COS Workbench. From the COS Workbench, the user can search COS Funding Opportunities. Username and password access is necessary when a) a user is off-campus, or b) when a user needs to save a Funding record or search.

Getting a COS username and password is easy: go to <http://www.cos.com/> and click the "New User? Register Free" icon near the top left of the screen. The user will gain access to COS Funding Opportunities by indicating he or she is a member of UCSC.

The membership is institutional, so all UCSC faculty and graduate students are welcome to create accounts.

FINANCIAL AID

Diana Smith (dtsmith@ucsc.edu, 459-4270) is the financial aid adviser for graduate students.

Students interested in receiving need-based financial aid for the following fall should file the FAFSA (Free Application for Federal Student Assistance) the previous spring quarter, but they can file for aid at any time during the year. The form can be found and filed online at: <http://www.fafsa.ed.gov/index.htm>. Notification of loan eligibility for fall usually occurs in August since students have been usually notified of other funding by that time. Most financial aid awarded by the Graduate Division or department is considered a financial resource when determining loan eligibility. Loan adjustments may occur during the year if a student receives additional teaching or research assistantships, or fellowships.

For purposes of determining the amount of aid eligibility, Financial Aid takes into consideration all fee remission offsets associated TA/TF/Associate In positions and GSRships, all loans, all fellowships regardless of type (Regents, Chancellors, Cota-Robles, Tuition, Inter-Campus Fee Offset Grant (ICFOG), Graduate Opportunity Fellowship (GOF), Mentorship, etc.), and all external awards (Ford, NSF, NASA, GAANN, etc.) administered by UCSC. The TA or GSR salaries are not taken into account since those are earnings, not financial aid.

As of July 1, 2012, **subsidized loans** are no longer available to graduate students. These loans were previously available to students who demonstrated financial need and were interest-free while the student was enrolled.

Graduate students do not have to demonstrate need to apply for **unsubsidized loans**; interest accrues on unsubsidized loans during enrollment. For more information, see: <http://financialaid.ucsc.edu/types-eligibility/loans/federal-direct-student-loans.html>

Graduate students who are U.S. citizens or permanent residents may be eligible to borrow through the **Federal Grad PLUS Loan** program – these are long term loans borrowed directly from the federal government. Students may borrow up to the full cost of

attendance as defined by the UCSC Financial Aid Office less any financial assistance the student receives. Interest (6.41% fixed rate) accrues while the student is enrolled. Principal and/or interest payments may be deferred until after the student is not enrolled or is enrolled less than half-time. The current processing fee is 4.288% and is deducted from each disbursement. For information about the Federal Grad PLUS Loan application process, see: <http://financialaid.ucsc.edu/types-eligibility/loans/grad-plus.html>.

Additionally, **Short Term Loans** – usually less than \$500 – are available from Financial Aid for students experiencing temporary financial difficulties, and normally must be repaid within 30 days. There is a maximum of two such loans per academic year. Short Term Loans may be used to pay for off-campus housing, or other living, transportation, or book expenses directly related to your education. They *cannot* be used to pay registration fees, on-campus housing (including Family Student Housing), personal debt, credit card debt, or car payments. For application and more information, see: <http://financialaid.ucsc.edu/types-eligibility/loans/short-term-loan.html>

IMPORTANT: The Financial Aid Office may place a temporary hold on aid if a student exceeds normative time. For more information, see the graduate handbook Section III. Advising and Academic Progress – Appeal for Extension of Financial Aid Eligibility.

Summer is the trailer to the academic year (fall, winter and spring) for aid purposes. Students who completed a FAFSA application during the academic year do not need to submit another FAFSA to apply for summer financial aid. After the FAFSA, there is no additional application to apply for summer financial aid. Once students are enrolled in at least 5 units for summer session, the Financial Aid and Scholarship Office will automatically process graduate students for Federal Direct Loans. The loans will be dependent on annual loan limits and the summer budget as calculated by the Financial Aid and Scholarship Office, less other aid and resources that the student receives. (You *do* need to be enrolled to receive financial aid. Summer Enrollment is covered in Section A of this supplement.)

TAXES

Students should be aware of the tax implications of payments they receive. Each spring the Graduate Student Association holds tax seminars with a professional tax consultant. <https://gsa.ucsc.edu/node/11>

Fellowships

Any portion of your fellowship that does not apply directly to your fees or tuition is considered taxable income and must be reported to the I.R.S. Currently the University does not withhold any taxes from your fellowship. However you still may have a tax liability on any portion of your fellowship that does not apply directly to your fees or tuition. So even though taxes are not taken out up front, fellowships are *taxable*, or *subject to taxes*.

Student Business Services is the office that contracts with the Tax Credit Reporting Service. This service sends out the 1098-T form at the end of January to the permanent address. Students may call Tax Credit Reporting Service about the form at 1-877-467-3821 or refer to the following website: <http://www.1098-t.com/>. Students can also access their form via this website.

Employment

All employees receive a W2 Wage and Tax Statement that reports their payroll system payments and withholding taxes for the tax year by the end of January of the following year.

1099 Form

The 1099 form reports the amount of non-employee payments other than wages. The form is mailed out at the end of January from Accounts Payable to the student's permanent address (as listed in Banner). Students may call 459-4797 if they have questions or need more information.

END OF SECTION C

D. CAMPUS POLICIES

Principles of Community

The overarching campus policy is its *Principles of Community*. The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness, and expects that every campus member will practice these principles.

<http://www.ucsc.edu/about/principles-community.html>

Conduct and Community Standards

The Conduct and Community Standards Office is responsible for the overall coordination of the student conduct process and policies on campus. This office is also responsible for maintaining the Student Policies and Regulations Handbook

<http://deanofstudents.ucsc.edu/student-conduct/student-handbook.html>

Non-Discrimination Statement

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics) ancestry, marital status, age, citizenship, sexual orientation, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994. The nondiscrimination policy covers employment, admission, access, and treatment in University programs and activities and employment.

University policy also prohibits retaliation for bringing a complaint of discrimination or participating in a complaint process or investigation pursuant to this policy.

If you believe you have been discriminated or harassed on the basis of any of these categories, contact the **Office for Diversity, Equity, and Inclusion** (formerly Equal Employment Opportunity/Affirmative Action Office).

Request a Consultation: <http://diversity.ucsc.edu/eo-aa/eo/consultation.html>

Staff Directory: <http://diversity.ucsc.edu/about/staff.php>

Sexual Harassment

As defined in UC policy: “Generally sexual harassment is unwelcome and/or invited conduct that is directed at you because of your sex (female or male), that you have to put up with to keep your job, your academic status, or any benefit or opportunity and/or that is so severe or pervasive that it creates a hostile working, academic or living environment.” Sexual harassment may be distinguished from sexist attitudes in that sexual harassment is both sexual in content and behavioral, rather than attitudinal.

UCSC employs full-time director whose job is to be available to students, faculty, and staff, as a resource on sex discrimination and sexual harassment issues, to investigate and resolve reports or complaints, and to educate the campus community in these areas.

Contact: **Tracey Tsugawa**, Title IX Officer and Director, Harassment & Discriminator Prevention & Investigative Unit
 ttsugawa@ucsc.edu, 459-2462 (office)

Academic Integrity for Graduate Students

Academic misconduct includes but is not limited to cheating, plagiarism, fabrication, falsification, research fraud, or facilitating academic dishonesty or as further specified in campus policies and regulations, including the Campus Policy on Research Integrity.

To view the campus policy on Academic Integrity for Graduate Students, including the process for handling such cases and the process for a student appeal, see: <http://www.ucsc.edu/academics/academic-integrity/graduate-students/index.html>

The Department and Graduate Division take these cases seriously. If a situation is not resolved between the instructor and student, or between the Department and student, the Department will forward the case and its recommendation for action to the Graduate Dean who will review the case and forward it to the Academic Tribunal (three standing members of the Graduate Council and one of the current GSA representatives on the council). The decision of the Tribunal with respect to verdict and disciplinary sanctions is final. An appeal to the Chancellor, or Chancellor’s designee, will be considered only for alleged use of improper criteria as well as for procedural violations.

Privacy of Records (FERPA)

The disclosure of certain information from student records is generally governed by the federal Family Educational Rights and Privacy Act (FERPA) of 1974 (and subsequent amendments). These policies are not applicable to other records that are maintained for purposes unrelated to a student's status as a student. The disclosure of information from student records is governed by the

state of *California Information Practices Act*. If you have any questions about the implications of the release/non-release of public information, contact the Office of the Registrar, <http://reg.ucsc.edu>, 459-4412.

- For an overview of the UCSC policy on the privacy of student records, see: http://reg.ucsc.edu/guidelines_qr.htm.
- Printable Quick Guide: http://registrar.ucsc.edu/records/privacy/disclosure_qr.pdf
- FERPA for Faculty (including TAs and Readers):** <http://registrar.ucsc.edu/records/privacy/FERPA-for-faculty.pdf>

For continuing students, the following information is considered public information and may be disclosed unless the student has requested it be withheld: name; mailing address; email address; local phone; college; major; dates of attendance; class level; degrees and honors received; number of units in which enrolled; name/weight/height of participants on intercollegiate athletic teams.

To have this information withheld from release, go to the UCSC Directory Restrictions link on the Student Portal. Every single item listed above will be withheld. The response to a request for information for a student with an NRI is “We have no information regarding a person by that name.”

The following are examples of information that are not determined to be public information: grades, GPA, number of credits completed, social security number, student number, anticipated graduation, date of birth, student schedule.

Human Subjects Protocol

If your proposed research will involve human subjects, you must submit a Human Subjects Protocol or a Request for Exemption to the UCSC Institutional Review Board (IRB). The protocol must be reviewed and approved by the UCSC IRB **before** the research begins. Protocols may be submitted via email to the Office of Research Compliance Administration (ORCA): orca@ucsc.edu. You will receive an email confirmation that your application has been received. It usually takes 2-3 weeks to hear back with either an approval notification or questions regarding your application.

THERE ARE NO PROVISIONS FOR RETROACTIVE APPROVAL OF RESEARCH PROTOCOLS. If research begins without UCSC IRB approval, upon discovery of the error, the researcher must stop the research and notify the UCSC IRB immediately. The researcher must then submit a protocol to the UCSC IRB along with a detailed explanation as to why the protocol was not submitted at the appropriate time. If the researcher is a student, a detailed letter from his or her faculty advisor must accompany the materials submitted to the UCSC IRB. NOTE: If the above situation occurs, conducting further research, spending research funds, using data already collected, or filing a thesis may be disallowed.

Failure to comply with these rules may have serious consequences, including the suspension or termination of research, allegations of research misconduct, and personal civil and criminal liability.

- UCSC Human Subject Research Guidelines: <http://officeofresearch.ucsc.edu/orca/irb/irb-forms/misc-forms/guidelines.pdf>
- Institutional Review Board, Human Subjects Research: <http://officeofresearch.ucsc.edu/orca/irb/index.html>
- IRB FAQs: <http://officeofresearch.ucsc.edu/orca/irb/irb-faqs/index.html>
- Recent Policies: <http://officeofresearch.ucsc.edu/orca/irb/Recent%20IRB%20Policies/index.html>

END OF SECTION D