



UC SANTA CRUZ

SOCIOLOGY GRADUATE STUDENT HANDBOOK



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Sociology Graduate Student Handbook

Introduction

Welcome to UCSC's Sociology Department and Ph.D. program! This handbook contains important and helpful information for Sociology graduate students at UC Santa Cruz on program requirements, policies and procedures, and resources and should be used in conjunction with the UC Santa Cruz [Graduate Division Handbook](#). Students are expected to be familiar with and follow these policies. We hope this handbook answers your questions about the program and is a useful resource. If you need clarification about any aspect of the program, please ask your academic advisor or the Graduate Program Coordinator. We wish you a stimulating and fruitful graduate experience and career!

The [Sociology graduate program](#) is administered by the Graduate Director, Graduate Education Committee, and Graduate Program Coordinator. In addition, the [Graduate Division](#) administers all graduate programs at the university level.

Sociology Department Location

The department is housed in the Rachel Carson College Academic Building. Faculty offices are on the 2nd and 3rd floors, staff members' offices are on the 1st and 2nd floors, and graduate student offices are dispersed across all three floors of the building. [Directions](#) and [department contact information](#) can be found on the website.

Department Contacts, Mentorship & Guidance

For graduate students, the Graduate Program Coordinator is the main point of contact on administrative or general issues. Students may be referred to contact [department leadership](#), [staff](#), [faculty](#), etc. as needed. If students have questions but don't know who to ask, ask the Graduate Coordinator. **The Graduate Coordinator is available to help students with general program and administrative questions about processes and procedures. The department and students also maintain a [Google Shared drive](#) with resources and helpful information, recordings of select workshops and templates.**

In addition, students have a primary faculty advisor and/or a secondary faculty advisor when they enter the program. The faculty advisor is the student's main point of contact for discussing research, progress through the program, and academic questions or concerns and should help guide the student's [Individual Development Plan](#). Students are assigned one or two advisors upon admission into the program according to fit depending on the advisor and student's research areas. The Graduate Division maintains a webpage on [effective mentoring](#), referring to their [guidelines](#) and [suggestions](#).

Faculty advisor(s) typically:

- Advises about program requirements and preparation for conducting research based on your interests.
- Supervise the MA paper.
- Advises on the Qualifying Examination Committee selection and serve on the committee.
- Monitor the student's progress (through [End of Year reports](#) and the maintenance of an [Individual Development Plan](#)) in the program and consults with the Graduate Program Coordinator and Graduate Director in the event of problems or concerns.
- Report on the student's academic progress at the faculty end-of-year meeting.

- Serve on the Dissertation Reading Committee.
- Write references.
- Act as mentors.

Sometimes an advisor relationship doesn't work or areas of interest shift and narrow, even go off campus. To change advisors, gain approval from the Graduate Director, current faculty advisor, and future faculty advisor. When making the change, notify the Graduate Program Coordinator at socyga@ucsc.edu.

The faculty Graduate Director is the point of contact for more complex questions about the program, progress, and other issues* that students wish to raise with someone other than their faculty advisor. The Graduate Director chairs the Graduate Education Committee and is responsible for overall conduct of the graduate program. The Graduate Director regularly meets with students as a group during the 7th week of each term to discuss the program and any other concerns. The Graduate Director's approval is required on most petitions, waivers, and special requests. Typically if students have questions or concerns, they will raise it first with the program coordinator, faculty advisor and/or the program director before approaching the department chair.

***Students are welcome to meet with the director if they need advice on any serious or sensitive matters that they wish to discuss with someone other than their faculty advisor(s).**

Graduate Education Committee (GEC)

The Graduate Education Committee is composed of Sociology faculty who are appointed annually (renewable) to serve on the committee, along with the Graduate Director as chair. The GEC meets regularly to discuss program policy, admissions/funding/award decisions, and passes along important matters to Sociology faculty.

This committee's primary charge is to function as the review committee during the graduate application and admissions season (fall/winter), and during awards season (spring). The GEC also works on the graduate curriculum of the department including building new teaching and learning opportunities and reviewing and developing the existing curriculum. The committee meets at least once per academic term. To review and discuss applications, they will have a series of four meetings in winter term.

Department Guidelines

The Sociology Department has its own guidelines, but they adhere to University policy. This Sociology Graduate Student Handbook details department guidelines.

University Guidelines

Graduate Division administers all graduate programs on the UCSC campus. Students should familiarize themselves with university procedures and protocol as detailed in the Graduate Division student handbook at <http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>.

Student Responsibilities

It is ultimately the student's responsibility to follow university policies and procedures. Additionally, it is ultimately the student's responsibility to complete the necessary steps to complete degree requirements in a timely fashion.

Communication

Students will receive departmental communication to their UCSC email address only. Students will be subscribed to the Sociology graduate student email list, which is used to share departmental news and important announcements. It is the student's responsibility to check their UCSC email on a regular basis.

Forms and signatures

Graduate Division forms and departmental forms do not require physical signatures.

Submit forms to the Sociology Graduate Program Coordinator (GPC) by email at socyga@ucsc.edu, or drop them off at Rachel Carson College Room 220, at least five days before the official deadlines. *Students are responsible for obtaining faculty advisors' approvals.* Faculty may email their approval to socyga@ucsc.edu in lieu of a physical signature. The GPC will forward forms, as necessary, for additional approvals.

As of 2023, the dissertation title page can now also be signed by the faculty committee via DocuSign.

Turnaround policy for written work

Faculty should be given up to four weeks to read, comment on, and suggest revisions to student's written work.

Resolution Procedure

Students with issues with faculty should first attempt to resolve the issue with the faculty member directly. If the student feels the issue is not properly resolved or addressed, the issue should be forwarded to the Graduate Director. The Graduate Program Coordinator is also available to support students during this process.

Program Outline

Program Description

The Sociology Graduate Program at UC Santa Cruz leads to both academic and non-academic careers. It distinguishes itself by its interdisciplinary nature. The program is designed to educate students in sociological theory and methods and in the discipline's major substantive areas while simultaneously exposing students to other arenas of intellectual inquiry that will aid them as they pursue their research questions and interests. After completing a group of required courses, students work with individual faculty members to design their own course of study. The program leads to a Ph.D. in Sociology. Students can apply for an M.A. in Sociology en route to the doctorate, but a master's program per se is not available.

Enrollment & Satisfactory Academic Progress

Overview

Students are in good academic standing so long as the Sociology Department determines that the student is making satisfactory progress towards the degree. The department reviews the academic progress of each student annually during the end of year review. More information and a guide on [End of Year Reports](#) is below. If the department deems a student's progress to be unsatisfactory, they may be placed on probation. The

factors that are considered when evaluating student progress includes, but is not limited to: meeting enrollment requirements, completing courses with satisfactory grades, and making progress within normative time.

The Graduate Division policies on academic standards can be found at

<http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/section-nine.html#9>.

Enrollment requirements

Full-time non-ABD* students must be enrolled in a minimum of two graduate seminars per quarter (which equals 10 credits per quarter), and pass at least five 5 courses (equivalent to 25 credits) during the academic year. Full-time ABD students must take a minimum of 5 credits per quarter, and pass at least three courses during the academic year. Incompletes, withdrawals, repetitions, and noncredit courses do not count towards this cap. Refer to [Appendix A](#) for more information on enrollment.

*ABD, “all but dissertation,” refers to students who have passed their qualifying exam, submitted a completed dissertation committee form, and thereby advanced to candidacy. A student is non-ABD if they haven’t yet advanced to candidacy.

Residency

The minimum residency requirement for a Ph.D. degree at UCSC is six quarters. To receive a degree from UCSC, you must be registered at the Santa Cruz campus for at least three of the six quarters. A minimum of one quarter in residence is required between advancement to candidacy and the awarding of the degree.

Grades

The default grading option is Satisfactory/Unsatisfactory (S or U). Students will receive a letter grade only if they choose the letter grade option during registration. Changes can be made to the grading option until the “Grade Option” deadline. Most sociology graduate students opt for the S/U grading default, and the use of the non-graded option is common in the Social Sciences and Humanities. “S” is a satisfactory grade, “U” is unsatisfactory. If students choose the graded option, a satisfactory grade is a B- or higher, and a C+ or lower is unsatisfactory. Satisfactory grades are required for the credits to be used towards satisfying course requirements. Learn more about the [letter grade option in the Graduate Division Handbook](#).

Incomplete (I) grades

The Sociology Department strongly discourages issuing Incomplete (I) grades in graduate courses, and recommends students not take I grades in outside courses. However, it may be appropriate for some cases, such as in serious medical and personal emergencies.

An Incomplete grade may be assigned for work that is of satisfactory quality but is incomplete. To receive an I, however, you must make arrangements with your instructor prior to the end of the quarter. It is important that you discuss the situation with your instructor as soon as it becomes apparent that you will be unable to finish the course work as it may become too late to arrange for an Incomplete, resulting in an Unsatisfactory or Fail notation on your record.

If you receive an incomplete you must take steps to remove it within one year from the time the Grade I was received unless the instructor or department specifies an earlier date. You need not be registered the quarter you file the petition to remove the incomplete. If you fail to remove the Incomplete grade within one year, the “I” will be entered officially and permanently as a Fail or Unsatisfactory depending on the grading option you selected.

Veterans and veteran dependents should note that failure to remove an incomplete may result in overpayment of VA benefits.

To remove an incomplete grade:

1. Obtain a Petition for Removal of Incomplete form at the Office of the Registrar. Complete and sign the top portion of the form. By signing the petition you agree to have the \$10 non-refundable filing fee assessed to your UCSC account.
2. Submit the petition to your Instructor. Course work must be completed and submitted to your instructor by the end of the third quarter from which the incomplete was received (excluding summer session). Your instructor may set an earlier deadline for submission of work.
3. The instructor will complete the bottom portion of the form and forward it to the department or agency that sponsored the course for signature. The department will then submit the completed form to the Office of the Registrar.
4. Under extenuating circumstances, you may be granted a one quarter extension to make up the incomplete with instructor and department chair approval.

Consequences of an Incomplete grade:

1. The current status of Incompletes will be a factor in reviewing a student's progress at the end of the year, and a favorable review and recommendation by the faculty for continuing in the program will be conditional upon the timely completion of all outstanding coursework.
2. A student cannot advance to candidacy or receive a degree with an Incomplete on their record.
3. If a student shows a pattern of receiving Incompletes and/or fails to resolve one or more, they may be put on probation and will likely receive lower priority for TAs.

A student may not repeat a course in which an Incomplete was received, except after approval of a petition by the Graduate Council. The student is entitled to replace the I grade by a passing grade and to receive credit provided he or she completes the work of the course by the end of the third quarter following that in which the grade I was received, unless the instructor or department specifies an earlier date.

Narrative evaluations

As of Fall 2011, graduate narrative evaluations became instructor-optional. At the end of the quarter, each instructor teaching a course shall have the option to prepare a written evaluation for any student taking the course for credit. If a student requests transcripts be sent outside the institution, only courses and grades are sent unless the request is made to include narrative evaluations, in which case the Registrar must send all evaluations.

Normative timeline

Years 1 - 2	Years 3 - 4	Years 5 - 7
Master's Requirements	Advancing to Candidacy	Dissertation

The normative timeline outlines the progress students are expected to make as they move through the PhD program. **Utilize the [Individual Development Plan and Checklists](#) to help structure your time.**

Years 1 & 2: Complete Master's requirements

Years 3 & 4: Complete requirements and advance to candidacy

Years 5 - 7: Conduct research, write, and submit dissertation

If you do not advance to candidacy by the beginning of your 5th year of study, you will be required to submit a petition to the Graduate Division to extend your financial aid eligibility until you advance to candidacy. Students will be notified that they will need to submit a brief explanation of why they are beyond normative time, and a plan for advancing to candidacy. For further policy information, refer to [Financial Aid Satisfactory Academic Progress Policy for Graduate Students](#).

After advancing to candidacy, students are expected to complete the PhD within three years.

End of year review and reports

Faculty conduct an annual review of student's academic progress each spring quarter.

To facilitate the discussion, students submit an end of year report around April of each year. The report summarizes the student's work during the year, including accomplishments and future goals. The report is sent to the student's advisor(s), the Graduate Director, and Graduate Coordinator.

At the faculty meeting, particular attention is paid to the progress that first- and second-year students are making towards meeting their Master's degree requirements. At the end of the sixth quarter of a student's residence (normally spring quarter of their second year) faculty determine whether the student:

- A. may proceed to work toward the Ph.D., and specifically the Ph.D. oral qualifying exam;
- B. may work to obtain a terminal M.A. but not a Ph.D. in Sociology at UCSC;
- C. will be recommended for probation, with express goals that must be met by a specific time; or
- D. will be 'disqualified' or 'discontinued' from the program at the end of the quarter.

Third- and fourth year students are evaluated with respect to preparing for and passing the qualifying exam.

For ABD students, the discussion centers on their dissertation progress.

In the most serious cases of poor academic progress for any student, faculty may decide as a body to recommend probation or termination from the program.

The content of the faculty discussion will be communicated in letters written by the Graduate Director and sent to each student during the summer. Copies of your self-evaluation and the graduate director's letter are kept in your academic file. These form the basis for decisions about continued financial support, academic probation and/or dismissal, extensions of financial aid eligibility, and other matters.

For a list of information that students are required to include in the report, refer to the [End of Year template](#).

Probation

A graduate student is considered to be in good standing so long as the student's department determines that the student is making satisfactory progress toward the Ph.D. The Sociology Department reviews the academic progress of each student annually. If the department deems a student's work unsatisfactory, the student may be placed on probation until their progress is satisfactory. The probation is for a maximum of one academic year.

While on probation, the student will be eligible for institutional, state, and federal need-based assistance for up to one academic year. However, students on probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC. These appointments include Teaching Assistant, Teaching Fellow, and Graduate Student Researcher positions.

The department takes recommendations for probation or disqualification very seriously. The determination is made when a student's cumulative record and performance are determined to justify this recommendation. The recommendation is sent to Graduate Division, where it is reviewed by the Graduate Dean. If the Graduate Dean upholds the department's recommendation, the student will be placed on probation or will be disqualified from the program.

Appealing Academic Judgements

Students may [appeal academic judgments through an appeals process](#), which is detailed in the Graduate Division Handbook. Academic judgments include academic standing, dismissal from graduate standing, placement on probationary status, narrative evaluation or grade notation, and academic progress.

Registering for classes

The Registrar's office details all [enrollment information](#) on their website.

The Graduate Division details [fees and registration protocol](#) on their website.

Enroll in at least 5 credits by the "Graduate student enrollment and fee payment deadline" listed in the [campus academic and administrative calendar](#). This will ensure that your financial aid will disburse on the "Financial aid disbursed to accounts date". Otherwise, the financial aid may be delayed, and students will be assessed a \$50 late fee.

Enrollment must be completed by the "Minimum credit limit enforced" date listed on the academic calendar. The last date students can change your class registration is by the "add/drop/swap classes ends" date. If for some reason a student misses the "add/drop/swap classes ends" deadline, students can still change their registration by petition. The petition requires instructor approval. Add by petition is typically for independent study credits, not for regular classes.

Enrolling in Independent Study (297) or Thesis Research (299) credits

Fill out the [Socy 297/299 form](#) to enroll. Submit the form to the Graduate Coordinator at socyga@ucsc.edu. Forward any faculty approvals to the Graduate Program Coordinator. Once approved, the course ID number will be emailed to the student.

Five credits of independent study or thesis research typically equates to 10-15 hours per week of independent work and a one-hour meeting with the faculty sponsor.

Socy 297: Independent Study provides instruction in topics and areas otherwise not available in regularly scheduled courses. Students work under the close supervision of a Sociology faculty member to study a particular topic in depth or to work on their master's paper, field statements, dissertation proposal, or dissertation. Each independent study should have a clear purpose and further your academic progress. Independent study is typically taken for five credits. If a student wants to enroll in ten credits with the same faculty member, the student will need to receive approval from the Graduate Director. Typically independent

studies do not count in lieu of required courses, but under individual circumstances, the Graduate Director may make an exception.

Socy 299: Thesis Research is for ABD students. Students typically enroll in 299 with their dissertation committee chair for supervised dissertation writing.

Enrolling in upper-division undergraduate courses

An upper-division course may be substituted for a graduate seminar with approval from the Graduate Director. These substitutions require a suitably modified upper division graduate course. Typically, students will audit the course and enroll in an independent study with the faculty member. This upper-division course can be used to fulfill an elective option.

Independent studies credits towards elective credits

Typically, independent studies courses do not count towards electives. To petition for an independent study to be used towards an elective requirement, students must seek approval from the Graduate Director.

Part-time enrollment

Students must submit the [Application for part-time status](#) to be considered for part-time enrollment. Part-time status is only granted if the department determines that the program can accommodate part-time students, and the student will need clear justification for part-time status. Refer to [Graduate Division's protocol on part-time enrollment](#).

In absentia

Students must submit the [In absentia application](#) to be considered for in absentia status. In absentia is used by students whose research or study requires they remain outside of California for an entire quarter. Students enrolled in absentia pay a reduced cost. The campus fees are waived. Refer to [Graduate Division's protocol on in absentia](#).

Leave of Absence

Students must submit the [Leave of Absence request](#) to be considered for leave of absence status. Leave of absences longer than 1 quarter may require the student to re-submit the Statement of Legal Residence form and will be reclassified as resident or nonresident. Students on a leave are not considered to be enrolled students. Refer to [Graduate Division's protocol on leave of absence](#).

Filing fee status

Students must submit a [Filing Fee Status application](#) to be considered for filing fee status. Students may apply to use the Filing Fee status the quarter they wish to submit their thesis or dissertation to fulfill the requirements for the award of the masters or doctoral degree. This status is used in lieu of registration to maintain the relationship between the student and the University for the express purpose of filing the thesis or dissertation. In order to be eligible for filing fee, a student must have been either on an approved leave of absence or registered in the previous quarter.

In addition, the Dissertation Reading Committee must sign off that they have reviewed the dissertation in its entirety, that there are only minor revisions left to be done, and agree that the student is ready to schedule their dissertation defense. To be eligible in this timeline, students must submit a final draft of their dissertation to

their committee members no later than the 7th week in the quarter prior to the filing fee quarter. Refer to [Graduate Division's protocol on filing fee status](#).

Readmission for purposes of finishing the PhD

Students will be evaluated by the Sociology Department to determine their eligibility for readmission according to Graduate Division protocol on readmission. Refer to [Graduate Division's protocol on readmission](#).

Auditing

Students may audit a regular course with the permission of the instructor. Auditors are not enrolled in the course, and so typically do not write papers or take exams. The instructor is not obligated to devote time reading your work. Students will not receive a grade or credits for auditing courses. You are not eligible to audit classes if you are on a leave of absence, withdrawn from the university, or have been disqualified for academic or disciplinary reasons.

Tuition and funding

The university does not charge per unit, students are billed at full time status no matter how many units they enroll in. Part-time students are billed as such, the maximum units allowed for part time status is 8 credits.

Students' admissions offer letter details your fellowship, tuition, and non-resident tuition remission information. Admissions offers are made based on fees estimated for the coming year. Once tuition amounts are confirmed, student's tuition remission and fee remission amounts are adjusted accordingly.

Health Insurance

All enrolled students must be covered by the [university health insurance](#). Regents' and Cota-Robles fellowships include health insurance as part of the tuition remission. TAs and GSIs also come with health insurance. A [health insurance waiver](#) may be obtained from the Health Center website and submitted for alternate coverage. The quarterly deadlines to apply for waivers are strict. Students will be notified by the university about the deadline to submit a health insurance waiver. [Billing information](#) can be found on the Health Center's website.

Program Specifics

PhD Requirements

Refer to the department website for [program requirements](#).

Course and Master's paper Waivers

Students who have taken a graduate course that is substantially equivalent to a UCSC Sociology course requirement may petition for a course waiver by submitting the [Course Waiver Form](#). Attach the course syllabus to the form. Note that a waiver does not reduce the number of units you must take in any quarter.

Electives are typically not waived, but students entering with an MA may petition for one elective course waiver if the course in question is related to their current research.

The master's paper requirement may be waived by a previous master's paper. The approval process is the same as for an MA paper written in the program. It must be approved by two faculty members. Occasionally the paper is accepted as-is, but typically, previous MA papers are approved after revisions with feedback from the student's faculty advisor. Waiver determinations are made after an applicant has accepted the admission offer.

Note: A student who was enrolled in the spring quarter does not need to enroll in the 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. Check with the Graduate Program Coordinator for details.

Office assignments

Graduate students are assigned office space in Rachel Carson College. Offices are reviewed and assigned annually. Students are expected to maintain cleanliness of their offices during the year, and to clean it out thoroughly before moving out of their offices. Shared office space should not be used to hold TA/student meetings.

Campus Housed Data Storage

The Social Sciences Division provides each student a SOCY-files account that allows you to backup important data from the lab computer to a secure server and to access documents from several locations/computers. Students can connect to the server from on or off campus with a PC or MAC. For more information refer to the [Social Sciences ITS website for xFiles](#).

Grad Computer Lab

The grad lab is located on the 1st floor in Rachel Carson College Room 134, and is open to all Sociology graduate students. The Lab offers computers, printers, scanners and graduate student mailboxes. All computers are Apple/Macintosh that have Word, Excel, Powerpoint, and Adobe Reader.

The printer and copier are stocked with paper; extra reams are also kept in the grad lab, and will be replenished by staff as the supply runs low. The copier is available on an unlimited basis for any copying needed for your own academic work. No copy code is required for this copy machine.

Business Cards

Students who advance to candidacy may request a set of business cards at no charge. Contact the Graduate Program Coordinator to place an order.

Email and Google Suite

[Slug G Suite](#) allows UC Santa Cruz students to keep their [UCSC Google Apps](#) services after they leave our campus. This includes access to their @ucsc.edu email account, Google Drive, Calendar, Groups, and Sites.

Keys

Students will receive keys to office space, graduate computer lab, and the Rachel Carson College academic building. These keys should be returned to the department upon request, or if you withdraw, take an extended leave of absence, or graduate. Office keys are keyed separately, so new keys will be issued once old keys are returned. Barbara Laurence is responsible for all keys.

Room reservations

Contact the Graduate Program Coordinator if you'd like to reserve Rachel Carson College Room 201, 207, or 301 for a program-related need.

Mail/mailboxes

Mail is delivered to Sociology each morning Monday through Thursday (usually between 10-11am); there is no mail service on Friday. The mailstop is: Rachel Carson College Faculty Services. A staff person will put mail that arrives for graduate students into their mailboxes in the grad lab.

Any student on a three-quarter leave will not be assigned a box, due to space limitations; however, students on leaves of shorter duration may have boxes. Mail service is reserved for official University business only. Personal mail or packages are not considered official business and should be sent to your home address, not c/o the department.

A student who has a Sociology Teaching Fellow appointment will usually have an additional temporary mailbox in Faculty Services during their teaching quarter. Be sure to check both boxes.

If you need to send mail to another campus unit, use the red intercampus mailbag (mid-morning pickup) in Faculty Services. There is usually a supply of reusable manila inter-department envelopes in Faculty Services.

The blue bag is for outgoing U.S. mail for university business. For personal stamped mail, use the U.S. mailbox outside the building adjacent to Faculty Services or near Bay Tree Plaza (near the Bay Tree Bookstore). Students can send out letters and packages, and by postage. Mail is picked up daily Monday through Friday at 1pm. More information is provided by [Campus Mail Services](#).

For official mail sent to campus, the address is:

YOUR NAME
University of California Santa Cruz
Rachel Carson College Faculty Services (Sociology Department)
1156 High Street
Santa Cruz, CA 95064

TA copy machine access

The equipment in faculty services is restricted to use that supports instruction, and so is limited to graduate students for Teaching Assistant or Teaching Fellow related work. Your copier access will be arranged with your appointment.

Paper shredding

There is a paper shredding bin in Rachel Carson College Room 226 and 235. Student papers and materials with student IDs should be shredded, not recycled. For more information, read the [FAQ for Faculty and Staff: Privacy of Student Records](#).

Term stickers

Students receive a term sticker on their student IDs at the beginning of each term from the Graduate Program Coordinator. Stickers are only given to students who have enrolled and paid for the minimum required number of credits with no financial holds on their account. The stickers allow students to enter the library, ride the bus, etc.

Graduate student representation on committees and at faculty meetings

A call will be sent to students shortly before fall quarter for student representatives on committees and at faculty meetings. This is an opportunity for students to report back to students on the proceedings, and to raise student questions or concerns to the entire faculty. In addition, students may send reps to the Graduate Education Committee and Colloquium and Workshop series meetings. Student reps are invited to non-confidential meetings only. Confidential meetings include academic personnel reviews and admissions/award discussions.

In addition, at least one student typically participates on new faculty hire search committees. Student input is also collected for the self-study phase of an external review. An archive of self-studies is available upon request.

Campus & Sociology Website Directories

Students have access to, and are encouraged to, maintain their campus directory profiles at <http://campusdirectory.ucsc.edu/>. Student profiles feed to the department website and make up the webpage directory of [sociology graduate students](#). Students on certain status' do not appear in the campus directory, and therefore will not appear on the department website.

From your campus directory profile: choose "Social Sciences Division" under Division, and "Sociology Department" under "Department/College/Unit". Include any other information about your interests and research so others can find you.

Sociology Colloquia Series

The department offers a colloquium series to enhance scholarship, practice, and collegial networks. The series ranges from invited guests and alumni to conversations between faculty moderated by graduate students, to professionalization workshops for graduate students and [MixTapes Sessions](#). The overarching goal of the colloquia series is to build intellectual engagement and community in our department for faculty and graduate students. [Learn more about the colloquia series](#), and listen to the MixTapes Sessions Playlist on [Spotify](#) or [YouTube](#). To suggest a topic, workshop, or speaker, contact the Graduate Program Coordinator and Department Assistant.

Sociology Events

The department hosts several all-department events throughout the year, including:

- Fall reception (introducing new graduate students)
- Winter Prospective Student visit
- Spring End of year department party

The department also aims to host a few social gatherings a year, at least once per term. Additionally, graduate students are encouraged to gather and build community among cohorts. The department allocates funds per term that contributes towards food and non-alcoholic beverages. This is often a potluck at a students' dwelling.

Student / Faculty Research Opportunities

Students are highly encouraged to participate in faculty and student led research projects. For specific information on faculty and division [working groups, research clusters and centers](#) the department contributes to, visit the website. For additional funding opportunities and support refer to Appendix E.

Funding, Awards, Fellowships

For Financial Aid information, refer to the [Graduate Division's website on financial support](#).

GSA Travel Grant Program

Sociology's Research and Travel award application is entirely separate from the Graduate Student Association (GSA) Travel Grant Program. GSA grants can be useful since they fund some expenses (for example, hotels) that our awards do not, and they can cover travel within the past two academic years. In general, the process and requirements to apply for GSA travel grants are more rigorous. Consider using this resource to cover expenses not covered by a Sociology Research and Travel award.

Appendix

A. Student Status: Enrollment, International Students, Fees, Petitions

Student Status

Full-Time Status

A full-time graduate student is one who is enrolled in [a minimum of ten units and a maximum of 19 units](#) of coursework.

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. All petitions for part-time status must be approved by the Graduate Dean.

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 Student Services Fee, one-half the 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% time.

A student approved for part-time status will remain in that status until:

- A. they no longer meets the criteria for part-time status, or
- B. they petitions for full-time status, or
- C. their department withdraws its general approval of part-time study.

TO APPLY FOR PART-TIME STATUS: 1) [Complete and sign the form](#). 2) Get the signature of the faculty advisor. 3) Submit the form to the Graduate Program Coordinator at least three business days before the deadline.

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 a 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 the Graduate Division. Once you return to full-time status, you will remain full-time unless/until you reapply for part-time. You do not automatically revert to part-time after completing the quarter's employment.

Designated Emphasis

Graduate students in sociology may obtain a Designated Emphasis indicating they have specialized in a specific field in an external department in addition to their sociology program requirements. To pursue a DE, contact that department's graduate coordinator. Typical requirements range from having a designated advisor from the external department that serves on your Qualifying Exam and/or Dissertation Reading Committee, required coursework, to a written component. Students typically begin work towards a DE after completing the majority of their Master's requirements, in their second year of study.

Many graduate programs offer Designated Emphases, including the following:

[Anthropology](#)
[Critical Race & Ethnic Studies](#)
[Environmental Studies](#)
[Feminist Studies](#)
[History of Art and Visual Culture / Visual Studies](#)
[History of Consciousness](#)
[Latin American & Latino Studies](#)
[Philosophy](#)
[Politics](#)

For a full list of academic programs offered at UCSC, including those with [PhD programs and Designated Emphases](#), refer to the Admissions website.

In-Absentia Status

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 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 email or review of written work);
- must involve no significant studying or in-person collaboration with UC faculty to ensure 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 the signature of the faculty advisor. 3) Submit the form to the Graduate Program Coordinator by the deadline. Final approval rests with the Graduate Dean.

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 to apply for filing fee status; the fee will be billed to your portal account.

Enrollment

Deadlines & Exceptions

Students are responsible for meeting enrollment deadlines as shown on the [Registrar's Academic and Administrative Calendar](#).

After the Add/Drop/Swap deadline graduate students may add a course through the [Add By Petition process](#). 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. The [process to withdraw](#) completely for the quarter or program involves the Registrar, refer to [Administrative Withdrawal](#) under Petitions.

The Department requests enrollment exceptions on behalf of graduate students. 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. 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 a) process the enrollment transactions in AIS and b) assess applicable \$10 late enrollment fees to the student account.

CURRENT QUARTER: 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 Program Coordinator 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 a) process the enrollment transactions in AIS, and b) assess applicable \$10 late enrollment fees to the student account, and c) 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 Program Coordinator 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 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 a) process the enrollment transactions in AIS, and b) assess applicable \$10 late enrollment fees to the student account, and c) The Registrar's Office will send any necessary grading forms to the department for completion.

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. Note: 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.

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: (1) complete the [Petition for Graduate Individual Studies](#); (2) ask the faculty sponsor and graduate advisor to sign the form; (3) submit it to 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 announcement. Summer Session will set up the course and process your enrollment. 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.* Students who receive summer loan payments through the Financial Aid Office must be enrolled during summer.

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. Ideal candidates for the Intercampus Exchange Program are highly qualified master's or doctoral students who wish to work on a third or fourth field, or conduct specialized research at another UC campus. 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. Because of the

coordination and signatures required, [application forms](#) 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. More information can be found on [Graduate Division's website](#).

Graduate students at other universities interested in studying topics that intersect with science, justice, technology, health, and medicine at UCSC should be referred to the [Science & Justice Research Center's Visiting Scholar Program](#).

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 Program Coordinator 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.

International Students

International Scholar & Student Services (ISSS) provides information and guidance on the regulations and laws required to remain in the U.S. legally. Mandatory SEVIS registration, employment, travel authorization, transfers and counseling related to adjusting to academia and life in Santa Cruz are just a few of the services provided. Please visit the [ISSS website](#) for additional information.

Establishing CA Residency for Fee and Tuition Purposes

On behalf of United States citizens who are non-CA residents, the department pays the first-year supplemental non-resident tuition (NRT) expenses. Students are expected to establish residency during their first year. This is the student's sole responsibility. The residency process begins shortly before fall quarter, and you must complete it before the beginning of your second year. Establishing residency takes one full year. Residency determinations and changes are done in the Registrar's Office. Check in with the Registrar's office for all of the rules and instructions.

If you have questions, review <http://registrar.ucsc.edu/fees/residency/> or contact the UCSC Residence Deputy at reg_fees@ucsc.edu.

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. 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, (831) 459-2709

Residency Advisor Joanne Madril, jmadril@ucsc.edu, (831) 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 TAs do not include non-resident tuition.

Fees, Waivers, Accounts, and Billing

For the current year's graduate tuition and fees, refer to: <https://registrar.ucsc.edu/fees/>.

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, refer to: 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), refer to: <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 (FAST).

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 balance 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, refer to [Student Business Services](#).

Note: 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.

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.

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).

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) ([downloadable forms](#), including waiver or voluntary enrollment). 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. Refer to the [Student Health Center](#) for information about insurance.

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

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, 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 non-residential tuition for three calendar years from the time they advance to candidacy.

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). 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.

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."

TO APPLY FOR LEAVE OF ABSENCE: 1) [Complete and sign the form](#). 2) Get the signature of your faculty advisor. 3) Submit the form to the Graduate Program Coordinator at least three business days before the deadline.

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 Program Coordinator.

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 Withdrawal

If you wish to [withdraw from the University](#), fill out the Graduate Student Petition for Withdrawal, available by request from the Graduate Division (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 Program Coordinator 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: Withdrawal 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. For [Financial Aid procedures and implications, refer to the Registrar's Office.](#)

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.

Readmission is not guaranteed. 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. 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 Program Coordinator 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 application fee will be billed to your portal account.
- 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. Submit this form after you hear the status of your re-admission petition.

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 Program Coordinator for the code to enroll in 5 units of Socy-299/Thesis Research with your dissertation chair.
- 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

Refer to the [Graduate Division Graduate Handbook](#) (Section X.D) on the guidelines and procedure to transfer between graduate programs.

B. Student Employment

Graduate students may be employed in the following titles: [Teaching Assistant](#), [Teaching Fellow](#), [Associate In, Reader](#), and [Graduate Student Researcher](#). The department typically uses only the TA and TF titles.

TA- and TFships are typically 50% while GSRships and Readerships can vary based on project, length of appointment and hours per week. All appointments include a monthly salary. Positions greater than 25% include partial fee remission and health care. Positions at 50% include full fee remission.

Helpful Campus Links:

- For compensation information, refer to the [Academic Salaries Scales](#) set by the Academic Personnel Office. Scales show employment at 100% for 9 months; the normal student appointment is 50%, so divide by 2.
- [Social Sciences Academic Human Resources](#)
- [Staff HR/Academic Student Employees](#) (BX) for links to salary scales, union contract, grievance procedure, academic policies and procedures, union representative.
- [UC Academic Personnel Manual](#) (APM)

- 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)
 - 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):
- [Social Sciences GSR Costs and Instructions](#)

ASE Agreement

Academic student employees (ASEs) have protections afforded by [a union contract](#) and are represented by the UAW, AFL-CIO and its Local Union 2865. At UCSC, the contract covers Teaching Assistants, Teaching Fellows, Associates In, Readers/Tutors, and Graduate Student Researchers (GSR). You should become familiar with the contract so you know your rights and responsibilities.

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.

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.

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. (The 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 Application Process

During the 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 TAs. **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 TAs 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 TAs will have next priority, followed by students who have held fewer than 18 TAs. 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 TAs 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 do not want to TA, or worse yet, do not receive a position if the department does not know you are 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](#) maintained by the Graduate Division.

If you apply for an outside vacancy – and especially if you get one – it is very helpful if you let the Graduate Program Coordinator know. This can help us to 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 Program Coordinator 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.

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).

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 Program Coordinator as soon as possible in the event you need to turn down a TAship you previously accepted. Students should notify the Graduate Program Coordinator 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 emailing the Social Sciences Payroll Specialist who sent you the offer letter; copy the Graduate Program Coordinator when you decline. Clearly specify the quarter and course you are declining. The department cannot refill the position until you have declined the offer and the Graduate Program Coordinator 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. 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 vacancy.

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 for TAs](#) (DOD) where more information is collected on the department's [Supplemental DOD form](#). 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.

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 to 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.

Refer to the DRC website for [Services Available to Students](#).; including [Exam Accommodations](#).

Department Program Coordinator Leah Hanson (lhanson@ucsc.edu) coordinates DRC exam accommodations for the department.

TA Training

With the [Center for Innovations in Teaching and Learning](#), the Graduate Division maintains a [TA Handbook](#). 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 or rather Student Experience of Teaching Surveys (SETS). The trainer is available to assist both new and continuing TAs during the year. At the training, 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). For the current year's Department TA Training Manual, refer to the [Sociology Graduate Student Shared Drive](#).

TA Evaluations - Student Experience of Teaching Surveys (SETS)

During the last two weeks of instruction each quarter, students are asked to complete Student Experience of Teaching Surveys (SETS) for both their instructors and TAs. Students will receive an email notifying them that their surveys have become available, and they will continue to receive an email reminder every other day until they complete their surveys or until the survey closes.

During the survey period, instructors and TAs may check response rates, and may view and download reports the day after grades are due. To access SETS, log in to blue.ucsc.edu with your Cruz ID and gold password. If you need assistance, please email sets@ucsc.edu. TAs can access their archived surveys beginning Fall 2021. For access to surveys previous to Fall 2021, please contact the Graduate Program Coordinator.

Instructors and TAs can help to increase response rates by reminding students in class or section/lab of the importance of students' feedback regarding the course and your teaching. You may consider allowing time in class or section for students to complete their surveys, or offering an incentive for 100% class participation.

You are encouraged to review and download your SETS reports each quarter. Reading student comments can be very helpful, and these reports may be useful when preparing applications for academic positions. Faculty may ask to see TA surveys when they are considering students as TAs for their courses or for teaching awards. The most recent three surveys are included as part of the initial file prepared for a Teaching Fellow appointment.

Teaching Fellow and Graduate Student Instructor

Graduate Student Instructor (GSI) refers to a graduate student who has primary responsibility for teaching an undergraduate course, i.e. a Teaching Fellow or an Associate In (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 Senate Committee on Educational Policy (CEP).

For more information about [Policy on the Appointment of Graduate Student Instructors for Undergraduate Courses](#), refer to the Academic Senate.

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 the College websites. The [Writing Program also hires Teaching Fellows](#). You must have taken [WRIT 203](#) (teaching writing) to be considered for the limited number of writing instructor positions.

Associate In

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.

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. With the instructor, complete a [Description of Duties for Readers form](#). Sociology only hires readers who have a bachelor's degree; 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.

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 Principal Investigators (PIs). A graduate student must be fully enrolled in any quarter they are employed as a GSR.

Each department and division determines which steps are used for its graduate students during the hire process. Social Sciences graduate students are appointed at Steps 3 - 5, regardless of whether they're hired by a Social Sciences department, or a department in another division. The department request to appoint students in the following scheme:

- pre-MA: GSR 3 (formerly step 6)
- post-MA but pre-QE: GSR 4 (formerly step 7)
- post-QE: GSR 5 (formerly step 8)

Opportunities for GSRships are limited, but sociology students have served as GSRs with the Science & Justice Research Center, the Center for Labor and Community Studies, the Center for Cultural Studies (CCS), the Institute for Humanities Research (IHR), the Sustainability Engineering and Environmental Design (SEED) program, the Dolores Huerta Research Center for the Americas (formerly 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). The 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 \(SIR\) via MyUCSC](#). Prospective graduate students who defer enrollment until winter may not be hired for a summer position.

Exceptions to 50% Employment

During academic terms, the maximum a graduate student can work is 50% time. The purpose of this policy is to limit time spent on activities that do not lead to degree completion. During academic terms, an additional 15% may be approved by Graduate Division with the support of the department and faculty advisor approval. Periods in between academic terms (winter curtailment, spring break), and during summer, graduate students may be employed up to 100% time without the need for approval.

NOTE: A student should not independently commit to additional employment for themselves. If offered an opportunity, let the Graduate Program Coordinator know so they can prepare and submit the [request for the exception](#). Approval from the faculty advisor and Graduate Division must be received before the appointment request can be submitted for further approvals, including funding and academic human resources, prior to

student beginning any additional employment. Such requests must make the case that the extra appointment will not jeopardize, and/or will likely contribute to, the student's academic progress.

Sample Additional Appointments:

1. A small number of reader hours, in addition to a TA or GSRship. Sociology readerships are typically less than 25% to accommodate additional campus appointments such as a TA-, TF-, or GSRship. The additional appointment as a reader is limited to about 4-5 hours per week, or an additional 10-13% is meant to be supplemental funding as their primary appointment would include fee remissions and healthcare coverage.
2. A small increase to a TAsip when another TA needs to take a leave during the quarter.
3. A small part-time GSR appointment, in addition to a TAsip.

ASE Fee Remission

In any quarter in which a graduate student is employed greater than 25% time, 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. 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 TAsip pays a salary only.

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 rule also states that "under special circumstances, an exception may be granted for additional appointments beyond 12 quarters." Because Sociology hires its own students, students frequently have more than 12 TAsips (and up to this time, there's been no requirement for an exception for additional appointments beyond 12). 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 will flag students when they are approaching the appointment limit so they can attempt to secure other funding, as necessary.

NOTE: 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 part of the regular academic year, summer Teaching Assistant or Teaching Fellow appointments do not count toward the 18-position limit for teaching titles. GSR positions do not count toward the total.

Paychecks

Paychecks are issued monthly on the first of every month. Fall appointments payout beginning in November, Winter in February, and Spring in May.

Students who have not been employed previously, or who have had a break in their employment, will need to meet with Academic Human Resources to complete the employment forms. Who to contact will be included in your offer letter. 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 need to bring their visa (DS2019), passport with I-94 attached, and Social Security card.

Completing the pre-employment paperwork, including any provided Payroll Check Disposition forms so the Payroll Office knows where to send all payroll checks. You have the option to either authorize Electronic Funds Transfer (EFT) for direct deposit or to receive paychecks in care of the department. If you do not request direct deposit, checks are mailed by default to the department.

NOTE: Payroll is routed through UCPATH and is separate from any individual reimbursements you may receive. For reimbursements distributed by the Financial Affairs Office, complete a [Payee-Set-up 204 form](#).

Teaching Assistant Emergency Loans

The University does not offer salary advances. However, 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, refer to: [Fee Deferment](#) in this handbook, and information about a short-term loan program available through the [Financial Aid Office](#).

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 Undergraduate Program Coordinator / Assistant Manager during late fall or early winter quarter. To be eligible, students must be ABD by the beginning of the winter quarter (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 Program Coordinator. Summer Session allocates the number of TAs depending upon summer enrollments and sends TA offers to those students recommended by the department.

The summer TA application process is separate from the one 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 25 (pg 81) of the [union contract](#). 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 for each 5-week session (relative to their pay for eleven weeks/220 hours). Expect to work up to 20 hours per week, just as during the academic year.

- [Summer Session Instructors' Guide](#)
- [Summer Session Teaching Assistant Guide](#)
- Summer TA Application: The application will be included with [the call](#) released in mid-October.

Sociology will accept applications from students outside the department if they are received by the department's (not Summer Session) application deadline. Sociology graduate students will receive preferential placement in all assignments; other graduate students will have lower priority.

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, refer to Article 17 (pg 52) of [the contract](#), and [CAPP 700.411, Section I, Leaves](#). The Graduate Program Coordinator can help facilitate. Contact the Social Sciences Division for the ASE leave form.

Childcare Reimbursement

Graduate students may participate if eligible in campus child care programs, if any, including subsidies and other financial assistance. Information regarding available campus child care programs can be found at [the UCSC Childcare website](#). Students employed with eligible ASE or GSR appointments are entitled to participate in the [UC Dependent Care Reimbursement Flexible Spending Account Program](#) (DEPCare).

C. Other Support - Fellowship Eligibility, Awards, UC Funding, Financial Aid, Taxes

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 almost all cases, is for fellowship funding only in the first year; beyond the first year, admitted graduate students will be funded by a combination of TAs and fellowships. All UCSC doctoral students are guaranteed five years of funding. Although the department is unable to guarantee support indefinitely, the department does try to fund its full-time graduate students beyond five years, primarily with TAs and GSRs. 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.

Refer also to the department webpage on [Prospective Students Funding Opportunities](#).

Continuing Students - Sociology Endowed & Campus Awards

Announcements for the endowed award calls are usually made during spring quarter, and information can be found on the [Sociology Graduate Awards webpage](#).

Outstanding TA Award

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 bookstore certificate.

In some years, the department also makes departmental TA awards, and recipients are chosen from the same overall pool of nominees. 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.

Departmental Service Award

These awards are made on an *ad hoc* basis depending upon a student's service to the department under exceptional circumstances. Award amounts range from \$50 to \$200.

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, email the Graduate Program Coordinator a copy of the award letter for your academic file.**

GSA Travel Grants

In [2019-2020, the GSA Executive Board unanimously voted](#) for the Graduate Division to take over administering Research and Travel Grants. 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.

Graduate Dean's Research Travel Grant:

- 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 typically \$500;
- are made three times per year;
- require a [Payee Set-up 204 form](#) for each application even if you have filled one out previously, as well as a Post Travel Expense form (found under [Travel in the form directory](#)) and a Faculty Sponsor Statement.

Funding Resources

Grant Assistance

The Social Sciences Division publishes information about government grant opportunities and [resources for preparing proposals](#). Ashlee Tews, the director of Research Development in the Social Sciences Grants and Contracts Support Center is available to assist faculty, staff, and graduate students in researching and applying

for extramural support. You may ask for a review of your grant proposal (if submitted at least ten working days before the application deadline). Each week students receive an email bulletin of grant opportunities and periodic grant workshops. Contact Ashlee Tews, ashleeac@ucsc.edu, (831) 459-1644.

The following services are provided:

- Quarterly formal training workshops on grant research and grant writing
- Technical assistance on identifying possible funders and grant opportunities
- Starting the internal university process
- Creating draft budgets
- Guidelines for proposal writing
- Reviewing and editing of grant applications
- Uploading documents to grant portals
- Grant compilation assistance, obtaining letters of support, coordination with Office of Special Projects (OSP), etc.

If applying for a foundation grant, additional campus resources may be available as [University Relations has an office](#) who regularly assist with connecting to foundations and program officers. Coordinate additional department assistance with your faculty advisor.

Financial Aid

Refer to the [Financial Aid and Scholarship Office](#). Students interested in receiving need-based financial aid for the following fall quarter should file the [FAFSA application](#) (Free Application for Federal Student Assistance) the previous spring quarter, but they can file for aid at any time during the year. Notification of loan eligibility for fall usually occurs in August since students have usually been 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.

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.

Taxes

Students should be aware of the tax implications of payments they receive. 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. Refer to the [Graduate Division](#) for more information. Each spring the [Graduate Student Association holds tax seminars](#) with a professional tax consultant.

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 \(tuition statement\)](#) at the end of January to the permanent address. Learn more about [getting credit for your UC education](#).

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 (831) 459-4797 if they have questions or need more information.

E. 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. We strive to be, and expects that every campus member will practice these principles:

- Diverse: We embrace diversity in all its forms and we strive for an inclusive community that fosters an open, enlightened and productive environment.
- Open: We believe free exchange of ideas requires mutual respect and consideration for our differences.
- Purposeful: We are a participatory community united by shared commitments to: service to society; preservation and advancement of knowledge; and innovative teaching and learning.
- Caring: We promote mutual respect, trust and support to foster bonds that strengthen the community.
- Just: We are committed to due process, respect for individual dignity and equitable access to resources, recognition and rewards.
- Disciplined: We seek to advance common goals through reasonable and realistic practices, procedures and expectations.
- Celebrative: We celebrate the heritage, achievements and diversity of the community and the uniqueness and contributions of our members.

Conduct and Community Standards Office

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

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 against 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/eeo-aa/eeo/consultation.html>
- Staff Directory: <http://diversity.ucsc.edu/about/staff.php>

Sexual Violence and Harassment

The University of California is committed to maintaining a community dedicated to the advancement, application and transmission of knowledge and creative endeavors through academic excellence, where all people who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Sexual violence, sexual harassment, retaliation, and other behavior prohibited by this Policy interfere with those goals.

UCSC employs a full-time director whose job it 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 here, the [Title IX Officer and Director, Harassment & Discrimination Prevention & Investigative Unit](#).

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. Refer to the campus policy on [Academic Integrity for Graduate Students](#), including the process for handling such cases and the process for a student appeal. 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](#).

- Refer to the [UCSC policy on the privacy of student records](#).
- Printable Quick Guide: http://registrar.ucsc.edu/records/privacy/disclosure_qr.pdf

- Handout: [FERPA for Faculty \(including TAs and Readers\)](#)

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. Items 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 (but can take up to 8 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 their 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.**

- [Animal Care and Use \(IACUC\)](#)
- [Cannabis Research](#)
- [Conflict of Interest](#)
- [Export Controls](#)
- [Human Research Protections Program](#)
- [Human Stem Cell Research](#)
- [Native American Graves Protection and Repatriation Act](#)
- [Research Misconduct](#)
- [Responsible Conduct of Research](#)