GRADUATE STUDENT HANDBOOK

2026-2027

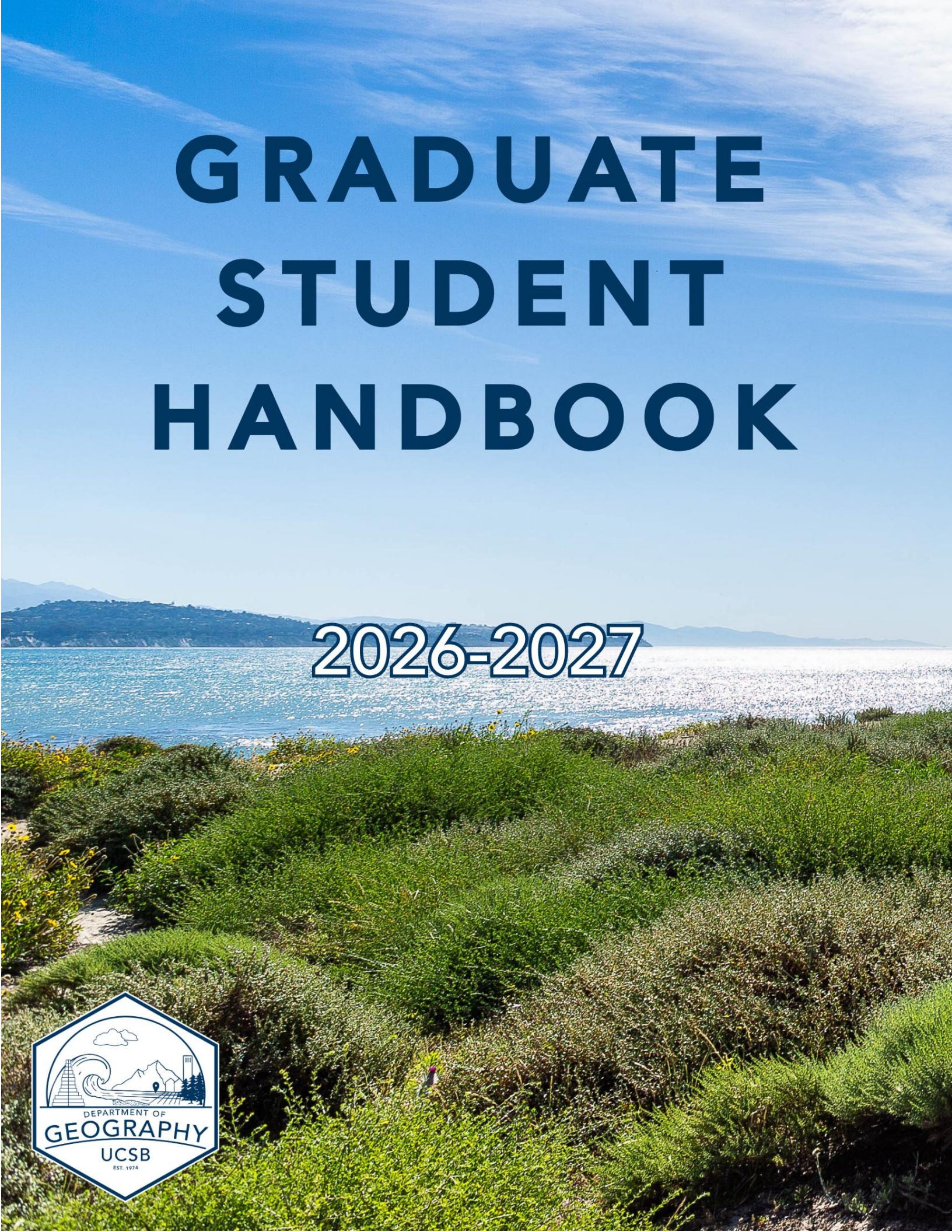


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INTRODUCTION

Welcome to the Geography graduate program at UCSB! This handbook is meant to serve as a practical guide to making your way through the graduate program, and in particular to document policies and procedures specific to the Department of Geography. It is intended to be used in conjunction with the Graduate Division's *Graduate Handbook* (see link below), which provides more comprehensive information on general campus regulations and resources for graduate students. The first edition of the Geography Graduate Handbook was written in 1989 at the suggestion of a graduate student, and continued student input is both welcome and necessary to maintain its usefulness. If you find any information in this handbook to be unclear or missing, please notify the Graduate Program Advisor.

Every effort is made to keep this handbook accurate and up-to-date, but information given here is subject to change. It is each student's personal responsibility to confirm deadlines, requirements, and paperwork that apply to his/her degree program at each step in the process.

2026-27 Academic Contacts

Department Chair	Dar Roberts	dar@geog.ucsb.edu
Graduate Advisor and Vice Chair	Anna Trugman	att@ucsb.edu
Staff Graduate Program Advisor	Sam Rifkin	rifkin@ucsb.edu

Frequently Used Web Links

- Graduate Division
- Geography Graduate Student Handbook
- Office of the Registrar
- Student Health Services

GRADUATE ADVISING

For further information about different roles in the graduate community see **here.**

Your Advisor

Upon admission to the Geography graduate program, all students have a faculty sponsor who normally will become the chair of their thesis and/or dissertation committee. Your advisor (mentor) should be your first stop for research mentoring and academic advising. It is essential to discuss your research, academic activities and plans with your advisor regularly, or the quality of advising will be diminished and your progress may be slowed. Graduate students are responsible for keeping their advisors informed and seeking the advice they need on research and academic matters. Your thesis or dissertation committee members are another important source of mentoring for your research and academic career. Just as with your advisor, it is essential to keep your committee informed of research plans and progress as you move through the graduate program, not just when you are ready to submit degree materials. The advisor-advisee relationship is a voluntary and mutually agreed-upon academic partnership, established with the consent of both parties and subject to ongoing collaboration and professional compatibility.

The Staff Graduate Program Advisor

The Staff Graduate Program Advisor (GPA) is the staff member who is responsible for administrative advising of graduate students and for providing support to the graduate program. The Staff Graduate Program Advisor works with the faculty Graduate Advisor to ensure students are receiving clear and timely advising on administrative processes and procedures for their degrees. The Staff Graduate Program Advisor works with students regarding registration and other academic deadlines, and provides vital information to graduate students concerning policy changes, fellowship and grant opportunities, and workshops and events. The Staff Graduate Program Advisor assists the Graduate Advisor in monitoring students' progress toward degree. Faculty and students alike rely heavily on the Staff Graduate Program Advisor for information but, ultimately, faculty are responsible for academic advising.

The Graduate Advisor

Every graduate program has a Faculty Graduate Advisor, appointed by the Dean of the Graduate Division, who is the official representative of the Graduate Council in matters affecting graduate students and the graduate program. The Graduate Advisor leads recruitment and admission efforts, counsels enrolled students, and guides decision-making for fellowship nominations and teaching appointments. It is the Graduate Advisor who reviews and approves students' study lists, advises them on advancement to candidacy, considers petitions for waivers, substitute requirements, leave requests, and takes other official actions on behalf of the Geography graduate program. The Graduate Advisor's original signature is the only departmental signature, other than the department chair's, recognized as official on forms and petitions concerning graduate students. Please note that some forms require the signature of your advisor (i.e., the chair of your thesis or dissertation committee), while others require the approval of the departmental Graduate Advisor. Forms requiring the signature of the Graduate Advisor, should be brought to the Staff Graduate Program Advisor for processing and approval, rather than taking them directly to the Graduate Advisor.

The Graduate Committee

The Graduate Committee consists of Geography faculty, plus the Staff Graduate Program Advisor. The Graduate Advisor is Chair of the Graduate Committee. The responsibilities of the Graduate Committee include reviewing student applications to the graduate program, making admission and funding decisions,

conducting the annual review of graduate student academic progress, and determining policies and procedures for the graduate program.

The Department Chair

The Department Chair has broad authority to conduct academic planning, manage departmental resources (financial, space, equipment, etc.), and safeguard the welfare of students, among other responsibilities. Therefore, some graduate matters are referred to the Department Chair and certain graduate student forms require approval of the Department Chair. When you have a form that requires the signature of the Department Chair, it should be brought to the Staff Graduate Program Advisor for processing and approval, rather than taking it to the Department Chair directly.

Graduate Division

The Graduate Division provides student services for all graduate academic and professional programs at UCSB. Its major functions include an Academic Services unit that monitors and encourages successful progress toward degree completion, enforces academic standards, responds to student problems, and processes student petitions and forms. A Financial Support unit administers fellowship programs and certifies student eligibility for fellowship funding and graduate student academic appointments. It also provides numerous services to students, including a Graduate Student Resource Center. General information about Graduate Division is available **here.**

Graduate Council

The Graduate Council is a standing committee of the Academic Senate consisting of 17 faculty members, a representative from the Graduate Students Association, and the Dean of the Graduate Division as an ex officio member. The Graduate Council sets campus policy for graduate education in graduate admission, distribution of fellowship funding, appointments for student academic titles, degree milestones and degree requirements, and Master's and doctoral committee service. Specific graduate student actions that require Graduate Council approval include: (a) any student request that involves exceptions to Academic Senate policies governing graduate education, and (b) nomination of non-ladder faculty, such as lecturers, researchers, visiting faculty, and adjunct faculty, to serve on thesis or dissertation committees.

REGISTRATION AND STANDARDS OF SCHOLARSHIP

For current registration information and deadlines, see **here**.

Fees and Registration

Care should be taken to enroll and pay fees by the established deadlines, and can be found on the Office of the Registrar's website **here**. Students who fail to pay fees and/or register by the 3rd week of the quarter lose student status and relinquish virtually all student privileges (university housing, library privileges, student health insurance, and employment in TA, GSR, or Associate titles). If your registration status lapses, you must petition for reinstatement. Petitions are available from Graduate Division **here**. Reinstatement is not guaranteed, especially if you have exceeded maximum time limits for completion of the degree.

Full-Time Enrollment

For the Geography Department, the standard course load is 12 graduate units per quarter. Since resources come to the campus (and, in turn, to the Department) in the form of block grant fellowships, Teaching Assistantships, tuition fellowships, etc. based on the 12 graduate unit formula, it is strongly recommended that students enroll in at least 12 graduate units each quarter. You may have to provide a justification for why you cannot enroll in 12 units at the time of registration. With the availability of courses in the 500 series (GEOG 596, 597, 598, 599), it should be no problem for everyone to enroll in at least 12 graduate units per quarter. There is no upper limit on the number of units a graduate student may take. Students enrolled in less than 8 units cannot receive student employment.

Independent Study Courses

GEOG 596, 597, 598, and 599. These independent study courses are designed to provide flexibility for individual study towards the Master's and Ph.D. degrees and to enable students to easily maintain a 12-unit course load each quarter. Instructor codes can be found in GOLD.

GEOG 596: Directed Reading and Research (2–8 units). Must use an instructor number when registering. The student, with the instructor's endorsement (the instructor is usually the student's thesis or dissertation advisor), writes a brief proposal for each tutorial. No more than half the graduate units necessary for the Master's degree may be taken in Geography 596. You will need an approval code to register for this course – the Staff Graduate Program Advisor can provide it.

GEOG 597: Individual Study for the Ph.D. Examinations (1–12 units). Must use an instructor number when registering. Graded S/U and does not provide unit credit towards the degree. The total number of units that the student can enroll in Geography 597 is limited to 25.

GEOG 598: Master's Thesis Research and Preparation (1–12 units). Must use an instructor number when registering. Graded S/U and does not provide unit credit toward the Master's degree. Instructor normally is the chair of the student's thesis committee.

GEOG 599: Ph.D. Dissertation Research and Preparation (1–12 units). Must use an instructor number when registering. Graded S/U. Instructor normally is the chair of the student's Doctoral Committee.

Grades and Incompletes

Letter grades assigned at UCSB are A, B, C, D, and F. Non-letter grades are: S (Satisfactory), U (Unsatisfactory), I (Incomplete), IP (In Progress), P (Passed), and NP (Not Passed). S/U grades are for graduate courses only. The grade S may be assigned only if the work is of B or better quality (not B–).

P/NP grades are for undergraduate courses. The grade P may be assigned only if work is of C or better quality (not C–). Only upper-division and graduate courses in which grades of A, B, C, or S are received are counted toward satisfying graduate degree requirements. A student must petition the Office of the Registrar to obtain an Incomplete (I) grade. The deadline to submit an Incomplete petition is the last day of the quarter. In the absence of this petition, a grade of F, NP, or U will be recorded. Incomplete grades must be completed by the end of the first quarter following the incomplete class, or the I grade will be changed automatically to an F, NP, or U. You should consult your advisor, the Graduate Advisor, or the Staff Graduate Program Advisor if you are unsure about selecting grading options.

Grading Policy

The UCSB Faculty Legislature has established regulations concerning unfinished graduate coursework (which is defined as any course in which a graduate student enrolls, regardless of the course number). They provide uniformity to the way unfinished coursework is treated, making it important that students complete their coursework in a timely manner.

Students are allowed to carry No Grades (NG) and No Records (NR) for only one quarter past the quarter when the course was originally undertaken before the NG or NR automatically reverts to a failing grade. This brings the grade notations of NG and NR in line with the policy governing incomplete grades, except that students will not be able to petition for extensions of NG and NR (as they can with an Incomplete). This rule applies to courses numbered 597, 598, or 599.

S/U, or P/NP is reported to the Registrar by the instructor of record. While a NG or NR requires no Registrar's petition (as does the I grade), they automatically expire at the end of the next quarter with no possibility of extension. Incomplete grades "can" be extended.

Students are reminded that if they have 12 or more units of unfinished coursework, they will be placed on academic probation after first receiving an advisory letter. Students continuing on for a doctorate must complete all unfinished coursework before a Master's degree can be awarded. Finally, excessive units of unfinished coursework may block appointment to an academic apprenticeship (e.g., TA, GSR, fellowship, etc.).

Standards of Scholarship

To remain in good academic standing, a student must make timely progress toward degree completion and satisfactorily meet the following standards of scholarship established by University and campus Academic Senate regulations or Graduate Council rulings. All disciplinary actions are taken after consultation with the Department Chair and Graduate Advisor except where otherwise noted.

- Establish a GPA by taking courses for letter grades.
- Maintain a cumulative GPA of at least 3.0.
- Keep the student transcript free of excessive units of unfinished coursework, defined as 12 or more units of Incomplete, No Grade, and/or No Record.
- Complete the Master's degree within the normative time of 7 quarters.
- Advance to doctoral candidacy (successfully pass required written-oral comprehensive exam and oral proposal qualifying exam) within four years of admission. Note that if the student entered the program without a Master's degree (M.A./Ph.D. program), the time used to complete the M.A. will count as part of these four years.
- Complete the Doctoral degree within Time-to-Degree Standards:
  For doctoral students entering the program in Fall 2010 and after, the Time-to-Degree standard to complete the program is six years.

For doctoral students entering the program prior to Fall 2010, the normative time to complete the degree is five years if the student entered the program with a Master's degree, and six years if the student entered the program without a Master's, with a seven year maximum time-to-degree.

- Meet all departmental degree requirements in accordance with departmental expected norms and time limits, including: satisfactory performance in core courses and on required examinations; making satisfactory progress towards degree; and, pass departmental examinations within the number of attempts permitted.
- Form a Master's or Doctoral Committee, present a thesis plan or dissertation research proposal acceptable to the committee, complete a thesis or dissertation acceptable to all committee members, and successfully pass a final defense of the thesis or dissertation when required.

Annual Review of Graduate Student Progress

The Graduate Council and the Graduate Division suggest that every department conduct a faculty review of all graduate students' progress each year in order to provide a structured opportunity for feedback, goal setting, professional development, recognition of achievements, and addressing performance issues. The Geography Department normally conducts this review in the spring quarter. The review is conducted by the faculty advisor(s) and reviewed by the Graduate Advisor. Students on probation or not making satisfactory progress will receive clear explanations of problems, along with specific requirements to remedy deficiencies in a specific amount of time. In this way problems can be addressed early before they become more serious.

Leaves of Absence

A student may request a personal leave for any personal reason that they encounter that limits their capacity to enroll and make progress towards their degree. Students are eligible for 3 quarters of personal leave but could request up to 3 more quarters with the Graduate Dean's approval.

No additional documentation is needed in support of the leave request, unless the student is requesting beyond the first 3 quarters of leave.

Students on a personal leave of absence are not registered students and therefore relinquish most student privileges and resources such as extensive use of faculty time.

A leave of absence petition is available from the Graduate Division front desk or may be downloaded **here**. When considering a leave of absence, you may wish to meet with an Advising Assistant in the Graduate Division to discuss your particular situation. You can find more information about leaves of absence **here**.

Filing Leave of Absence

The Filing Leave of Absence (LOA) enables graduate students who have fulfilled all degree requirements except the final examination and filing of the master's thesis, doctoral dissertation, DMA supporting document, or completion of master's comprehensive examination or project to take a Filing LOA in lieu of registering. All research and a substantial portion of the thesis/dissertation/DMA supporting document must be drafted prior to the Filing leave quarter.
Students on leave of absence are not registered students and therefore relinquish most student privileges and resources such as extensive use of faculty time.

Eligibility Criteria:

- Have not been on approved Filing leave in the past,

- Must have been registered* the preceding academic quarter
- Research associated with the final degree milestone must be completed, and thesis/dissertation/DMA supporting document must be substantially drafted, and
- Must be a terminal master's degree student o
- Must be a doctoral degree student

In Absentia Registration

Graduate students whose research or study requires them to remain outside California throughout a quarter may be able to take advantage of "in absentia" registration, which reduces the combined tuition, student services, and campus fees by 85%. Students will still have to pay the full health insurance fee and will have access to student health centers and all benefits associated with the student health insurance plan. Non-resident tuition remains unchanged. This option will be of use to graduate students who need to spend a quarter or more outside California doing fieldwork or fulfilling required internships out-of-state. Students may apply by completing a Graduate Student Petition which can be filled out **here**. The student's Advisor must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside California for one to three quarters. Doctoral students must have advanced to candidacy by the time their In Absentia status begins. Doctoral students can only be granted a second year of In Absentia status by the Graduate Dean. You can find more information about the In Absentia policy **here**.

Degree Dates and Filing Deadlines

Degrees are granted four times a year; the degree conferral date is the last day of each quarter. You can find the specific deadlines on the Graduate Division calendar **here**.

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

Filing Fee

All graduating students must be in a fee relationship with the university, that is, either registered or on an official filing fee leave of absence with the Graduate Division. The filing fee is a reduced fee paid instead of full registration fees during the quarter a student is completing the last requirements for a degree and is equal to half of the registration fee or roughly $224.00 (subject to change). Paying the filing fee terminates graduate status; therefore, it may be used only by Ph.D. students and terminal Master's degree students (those NOT planning to continue into the Ph.D. program). Students should not pay the filing fee until they have completed all requirements for the degree. If you are registered during the quarter in which you plan to complete and graduate, then you do not have to pay a filing fee when you file your thesis or dissertation because you are already in a fee relationship with the university. If you finish during the summer and you were enrolled during the previous Spring Quarter, you do not have to pay the filing fee because your enrollment status technically lasts until the day before the next regular academic quarter begins (i.e., the day before Fall Quarter begins).

Appeals Procedures for Graduate Student Disputes with Thesis/Dissertation Committee

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

The following actions should be taken:

a) A student should first meet with the Chair of his/her committee in an effort to resolve the dispute. If the student feels that she or he is unable to do this, or if areas of disagreement still remain after this meeting, a written appeal describing the situation and requesting outside involvement should be addressed within 14 days to the Department Chair. If the Department Chair is a member of the committee, the appeal should be made to the Graduate Advisor. If further conflict of interest arises, then the appeal will be forwarded to a non-conflicting faculty member with signature authority.
b) The department should act to resolve the issue or declare it irresolvable and inform the student in writing within 30 days.
c) If the dispute cannot be resolved within the department, or if the student finds the department's resolution unacceptable, the student may appeal to the Graduate Dean who will attempt further resolution. This appeal must be made in writing within 14 days of the department's decision.
d) If the Graduate Dean is unable to resolve the dispute to the parties' satisfaction within 30 days, the graduate student has 14 days to submit a written appeal to the Graduate Council. The Graduate Council must inform the student of its decision within 30 days. In this area, decisions of the Graduate Council are final.

M.A. PROGRAM

The Master's program includes two plans: thesis (Plan I) and examination (Plan II). In the Geography graduate program, students are normally expected to follow Plan I and write a thesis. The thesis will summarize the results of original scholarly research in Geography, shall conform to the style required by the Graduate Division (margins, formatting, paper, pagination, etc.), and must be approved by each member of the Master's Committee. The Master's thesis may be equivalent to a paper suitable for publication in a peer-reviewed academic journal (either submitted for or accepted for publication). However, it must be acceptable to all members of the student's Master's Committee and it requires the same review and approval process that all theses do. The Master's degree by examination is a terminal degree and Plan II Master's students are ineligible for the Ph.D. program.

Residency Requirement for the M.A. Degree

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

Course and Unit Requirements of the M.A. Degree

Students in the Master's program are expected to complete the degree requirements in effect at the time they are admitted to the program, though they may elect to follow a subsequent set of requirements.

	Plan I Thesis	Plan II Examination
A. Total Units Required	34	46
B. 200 & 500 level Geography units (**exclusive of** GEOG 201; 200A, B, and C; 500; 597; 598; and 599). No more than half may be in GEOG 596.	20*	25*

* The number of systematic or techniques units that any student should take will depend on the student's needs and background, but the total should include some of each.

The program is designed to provide maximum flexibility while assuring a basic level of competence within Geography. Because Geography is traditionally among the broader academic disciplines, coursework in related departments is often appropriate for graduate study within the field.

Required Courses

GEOG 201: Seminar in Geography (Required every quarter offered; S/U grading only.)
GEOG 200A, B, and C: Introduction to Geographic Research
GEOG 210A, B, and C: Analytical Methods in Geography
GEOG 500: T.A. Training (Required for all Teaching Assistants.)

Students must earn a grade of B or higher in GEOG 200A, 200B, 200C, 210A, 210B, and 210C.

Second Year Student Research Presentations
In the Fall quarter of the second year, every graduate student is required to give a formal research presentation in Geography Colloquium. Ideally this will be completed research, but may also include a research proposal. The Staff Graduate Program Advisor coordinates scheduling during the Fall quarter of your second year.

GEOG 200A, B, and C: For Plan II (examination) students, GEOG 200A, B, and C will provide needed exposure to research methods, and, for Plan I (thesis) students, the courses will provide a firm foundation for thesis research. A secondary goal is the building of improved bibliographic and other research and

writing skills. Performance in these courses will also help faculty determine program suitability (Plan I or II).

GEOG 210A, B, and C: Students will have the option to choose between alternative versions of GEOG 210C. Students may petition out of this requirement if:

- They have taken the equivalent elsewhere or will take equivalents from another department on campus.
- Their faculty advisor deems them to be unnecessary.

To petition out of a department requirement, you need to submit a Petition for Graduate Degree Requirements justifying your request for exemption, have it endorsed/approved by your Master's Committee chair and the instructor of the course you are seeking to be exempted from, and then submit it to the Graduate Advisor for approval.

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

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

Master's Committee

To form a Master's committee a student should first consult with their advisor to identify potential committee members with relevant expertise in their research area. The Master's Plan I Committee consists of at least three UC ladder faculty members. Two members of the committee must be ladder faculty from the Geography Department (or who hold Affiliated appointments with the Geography Department), one of whom will be appointed as chair or co-chair. Additional members may be added beyond the three required when appropriate. The committee requires the approval of the Graduate Advisor, the Department Chair, and the Graduate Dean. The thesis requires the signatures of all members of the committee, as nominated on Master's Form I. Ladder faculty who retire when a student's thesis is still being written may continue to serve on and chair the committee in question without any further approval. In instances where the faculty member retires before the Master's Committee is nominated, the retired faculty member may serve as a second or third member without special approval from Graduate Division. Graduate Council approval is required when the faculty member who has retired is being nominated to serve as chair of a Master's Committee. Retired faculty who continue with the University as "research professors" may chair committees without special approval. A student should meet with their committee regularly, ideally twice per year.

Time-to-Degree Standards for the M.A. Degree and the Ph.D. Degree

The normative time for completion of the Master's degree in the Department of Geography is 7 quarters. Normative time is the number of years considered to be reasonable for completion of a particular program by a full-time student who enters the program without academic deficiencies. The maximum time allowed at UCSB for Master's degree candidates in all fields to complete their degree requirements is 4 years (Academic Senate Regulation 300(A)). The departmental faculty Graduate Advisor and the student's faculty advisor will work with the student to develop an Academic Progress Plan (signed by the faculty advisor and the student). After Graduate Division receives a copy of the written notification and Academic Progress Plan, the student will be on departmental progress monitoring status for the remainder of the academic year or until the Master's degree is completed. For a student who has not completed the Master's degree after the period of probation, the Graduate Dean will ask the department to recommend

and justify (a) continued academic probation, which must involve extenuating circumstances, or (b) academic disqualification.

For students continuing on the Ph.D. program, it is important to understand that the time-to-degree standards for the Ph.D. are measured from the time a student first begins graduate study at any level in any program at UCSB. This means that the entire time used to complete the M.A. degree counts toward the time limits for the Ph.D. In the Geography Department, students have a time limit of 4 years to advance to candidacy and 6 years to complete the Ph.D. degree.

8th Quarter Justification

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

Filing your Master's Thesis

In the quarter when you plan to file your Master's thesis, you should meet with the Staff Graduate Program Advisor to get advice on the process of completing your degree and to obtain a copy of the current M.A. Thesis Filing Checklist (see Appendix B).

Continuation or Transfer into the Ph.D. Program

Once all requirements for the Master's degree (Thesis Plan I) are completed, the student should consult their advisor, or other faculty, about continuation to the Ph.D. program. The Graduate Division makes all decisions regarding admission and continuation. This is based on the student's academic performance being deemed excellent by all standards used by the Department and the Graduate Division to assess degree progress and student potential, such as: exams, grades, coursework, timely progress toward the degree, and teaching (as evidenced by student evaluations and advisor's assessments). Students must demonstrate an ability to work independently and to make innovative and original contributions to the critical literature of the field.

If you were not admitted to the Ph.D. program when you originally applied to UCSB, you must submit a "Change of Degree Status Petition" form, available from the Graduate Division or you can download a copy **here**. When the petition has been signed and approved, the Graduate Advisor will notify the Graduate Division officially of your acceptance into the Geography Ph.D. program. You should petition to add the Ph.D. at the time you file your thesis with the Department or immediately thereafter. If you wait too long, you could be required to apply for reinstatement.

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

Qualified students in the M.A./Ph.D. program may petition to skip the M.A. and go directly into the Ph.D. program. Students must have been enrolled for at least 3 regular academic quarters. The petition requires approval of the student's committee. To form a Ph.D. committee, a stuent should first consult with their advisor to identify potential committee members with relevant expertise in their research area.
Attached to the petition should be:

- A letter of justification from the committee chair
- Ph.D. Form I, which officially nominates the Ph.D. Committee
- A Ph.D. proposal

The petition requires the approval of the Graduate Committee. Any student who fails to pass the qualifying exams and advance to Ph.D. candidacy will be converted to the M.A. Plan II (exam).

Master's Degree by Examination (Plan II)

The M.A. Degree by Examination is a terminal degree and Plan II Master's students are ineligible for the Ph.D. program.

For students electing Plan II, the final examination will consist of three parts and will assess the candidate's general knowledge of geography, as well as testing the candidate's mastery of one or more specialty areas and/or areas of technical expertise. Students should prepare themselves and their examination committee for the examination, beginning at least three months before the expected date of the examination. The final examination will be conducted by the student's advisor and examination committee, and the scope and structure of the exam shall be determined by the advisor, the committee, and the student. If the student does not pass the examination, they may try once more without penalty, taking the retest during the quarter following or at the next available opportunity, whichever is later. Students have two attempts to pass the exam. If the student does not pass the examination after two attempts, the student has two options;

1. Voluntarily leave the program
2. The department will recommend academic disqualification and, pending that outcome, the student could be academically disqualified, which appears on the official transcript.

Students must be registered the quarter they take their masters examinations, or they will have to use filing fee status. Registration as a graduate student in the Spring Quarter maintains graduate status until the beginning of the next Fall Quarter. A student who registered in spring may, therefore, take examinations during Summer without additional fees.

A student taking the exam under Plan II must provide each member of the committee with a copy of undergraduate and graduate level courses completed or in progress at UCSB or elsewhere and a list of the key books and periodical articles that s/he have read, grouped into the three areas proposed for the exam.

The examination will cover your two areas of emphasis (2 systematic areas or 1 systematic and 1 technical area), plus a general examination. The content of these examinations will be based upon course work taken to date (including that taken elsewhere and as an undergraduate if it is relevant), readings to date, plus additional readings allocated by the members of your examination committee (no later than ten weeks before you propose taking the examination). The examinations are usually written over the course of three-days that all occur during the same week.

Past examination questions are maintained in a department file to enable you to see the types (and relative difficulty) of questions asked. Inspection of these questions will show you that we seek to see how you reorganize and use your existing knowledge when confronted with relatively unfamiliar or downright new situations. The questions are demanding, and not all students pass all written examinations the first time around. Experience to date is that one-third succeed in all examinations the first time, another third must retake the entire exam, and the remaining third partially succeed and have parts which need further work.

Except in unusual circumstances, the student will be given a written evaluation of the exam within two weeks and, in all cases, within six weeks of finishing the exam. All committee members grade each

question, assigning one of the following grades: Excellent; Satisfactory; Unsatisfactory. If one or more committee members grade a question as Unsatisfactory, it must be rewritten according to feedback from the committee. An Unsatisfactory question(s) may be rewritten once, in the same quarter or the quarter immediately following the receipt of the written evaluation. Any concerns about process or outcome should be raised with the Chair or the Graduate Committee. The Disabled Students Program (DSP) manages all special exam accommodations.

PH.D. PROGRAM

A variety of Ph.D. programs can be generated based on selections of major systematic study (e.g. Earth System Science and Human Geography) and minor technique (Modeling, Measurement, and Computation) emphases. All Ph.D. students must major in a systematic area of study and are expected to develop depth in one or more technical areas, but they will be tested only in one technical area. No foreign language is required.

Residency Requirement for the Ph.D. Degree

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

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

Required Courses

Students in the Ph.D. program are expected to complete the degree requirements in effect at the time they are admitted to the program, though they may elect to follow a subsequent set of requirements. If that is the case, the Staff Graduate Program Advisor and Graduate Division should be notified.

GEOG 201: Seminar in Geography (Required every quarter until doctoral candidacy; S/U grading only.)
GEOG 200A, B, and C: Introduction to Geographic Research
GEOG 210A, B, and C: Analytical Methods in Geography
GEOG 500: T.A. Training (Required for all Teaching Assistants. All Ph.D. students are required to gain teaching experience by serving as a TA for at least one quarter during their graduate studies. Therefore, Ph.D. students must enroll in GEOG 500 if they haven't already taken it as an M.A. student.)

Students must earn a grade of B or higher in GEOG 200B, 200C, 210A, 210B, and 210C.

In addition, all doctoral students must have basic computational skills and knowledge of spatial analysis. These requirements will be filled through courses selected by the student and their major advisor.

Second Year Student Research Presentations
In the Fall quarter of the second year, every graduate student is required to give a formal research presentation in Colloquium. Ideally this will be completed research, but may also include a research proposal. The Staff Graduate Program Advisor coordinates scheduling during the Fall quarter of your second year.

GEOG 210A, B, and C: Students will have the option to choose between alternative versions of GEOG 210C. Students may petition out of this requirement if:

- They have taken the equivalent elsewhere or will take equivalents from another department on campus.
- Their faculty advisor deems them to be unnecessary.

To petition out of a department requirement, you need to submit a Petition for Graduate Degree Requirements which justifies your request for exemption, have it endorsed/approved by your Ph.D. Committee chair and the instructor of the course you are seeking to be exempted from, and then submit it to the Graduate Advisor for approval.

Teaching Requirement

All doctoral candidates must teach (usually as a Teaching Assistant) at least one quarter before the Ph.D. is awarded.

Time-to-Degree Standards for the Ph.D. Degree

Time limits for doctoral programs are approved by the Graduate Council. In the Geography Department, students have a time limit of 4 years to advance to candidacy and 6 years to complete the Ph.D. degree. It is important to understand that the time-to-degree standards for the Ph.D. are measured from the time a student first begins graduate study at any level in any program at UCSB. This means that, if you did your Master's degree at UCSB, the entire time used to complete the M.A. degree counts toward the time limits for the Ph.D. In the case of a Leave of Absence for medical, family emergency, pregnancy/parenting, or military reasons, a maximum of three quarters Leave of Absence are permitted which will not accrue toward the time limits. However, any additional Leaves of Absence or periods of lapsed status beyond three quarters will be counted toward the time limits. The Department will enforce these rules and approve exceptions only under unusual circumstances.

If you exceed the Time-to-Degree limits for the Ph.D. program, you will enter the Graduate Division Time-to-Degree monitoring or probation process as described **here**. The departmental Graduate Advisor and the student's faculty advisor will work with the student to develop an Academic Progress Plan (signed by the faculty advisor and the student). After Graduate Division receives a copy of the written notification and Academic Progress Plan, the student will be on departmental progress monitoring status for the remainder of the academic year or until the degree milestone is completed. For a student who has not advanced to doctoral candidacy or completed the degree after the period of probation, the Graduate Dean will ask the department to recommend and justify: (a) continued academic probation, which must involve extenuating circumstances, or (b) academic disqualification. Students who are beyond the Time-to-Degree limits for advancement to doctoral candidacy or degree complete in are not eligible for central fellowship support.

The Ph.D. Committee

Ph.D. committees in Geography follow the campus-wide regulations of Graduate Council. To form a Ph.D. committee a student should first consult with their advisor to identify potential committee members with relevant experience in their research area. A Ph.D. committee consists of at least three UC Academic Senate members, with a tenure-track faculty member from the student's major (home) department serving as chair or co-chair. At least two members of every doctoral committee must be tenure-track faculty. The majority of the three members shall be from the student's UCSB major (home) department. Faculty who hold an Affiliated appointment in the Geography Department may be considered to be from the "home" department. Additional members may be added to the committee beyond the minimum required where appropriate. A student should meet with their committee regularly, ideally twice per year.

Any three UC ladder faculty members of the Ph.D. Committee (including the chair of your committee and at least one additional member from the Geography Department) constitute an examining committee for administering the oral proposal qualifying exam or written-oral comprehensive exams. The dissertation requires the signatures of all members of the Ph.D. Committee, as nominated on Ph.D. Form I. If one or more members of your committee (after the first three) will not be participating in your written-oral

comprehensive exam or oral proposal qualifying exam, but will be serving only as a reviewer for your dissertation, this must be indicated clearly on Form I (Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy). The Committee requires the approval of the Department Graduate Advisor, Chair, and the Graduate Dean. A Conflict of Interest Form (COI), signed by the student, the Ph.D. Committee Chair, and the Department Chair must accompany this form.

Ladder faculty who retire when a student's dissertation is still being written may continue to serve on and chair the committee in question for up to two years without further approval. Exceptions for additional years may be granted with Graduate Council approval. In instances where the faculty member retires before the Doctoral Committee is nominated, Graduate Council approval is required for the retired faculty member to begin chairing or serving on committees after retirement. Retired faculty who continue with the University as "research professors" may chair committees without special approval.

Requirements of the Ph.D. Program

Prior to advancement to candidacy, the Geography Department requires:
• A written comprehensive examination and oral follow up examination (the written-oral comprehensive exam)
• An approved dissertation proposal
• An oral qualifying examination

Written-Oral Comprehensive Examination

The student's Ph.D. Committee will administer a two part, written-oral comprehensive examination. Prior to scheduling their comprehensive exam, students should consult their committee on expected preparations. The written component of the comprehensive examination conforms to the following standards:

1. The exam will span three days (not necessarily contiguous) over the course of a week, with questions from at least three committee members. There are typically 2-3 questions per day. Students will be given 24 hours to answer each day's questions.
2. The questions are coordinated and reviewed by the Chair of the committee, prior to the exam.
3. The questions will be administered by the Graduate Advisor or the Committee Chair on the selected exam dates.
4. The exam is open book, enabling the student to access internet and library resources.
5. Questions will not be given to the student in advance.

The exam is structured to test the student's knowledge related to the field of Geography and the specific areas of study, research skills, problem solving skills, and the student's ability to do academic work. The questions vary, but include a focus on general geography, techniques, and the student's systematic area of study.

Past examination questions are maintained in a department file so that students may see the types (and relative difficulty) of questions asked. To aid in preparation for the examination students are encouraged to develop a reading list with their advisor and committee. To remain within the time to degree standards, the written qualifying examination should normally be completed before the end of the sixth quarter of residence for students entering the program with the PhD objective, or before the end of the eighth quarter for students entering the program with the MA/PhD objective. The Disabled Students Program (DSP) manages all special exam accommodations.

Generative Artificial Intelligence (AI) and the written examination: It is expected that the work submitted by the PhD student in the written exam represents their own ideas. Students will need to defend their logic and understanding for their answers during the oral follow-up examination. If a student chooses to use generative AI, they will need to document how they used it during the exam so that the committee can assess the work accordingly. In the oral follow up exam, students should expect questions probing their understanding of the written questions in depth. If a student intentionally uses another person's words or ideas and does not cite them, that is plagiarism – and a violation of UCSB's Academic Code of Conduct. These actions can result in failure of the exam with serious consequences for the student's academic record. If a student chooses generative AI and does not indicate how they have done so, that is unethical use of generative AI and may also result in failure of the exam with serious consequences. For more information, please also see **UCSB's academic integrity policy**.

Following administration of the written comprehensive examination, students are expected to schedule a follow-up oral exam with their committee. Except in unusual circumstances, this oral follow-up exam meeting should occur within 1-4 weeks of the written exam, and in all cases, no more than 6 weeks after finishing the written exam. During the oral exam, committee members will go over questions in the written exam with the student and will ask follow-up questions about the written responses designed to test the student's knowledge, research preparation, and problem-solving skills. After the follow-up oral exam meeting, each committee member will assign one of the following grades to each question that they assigned: Excellent; Satisfactory; Unsatisfactory. This grade reflects the combined performance on the written and oral exams. The committee chair will finalize and submit the exam outcomes by consolidating all ratings and feedback from the committee within 3 weeks of the follow up oral exam meeting. A student must pass both the written and oral components of the exam to achieve an 'Excellent' or 'Satisfactory', and any exam retake must include both a written and oral component of the questions.

If one or more committee members grades a question as Unsatisfactory, the committee will decide by the consensus whether the student fails the exam or whether to allow the student to retake the Unsatisfactory questions and redo the oral exam according to feedback from the committee. An Unsatisfactory section may be granted one retake of the combined written-oral exam in the same quarter or the quarter immediately following the receipt of the Committee's feedback after the oral exam.

If the student does not pass (receives an Unsatisfactory rating) the written and oral comprehensive examinations, they may attempt the exam one more without penalty. The retest must be completed no later than the following quarter after the oral exam.

If the student does not pass the comprehensive examination after the second attempt, the student has two options:

1. Voluntarily leave the program.
2. The Department will recommend academic disqualification and, pending that outcome, the student should be academically disqualified, which appears on the official transcript.

Dissertation Proposal

Following the quarter after a student's written-oral comprehensive examination, the student will prepare a dissertation proposal that describes the dissertation topic, summarizes the relevant background literature, and presents a comprehensive research plan for the student's doctoral dissertation, including a timetable and budget that identifies any financial support essential to preparation of the dissertation. All members of the student's Doctoral Committee must approve this proposal. Students should be aware that the first draft

of the proposal is unlikely to be accepted as is. Several drafts are usually necessary, often prepared in consolations with the main Chair or Co-Chair. Proper and correct use of the English language is required for the proposal.

A list of theses and dissertations is posted at the department's website.

Dissertation Proposal Qualifying Examination

Having successfully completed the written-oral comprehensive examination and prepared a draft of the proposal that is approved by the committee Chair (or Co-Chairs), the student will present an oral proposal defense for their doctoral committee based on the draft proposal for doctoral research which serves as a qualifying examination. It is expected that the oral proposal qualifying exam will take place soon after the written-oral comprehensive exam. Graduate Division regulations require that three consecutive quarters of residence must be completed prior to taking the oral proposal qualifying exam. The general objective of the oral proposal qualifying exam is to ensure that the student has a satisfactory proposal for dissertation research, and that the student possesses the full knowledge and competence required to carry out his or her dissertation research. Upon successful completion of the oral proposal qualifying exam, a student advances to candidacy, a milestone that signifies that the student is ready to focus primarily on original research and dissertation writing. Following the oral proposal qualifying exam, the committee members will vote "Pass" or "Fail" on the student's level of preparation. A unanimous passing vote is required for advancement to candidacy. The oral proposal qualifying exam is usually open only to voting committee members. The Disabled Students Program (DSP) manages all special exam accommodations.

If the student does not pass the oral proposal qualifying exam, they may try once more without penalty, during the quarter following. If the student does not pass the oral proposal qualifying exam after the second attempt, the student has two options:

1. Voluntarily leave the program.
2. The Department will recommend academic disqualification and, pending that outcome, the student should be academically disqualified, which appears on the official transcript.

Advancement to Candidacy

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

Students are reminded that they have until the last working day before the next quarter officially begins (as indicated in the Graduate Division calendar) to officially advance to candidacy, including paying the $50.00 advancement fee. After advancing to doctoral candidacy, a student's class level changes to P2 the next registered quarter, non-resident supplemental tuition is waived for three years (9 academic quarters), if applicable, and additional borrowing privileges are granted at the UCSB Library.

International Students: The non-resident supplemental tuition is reduced by 100% for graduate doctoral students once they have reached their fourth quarter of residence, and continues until the student has advanced to candidacy, provided that the student stays withing their program's official time-to-advancement standards approved by the Graduate Council and remains in good academic standing. Once

advanced to candidacy, international students receive a waiver of non-resident supplemental tuition (NRST) for up to nine registered quarters while completing their degree,

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

Dissertation and Open Defense

Following the completion of doctoral research, each candidate for the Ph.D. degree must produce and publicly defend a dissertation in order to demonstrate their ability to contribute significantly and independently to a major field. The candidate's Doctoral Committee guides the student in this work and judges the merit of the completed dissertation. Approval of this dissertation by each member of the Doctoral Committee is required for the degree (Academic Senate Reg. 355B). After receipt of the final draft of the dissertation, a formal oral thesis defense will be scheduled and announced to the department as a whole. The purpose of the defense will be to clarify segments of the dissertation and/or acquaint the candidate with the nature of any further work that needs to be undertaken prior to approval of the dissertation. The Graduate Division cannot award a degree until a Doctoral Form III is received from the department indicating that the student has successfully defended the dissertation. All approved committee members must sign Form III. These signatures must be the same as the signatures appearing on the approval pages of the dissertation (it's a good idea to circulate Form III at the same time that the approval pages are circulated for signatures). A public lecture (colloquium) is encouraged to present the results of the doctoral research to the entire University community. The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate's Doctoral Committee and the Department Chair, using Doctoral Form III-A (Senate Regulation 355C).

Filing your Ph.D. Dissertation

In the quarter when you plan to file your Ph.D. dissertation, you should meet with the Staff Graduate Program Advisor to get advice on the process of completing your degree and to obtain a copy of the current Ph.D. Dissertation Filing Checklist (see Appendix B).

Optional Interdisciplinary Ph.D. Emphases and Certificate Programs

Graduate students at UCSB may participate in several interdisciplinary emphases and certificate programs to enhance their education by acquiring skills that supplement their major discipline. The Department of Geography participates in the following six Ph.D. Emphases and two certificate programs. Both the program leader of the interdisciplinary emphasis or certificate and the Department Graduate Advisor must approve students' petitions to add (or drop) an interdisciplinary emphasis or certificate.

PhD Emphasis in Climate Science & Change

Ph.D. Emphasis in Cognitive Science

Ph.D. Emphasis in Environment and Society

Ph.D. Emphasis in Global Studies

Ph.D. Emphasis in Quantitative Methods in the Social Sciences (QMSS)

Ph.D. Emphasis in Information Technology & Society

Ph.D. Emphasis in Demography

Certificate in College and University Teaching (CCUT)

Graduate Program in Technology Management Certificate (GPMP)

FINANCIAL SUPPORT

Current fee information can be found here. Please note that all financial information in this handbook is intended only for reference to explain Departmental policies. The amounts, deadlines, and other specifications at any given time are determined by campus and University policies, and are subject to change.

Fee Deferral

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

Financial Support

The Department has control over a moderate level of support, which it distributes on the combined factors of merit and need. You can get financial support information on the Graduate Division's web page here. There, you will find information about campus competitions and deadlines, national fellowship competition announcements, hot links to funding sources and databases, and access to the Pivot, IRIS, and GRAPES databases, including search capability.

Employment

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

Fellowships

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

Most central fellowship awards are based on nomination by departments and selection by the Graduate Committee. There are, however, a few central fellowship awards to which continuing students may apply directly. Applications are typically due in March for the following academic year. These fellowships are:

- Broida-Hirschfelder Dissertation Award
- Brython Davis Graduate Fellowship
- Olivia Long Converse Graduate Fellowship
- UCSB Affiliates Graduate Dissertation Fellowship
- James D. Kline Fund for International Students Award
- Humanities/Social Science Research Grant

More information about these awards is available **here**.

Departmental Awards

There are a number of awards based on the generosity of various donors to the Department of Geography. These awards are made by the Awards and Nominations Committee, and the annual number and dollar amount of awards are at the Committee's discretion. Most awards are presented at the last colloquium of Spring Quarter. For a list and the specifics of departmental awards, go to **here**.

Extramural Fellowships

Students who are awarded graduate fellowships from a U.S. Federal program (e.g., NSF, NASA, EPA) are eligible to receive supplemental funding for *tuition, fees, and health insurance* (not stipend) if the dollar amount specified in the fellowship for those fees is less than the actual amount charged by the University. The difference will be paid using Block Grant funds (consisting of 50% Departmental funds and 50% matching additional Block Grant funds from the Graduate Division provided upon request by the Department), subject to continued availability of such funding. If the fellowship program specifies a separate expense category (apart from "tuition and fees", "university allowance", etc.) as a "student" or "research" expense allowance, then that full amount will remain available for the expenses that were budgeted by the student in the fellowship application, or that are otherwise allowable under the fellowship at the discretion of the student.

Supplementation Policy

Students who have been awarded fellowships have won awards that enable them to spend the majority of their time studying. Additional financial need should be minimal and easily covered by quarter-time employment that will not impede progress to the degree. The supplementation policy, therefore, is designed primarily to ensure that excess employment will not impede fellowship holders' graduate studies and, secondly, to encourage a distribution of university support funds among the best students. A chart showing the supplementation limits can be found **here**.

Graduate Student Academic Appointment

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

- Currently registered graduate students, enrolled in at least 8 units (the department requires 12 units).
- In good academic standing (i.e., 3.0 GPA and fewer than 12 units of Incomplete/NR/NG grades) and not on academic probation or subject to dismissal.
- Within Time-To-Degree standards
- Chosen for academic appointment on the basis of high scholastic standing.

- Certified as having language proficiency in spoken English if their native language is not English. Detailed procedures about the ELPE, "Minimum Proficiency Requirements in Spoken and written English," and the TA Language Evaluation Exam are outlined under "English for Multilingual Students (EMS) Requirements" on the **Admissions & Outreach Webpage**. Computer-based TOEFL scores are not valid. Internet-based TOEFL (iBT) and Paper-based TOEFL (PBT) scores are still accepted (minimum 100 and 550 respectively).

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

Teaching Assistantships

The Department believes that teaching experience is a valuable part of graduate education and strives to offer each student an opportunity to serve as a Teaching Assistant (TA). A Teaching Assistant is chosen for excellent scholarship and for promise as a teacher, and they serve an apprenticeship under the active supervision of a regular faculty member or Associate. Teaching Assistantship awards may be renewed after careful review of actual teaching performance. At least one quarter of Teaching Assistant or equivalent experience is required of all Ph.D. students**.**

Policies, procedures, and resources for Teaching Assistants are covered in the Geography TA Handbook, which is available at the Geography TA Resource Site on Canvas. All graduate students receive access to this Canvas site when they take the required TA Training course GEOG 500, and their access continues as long as they remain in the graduate program. The Geography TA Handbook is required reading for all TAs in the Department. If you have any difficulty accessing the Geography TA Resource Site on Canvas, please ask the Graduate Program Advisor for help.

Students will receive a formal Teaching Assistant Appointment letter detailing the percentage of their appointment, the rate of pay, the dates of the teaching appointment, and the course they will be teaching. Students must verify that they will be available for teaching duties during the entire period, from the start date to the ending date, that is listed for each course. Your signed acceptance of the TA appointment letter means that you will be available for teaching duties during that entire period of time. If you have any time conflicts with your TA appointment (such as travel for conferences, research, or personal trips, or any other reason), you must indicate them in writing at the time you accept the TA position.

Teaching Assistantship awards for the following academic year are made in March–April (only those who receive TA support will be notified). Normally, we support between 25–30 graduate students each year on full (50% time) or partial (33% or 25% time) Teaching Assistantships. Teaching Assistantships provide financial assistance as below (all figures are gross salary based on the 10/01/26 salary scales from Academic Personnel):

50% TA	**Step:**	**Monthly Salary:**	**Quarterly Salary:**
	1	$4,100	$12,300
	2	$4,243	$12,729
	3	$4,370	$13,110

Pay periods:
Fall quarter: October 1 – December 31
Winter quarter: January 1 – March 31
Spring quarter: April 1 – June 30

Associate Teaching Appointments

An Associate is a graduate student employed temporarily to give independent instruction for a course. An Associate is the instructor of record for the course. Minimum qualifications for this position require the possession of a Master's degree or equivalent training and at least one year (3 quarters) of teaching experience. All Associate appointments require the review and pre-approval of the Graduate Dean and the appropriate College/School. Associates may not evaluate fellow graduate student appointees (e.g., TAs). If TAs are assigned, a faculty member must be named responsible for the evaluation of the TA(s). Associate appointments are at 50%, with a gross of $12,894 per quarter ($4,298 per month) (step 1).

TAs and Associates must be registered graduate students**.** You must take GEOG 500 (T.A. Training) in order to be a TA (during your first quarter here, you will be allowed to TA as long as you are enrolled in Geography 500 at the same time). Teaching Assistants and Associates are paid once a month, on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. It is possible, however, to arrange to have your first paycheck on October 1; the salary is divided over 4 months instead of 3 for Fall Quarter, in that case. You may borrow up to the amount of your first paycheck 30 days prior to the date of your first paycheck through the TA loan program. To apply for a TA loan, obtain proof of your employment from the department and take that to the Financial Aid Office.

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

UAW Bargaining Agreement for Academic Student Employees (ASE)

The University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) agreed to a three year agreement which is effective December 23, 2022 through January 1, 2026. The current contract can be found **here**.

Graduate Student Researchers (GSR)

A GSR is a graduate student who assists faculty members with scholarly research. GSRs are selected for high achievement and promise as creative scholars; they may collaborate in the publication of research results as determined by supervising faculty members. GSRs may not be assigned teaching, administrative, or general assistance duties. Between 30 and 40 GSR appointments are available each year, depending on the level of extra-mural support the department has received through proposals submitted by the faculty. Generally, these are given to students after one year in residence, but, occasionally, may be provided on initial enrollment. GSR appointments are arranged on an individual basis between the student and a faculty member who is a Principal Investigator on a grant and generally cannot be "applied" for as one would a Teaching Assistantship or Fellowship. A graduate student must be registered in the Spring to be eligible for a Summer GSR appointment. The department expects that students about to embark on thesis/dissertation research will work with their faculty advisor on research proposals in order to secure this form of support, if it is not already available.

GSR appointments provide financial support as follows (rates as of 10/01/2026):

50% GSR	Step:	Monthly Salary:	Quarterly Salary:
	1	$3,174	$9,522
	2	$3,357	$10,071
	3	$3,613	$10,839
	4	$3,888	$11,664

GSRs must be registered graduate students and are paid once a month on the first of the month. GSRs using a work-study allocation must be hired on an hourly rate.

Employment Benefits for TAs, Associates, Readers, and GSRs

Employment at different percentages as a TA, GSR, or Reader includes certain employment benefits, most notably, payment of the Graduate Student Health Insurance (Gaucho Health Insurance), partial fee remission, or payment of full fees and nonresident tuition where applicable. The table below indicates the most common combinations of employment and the benefits associated with them for the 2026-27 academic year.

24% TA or GSR or below (<100 hours) Reader under 100 hours	No Gaucho Health, No fee remission
25% or more TA or Reader	Gaucho Health, Full fee remission*
25% TA & 25% GSR combination	Gaucho Health, Full fee remission*
25% to 34% TA or GSR (≥100 but <140 hours)	Gaucho Health, Full fee remission*
35% GSR and over (140 hours or more per quarter?)	Gaucho Health, Full fees, Nonresident tuition where applicable
49% GSR and over	Gaucho Health, Full fees, Nonresident tuition where applicable
50% TA or Associate	Gaucho Health, Full fee remission*

*100% of the education and registration fee only

NOTE: The salary and remissions quoted above are consistent with the terms of the current contract for Fall 2018 only. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

Student Assistant Series

Employment paid through campus funds (Instructional Development/Academic Senate grants) frequently requires that the student not be hired as a GSR because there are no funds to pay fees or nonresident tuition. Therefore the Assistant series is used. Positions in the Assistant series are temporary and less than 50% time or temporary and up to 100% time during Summer and quarter breaks. Positions classified within the Assistant series are reserved for registered undergraduate and graduate students. Work assignments range from simple, routine, and repetitive tasks to complex assignments requiring extensive academic training and/or technical expertise. This series is characterized by the temporary nature of appointments, the general absence of continuing responsibility for work performed, and the diversity of

duties which may be assigned. The Assistant series consists of four levels, with the distinction between levels based on the relative degree of difficulty inherent in the manual, clerical, administrative, advising, public contact, technical, professional, and/or research-related duties performed. Students in the Assistant series receive hourly pay for time worked. The departmental policy on the hiring of Assistants is as follows.

Need-Based Financial Support

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

Tax Information

Information and a general discussion of the federal and California state tax status of common sources of graduate student income can be found **here**. It is not meant to be a substitute for professional tax advice regarding specific individual problems. Students should review available tax materials and make their own decisions about reporting of income, excluding income from taxation, and filing required tax forms. All salaries are taxable income. All gross earnings are reported to both the federal and state tax services. In the case of US citizens, permanent residents, refugees, asylees, or residents for tax purposes, the university is not required either to withhold federal or California state tax or to report fellowship income to the IRS or state tax service. Individuals are required to report this income themselves and to make any necessary arrangements with the IRS and state tax services to make estimated quarterly tax payments on fellowship income. For all nonresident aliens, the university is required to withhold federal tax at a flat 14 percent rate on fellowship stipends unless the international student's country of origin has a tax treaty with the United States that excludes US-sourced fellowship stipend income from US federal tax. For all international students, whether there is withholding by the university or not, U.S. fellowship stipend income is reported to the IRS on form 1042S and to the California Franchise Tax Board (FTB) on form 592B. The Accounting Office provides a copy of both forms to the student by mid-March. The Office of International Students & Scholars provides personal assistance in preparation of federal and California state tax returns. Please contact OISS to make an appointment.

Establishing California Residency

Because out-of-state residents must pay over $15,000 each year in tuition in excess of what California residents pay each year, California residency is valuable. Out-of-state students who are U.S. citizens cannot expect more than one year of support for non-resident tuition from the Department because one year on campus is normally sufficient to establish California residence. It is your responsibility to consult the regulations found **here**.

There are three basic components of the residency determination process:

1. Physical presence: Has the student lived here for at least a year and a day?
2. Financial independence: A student is considered "financially independent" if one or more of the following applies:
    - Is at least 24 years of age by Dec 31 of the year the applicant requests residence classification,
    - Is a veteran of the U.S. Armed Forces,
    - Is a ward of the court or both parents are deceased,
    - Has legal dependents other than a spouse,

- Is married, or a graduate student or professional student, and will not be claimed as an income tax deduction by his or her parents or any other individual for the one calendar year immediately preceding the term for which the request for resident classification is made.
- Is a single undergraduate student and was not claimed by his or her parents or any other individual for the two years immediately preceding the term for which the request for resident classification is made.

3. Intent: Has the student demonstrated intent to make California his or her permanent home. Relevant proof of intent includes: obtaining a CA driver's license and registering your motor vehicle in CA; obtaining a CA identification card; registering to vote and voting in CA elections; using a CA address on W-2 forms and tax returns; paying CA income tax as a resident; establishing and maintaining active bank accounts in CA; registering with the Selective Service in CA; owning residential property or continuously occupying rented or leased property in CA; the presence of spouse, children, or other close relatives in CA or obtaining a divorce in CA; applying for loans, scholarships, grants from a CA source. **These steps should be taken immediately upon arrival at UCSB, before the first day of classes.**

Your actions during the entire academic year and the summer will affect the determination regarding your residence status for tuition purposes. Students may contact the Office of the Registrar for counseling on residency questions. The final authority on residency matters rests with the Campus Residence Deputy in the Office of the Registrar. Students who leave the state, either on leave of absence or with lapsed status, have to file a residency statement when they return or reapply.

Graduate Student Travel Funds

The Academic Senate has available funds for students who have advanced to candidacy for the Ph.D. and who have been invited to present a research paper at a scholarly meeting or to present the results of research before a distinguished audience. Students are eligible to receive support for one trip during their scholarly career. Applicants must be registered or on an approved leave of absence. Students in joint degree programs are eligible for one-half of the regular allocation. Student applications for travel funds must be accompanied by an abstract of the paper to be presented, a copy of the formal invitation, and a letter of support from the student's advisor indicating the importance of the forum. These limited funds are awarded by the Academic Senate to eligible students on a first-come, first-served basis each fiscal year until all of the funding is allocated. The funding for the year is split into two equal pools: for conference travel between July 1 and December 31 and for conference travel between January 1 and June 30. For information, see **here**.
Monies are available for transportation at the maximum fund limitation:

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

Thanks to the generosity of Jack and Laura Dangermond, multiple travel expense awards are available to help qualified graduate students present GIS-related work at conferences and workshops. Allowable expenses are the actual cost of transportation, lodging, and conference registration costs. Calls for applications for Dangermond Travel Scholarships are usually made in August for the Fall Quarter, December for the Winter Quarter, and March for the Spring and Summer Quarters.

SERVICE ON COMMITTEES

The Graduate Students Association (GSA) is the elected representative government for UCSB graduate students. They work to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions, 2) provide graduate students with information concerning decisions that are relevant to student life, and 3) provide social activities for UCSB graduate students. As a GSA representative (the department has two representatives), you have a large voice in establishing the concerns of graduate students and articulating these concerns to the administration. We have an active graduate program, a lot of committed people, and a lot of energy. If you can't be the department representative, then be sure to sign up to sit on one of the numerous campus committees that shape life at UCSB. Examples include:

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

Graduate Student Committee Descriptions

Note: Service on committees is required for all graduate students until they have advanced to candidacy. Once advanced, graduate students are still welcome to serve on committees. The IGPMS cohort is not required to join a committee, but they are welcome to join if they want to!

COVID-19 Considerations: All committees have the option to meet in person or on zoom. This is committee-specific to reflect the comfort level of those involved.

Graduate students are encouraged to participate in as many committees as they want but can only take a lead role in one committee per year.
*** All the positions described below are nominated/elected by the graduate students and anyone can join in the meetings as a member and participate in the subgroups, but it would not be considered their primary "Committee" responsibility (i.e. they would have to sign up for an additional committee)*

Every committee will nominate someone within that committee as the committee chair during Orientation week. In addition to their committee responsibilities, the chair fulfills the following responsibilities:

- The leader of the group oversees the smooth running of the group and checks in with people in other roles to support and encourage them.
- Coordinates with other committee chairs to collaborate and work together
- Holds semi-regular meetings with the group to plan and execute committee goals
- Completes end-of-year write up and sends it to Committee on Committees
- Default leader of meetings (if there is no moderator)
- The obvious go-to person when there is a question
- Communicates with the faculty chair and other university administrators
- Nominated/elected by the members of that committee

Committee on Committees

Description: Reviews committees and descriptions, facilitates a meeting to garner feedback from graduate students, and assigns all graduate students to a committee, leads the committee selection process, receives reports on graduate students' participation in committees, helps facilitate. Each year this committee reviews the descriptions, positions, and summaries of committees and makes recommendations and changes accordingly.
Meeting Frequency: Meet as needed in the weeks before the start of the Fall quarter to determine committee needs. Meet once more at the end of the Spring quarter to read and synthesize reports from committee leads to inform future Committee on Committees members.
Roles:

- *Committee Lead (x2 graduate students)*
    - Takes lead on assessing the activities and productivity of each committee based on the end-of-year reports.
    - Creates draft of new, modified, or deleted committees for the review of the group.
    - Will work closely with other members of the committee on these duties.
- *Roles Lead (x1 graduate student)*
    - Takes lead on assessing activities and productivity of each role within committees based on the end of year reports.
    - Creates draft of new roles for new, modified, or deleted committee roles upon completion and approval of committees.
    - Will work with other members of the committee on these duties.

Team Spirit Committee (previously coffee committee)

Description: This committee takes turns to make coffee for Geography's colloquium and job talks. Additionally, this committee is responsible for coming up with social activities for Graduate Students and Faculty that focus on department socialization, bonding, and team spirit (e.g. previously called SHIP gatherings).
Meeting Frequency: This committee meets once a quarter. Colloquium is 1-2 times per week (usually Tuesday and Thursday afternoon) so if you are a Coffee lead, you could anticipate making coffee for colloquium 1-3 times during the quarter you are assigned.
Roles:

- *Sports Lead (x1 graduate student)*
    - Organizes or coordinates with other students to organize intramural sports (e.g. indoor/outdoor soccer, basketball, volleyball)
    - Organizes other physical activities for the department (e.g. surfing, rock climbing, hiking)
- *Coffee Lead (x1 graduate student)*
    - Takes primary responsibility for making coffee and bringing it to Geography's Colloquium and job talks
        - Can assign this role to others in the committee as needed
    - Equipment is provided through the department (contact Alycia Lewis or Consuelo Rivera for more information)
    - Think of fun new coffees or snacks that people at these talks might enjoy
- *Coffee Support (x1 graduate student)*
    - Help coffee lead where needed
- *Events Lead (x1 graduate student)*
    - Plans socials for graduate students and faculty mingling
        - In the past, we've done beer and pretzel hours (put on by the chair)

Geography Equity, Diversity, and Inclusion Working Group

Description: This committee works on tasks to address diversity, equity, and inclusion in the department. The GEDIWG is becoming an increasingly active committee of faculty and graduate students who are trying to make positive changes towards topics such as department climate, underrepresented social groups in curricula, and institutional and systemic racism in academia.
Meeting Frequency: All committee position holders should attend every meeting (2 per quarter). While meetings do not inherently ensure productivity, facetime (in person) check-ins do create a form of accountability. Furthermore, as this working group/committee largely revolves around voluntary initiatives, meetings provide concrete, blocked-off periods in which everyone can focus on making progress on a given task—tasks that may otherwise fall further down one's to-do list.
Roles:

- *Chair (x1 grad student)*
    - The leader of the group oversees the smooth running of the group and checking in with people in other roles to support and encourage them.
    - Coordinate with other committee chairs to collaborate and work together
    - Hold semi-regular meetings with the group to plan and execute committee goals
    - Complete end of year write up and send it to Committee on Committees
    - Default leader of meetings (if there is no moderator)
    - The obvious go-to person when there is a question
    - Communicates with the faculty chair and other university administrators (represents the GEDIWG in spaces outside of GEDIWG)
    - Nominated/elected by department (chair)
- *Meeting Moderator (x2 graduate students; rotates each meeting)*
    - Facilitates progress through meeting agendas (welcome statements, introductions, transitions from one agenda item or speaker to the next)
    - For selection, priority is given to members who have not yet moderated
    - If no one volunteers to moderate, the task will go to the Chair.
- *Director of Operations (x2 graduate student)*
    - Schedules meetings (sends doodle poll 1-2 week(s) in advance to identify meeting time with the highest attendance)
    - Makes template docs/slides for meetings (to be populated by group leaders, and other presenters)
    - Sends confirmation email with meeting agenda/notes docs, zoom link, and other resources once a meeting time is confirmed
    - Selects new moderator
    - Ask for volunteers in meeting scheduling email
    - If no one volunteers, send personal emails to members who have not had the opportunity to moderate to see if they are interested
    - If no one volunteers, the task will go to the Chair (notify the Chair)
    - Selects new note taker
    - Ask for volunteers in meeting scheduling email
    - If no one volunteers, the task will go to the Director of Communications
- *Director of Communications (x2 graduate students)*
    - Default note taker if there are no other volunteers
    - Cleans/edits meeting notes and send them to the GEDIWG group after each meeting
    - Writes the quarterly newsletter to be sent to the department
    - Should include an interest form for people to sign up to be added to the GEDIWG google group (that list should then be sent to Alex Feldwinn)
    - Monitors/organizes the GEDIWG google drive to make sure meeting notes are organized and accessible

- *Education Coordinator (x2 graduate students)*
    - Responsible for planning events outside of the regularly scheduled GEDIWG meetings
    - Could include "retreats," workshops, or one-off talks
        - e.g. liaison with URGE that organizes quarterly workshops/exercises for the department as a whole to improve education in our department about current issues that matter
    - May coordinate with guest speakers
    - Notify the group of seminars/workshops that GEDIWG members may be interested in attending
- *Director of Undergraduate Relations (x1 graduate student, x1 undergraduate student)*
    - Coordinates with Geography Club, GTU, and Outreach Committee to make sure there is some form of undergraduate representation/communication
    - Asks for feedback from undergraduates on potential initiatives for the GEDIWG to undertake
- *Director of Search Committee (x1 graduate student)*
    - Would take the lead as the graduate student rep in any search committee responsibilities, including interviews, setting up grad meetings/lunches, and facilitating discussion among graduate students about potential hires
        - This person could also be responsible for "hiring" the graduate student representative for search committees if the before-mentioned duties are too much)
    - Drafts a Search Guide for when this position is "hired-out" to outline notes/responsibilities, contact info for previous Graduate Search Committee Representatives, interview questions, etc.
- *Director of Data and Reporting (x1 graduate student)*
    - Responsible for disseminating quantitative Qualtrics survey into a quarterly or annual report
    - Coordinate with Director of Communications
- *GEDIWG Member (any member of the UCSB Geography community; open group)*
    - Leads or contributes to new and ongoing Catalyst for Change documents
    - anyone can join in the meetings as a member and participate in the subgroups, but it would not be considered their primary "Committee" responsibility (i.e. they would have to sign up for an additional committee)
- *Representatives or liaisons from other committees*
    - Responsibilities would include attending meetings and giving summaries or suggestions during GEDIWG meetings from their committee (a way of communicating between committees)
    - List of Representatives from other committees/groups
        - Chair's Graduate Advisory Committee Representative
        - WIGs Representative
        - Geography Club and GTU Mentor Committee Representative
        - Faculty Meeting Representative
        - GSA Representative

Events Committee

Description: This committee helps plan, organize, set up, and clean up for departmental events including the Fall BBQ in October, December Holiday party, Open House in February, and the spring BBQ in June. When you sign up for this committee, you are committed from the current Fall quarter through the following Fall BBQ. Additionally, the Leads are *NOT* responsible for taking care of the whole event;

rather they are responsible for assigning other volunteers to do tasks during their event (e.g. pick up the keg, recycling/trash end of the event, setting up the event, etc.)
Meeting Frequency: This committee meets in person 1 to 2 times per quarter.
Roles: *Each Lead would be responsible for coordinating the sign-up of graduate student volunteers for their event with the help of Consuelo.*

- *Fall BBQ Lead (x1 graduate student)*
    - *Arrange for a graduate student to purchase supplies for the event (they will be reimbursed)*
        - *e.g. beverages and ice*
    - *Arrange for 1-2 graduate students and 1-2 faculty to purchase foods for the event and prepare them*
        - *Meat for BBQ*
        - *Marinated portabella mushrooms (can be cooked ahead of time or grilled at the venue)*
        - *French bread and pico de gallo*
    - *Arrange for 2-3 graduate student volunteers to arrive early and set up the event*
        - *Cleaning picnic tables, taping paper to tables, setting up cups, trash, etc.*
    - *Arrange for 3-4 graduate student volunteers to clean up after the event*
        - *Make sure all the trash is picked up and bring the trash and recycling back to campus and disposed of properly*
- *December Holiday Party Lead (x1 graduate student)*
- *Open House Lead (x1 graduate student)*
- *Spring BBQ Lead (x1 graduate student)*

Faculty Meeting Representatives

Description: Members serving as representatives will represent the larger geography graduate student body at faculty meetings. **You are required to be a second-year or later to be on this committee.
Meeting Frequency: This committee meets once a week.
Roles:

- *Faculty Meeting Representative (x4 graduate students)*
    - Faculty Meeting Representatives will attend departmental faculty meetings, take notes on the proceedings, and email a general summary to the geography graduate students.
    - It is recommended that the representatives take turns attending each meeting and that there be 1-2 representatives present at each meeting.
    - It is also recommended that one of the representatives will also attend 1 GEDIWG meeting per quarter as the Faculty Meeting Representative.

Various Meeting Representatives

Description: Members serving as representatives will represent the larger geography graduate student body at various meetings.
Meeting Frequency: This committee meets when their associated faculty meet.
Roles:

- *Ellison Hall Computing Representative (x1 graduate student)*
    - Attend the faculty computing committee meetings
    - Provide feedback from graduate students
- *Ellison Hall Sustainability Field Representative (x1 grad student)*
    - Every department at UCSB with fieldwork has a representative. These individuals are welcome to contribute with ideas for further development and improvement of the field

research safety program. In addition, they function as liaisons between EHS and the department for announcements of events - training, gatherings, etc.
    - Potential areas for improvement

Geography Club and GTU Mentor Committee

Description: This committee plans outreach events and coordinates outreach to UCSB Geography undergraduates, primarily those in the Geography Club. In the past, we've organized and participated in trivia night with the Geography Club. We've also done outreach to get Geography club members and other UCSB undergrads involved with geospatial programming and R programming fundamentals workshops taught at the UCSB library.
Meeting Frequency: This committee meets 1-2 times per quarter or as determined by the members.
Roles:

- *Geography Club Lead (x1 graduate student)*
    - Regularly attends Geography Club meetings
    - Attends GEDIWG meetings as Geography Club Representative
- *GTU Lead (x1 graduate student)*
    - Regularly attends GTU meetings
    - Attends GEDIWG meetings as the GTU Mentor Representative

Geography Course Material Creation Committee

Description: This committee works to accumulate course resources for teaching assistants. They will work to build a common database of course material (presentations, worksheets, etc.) for graduate students to use for their classes.
Meeting Frequency: This committee meets 1-3 times per quarter
Roles:

- *Coursework Compilation Lead (x2 graduate students)*
    - Works with staff and faculty to contact previous instructors and TAs to compile a database of teaching materials on the Geography TA Canvas page.

Graduate Student Association (GSA) Representative

Description: The Graduate Students Association (GSA) is the elected representative government for UCSB graduate students. They work to: (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions, (2) provide graduate students with information concerning decisions that are relevant to student life, and (3) provide social activities for UCSB graduate students. As a GSA representative (the department has two representatives), you have a large voice in establishing the concerns of graduate students and articulating these concerns to the administration. We have an active graduate program, a lot of committed people, and a lot of energy.
Meeting Frequency: This committee typically meets on the first Tuesday of every month.
Roles:

- *Representative (x2 graduate students)*
    - Regularly attends GSA meetings and emails meeting summary to Geography Graduate students after every meeting
    - Regularly attends GEDIWG meetings as Geography GSA representative

Lounge Committee

Description: This committee takes turns cleaning the geography graduate student and faculty lounge. This includes cleaning out the fridge, wiping counters and tables, cleaning the microwave, toaster, coffee

machines, tea kettle, and sink. You will also need to make sure the lounge is always stocked with a clean sponge and dish soap. *(Note: This committee will only need to clean the lounge when people are allowed back in Ellison Hall. There may be additional cleaning duties assigned when we return in-person (e.g. daily sanitation and disinfection.)*
Meeting Frequency: This committee meets virtually to assign members to the cleaning schedule. Each member is required to clean the lounge 1-2 times a quarter.
Roles:

- *Fall Quarter Lead (x1 graduate student)*
- *Winter Quarter Lead (x1 graduate student)*
- *Spring Quarter Lead (x1 graduate student)*

Visibility/Outreach Committee

Description: This committee organizes events on campus and in the community to share information about geography generally and UCSB's Geography Department specifically. Our biggest event is Geography Awareness Week - we coordinate to have folks from our department present to K-12 students about geography. Other events have included a geography trivia night, a scavenger hunt, GPS Talks, and Tech Savvy (an on-campus event for middle school girls to learn about different sciences).
Meeting Frequency: This committee meets weekly in the fall and twice a month in winter and spring.
Roles:

- *Geography Awareness Week Lead (x3 graduate students)*
    - Updating sign up forms/documents & GAW materials from the previous year with current year dates/themes/specifics
    - Reaching out to area principals to identify teachers interested in presentations
    - Reaching out to faculty/graduate students to find presenters and coordinating matching K-12 teachers with presenters (including keeping track of which teachers have been matched)
    - Helping presenters coordinate presentation logistics & finding/organizing presentation materials
    - Sending follow up surveys, collecting and curating presentation material
- *Geography Awareness Week Support (x3 graduate students)*
    - Support the GA Week Leads in their responsibilities
- *Augmented Reality Sandbox Lead (Hardware) (x1 graduate student)*
    - Learn to set up and store Sandbox
    - Assess needs for hardware improvement
        - Camera mounts, wheels, sand, cameras, etc.
    - Draft/improve document that details how to set up and store Sandbox
- *Augmented Reality Sandbox Lead (Software) (x1 graduate student)*
    - Learn how the code that runs the Sandbox works
    - Gather open-source code that can improve Sandbox functionality
        - This can be done individually or collaboratively with people on/off-campus
    - Document/improve code on Sandbox functionality

Chair's Graduate Advisory Committee

These are nominated positions before the start of Fall quarter
Description: This committee meets quarterly with the department chair to address concerns from the graduate student body. There is a representative for each cohort elected by that cohort.
Meeting Frequency: This committee meets 1-2 times a quarter.

Roles:
Note: One representative will need to be chosen to attend GEDIWG meetings as the Chair's Graduate Advisory Committee Representative (folks can take turns)

- *First-year Representative*
  - Regularly attends Chair's Graduate Advisory Committee meetings
  - Regularly contacts cohort to solicit feedback to bring to Department Chair
  - Sends meeting summary to cohort members after each Chair's Graduate Advisory meeting (*email to cohort<year>@geog.ucsb.edu*)
  - Checks the Department's Anonymous Qualtrics Survey results and summarizes topics to discuss at Chair's Graduate Advisory Committee meetings
- *Second-year Representative*
  - Same as the first-year representative but for second-years
- *Third-year Representative*
  - Same as the first-year representative but for third-years
- *Fourth-year Representative*
  - Same as the first-year representative but for fourth-years
- *Fifth-year Representative*
  - Same as the first-year representative but for fifth-years
- *Sixth-year Representative*
  - Same as the first-year representative but for sixth-years
  - *only need a representative if there are at least 6 members of the cohort remaining*

ADMINISTRATIVE POLICIES

General Departmental Policies for Graduate Students

There are some general Department of Geography policies that you should be aware of. If you have questions about any of them, please ask in the office—we're glad to assist you.

1. Copiers: The department copiers can be found in 1829 Ellison Hall. Copier codes are issued only to employed graduate students for instructional (e.g., Teaching Assistant, Reader, Associate) or grant-related (e.g., Graduate Student Researcher, Postgraduate Researcher) copying. If you are employed on a research grant, please contact Geography Administration or the P.I. in charge of the grant to find out if there is a copier code assigned to that account. Personal copying is not allowed. All personal copying should be done on the copiers available in the Library. If the copier isn't operating properly, or is giving a message that isn't clear to you, or indicates that there is a problem, please inform the office staff so that we can assist in correcting the problem or call for repair, if necessary.

2. Office Space: While the department has no obligation to provide space for graduate students, we have always tried to accommodate space needs for all graduate students. Campus and department policy dictates to a very large extent the priorities for the allocation of space to persons associated with the department as follows:

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

Appendix C outlines departmental policies regarding graduate student office space. Note that **e**ach person assigned space is responsible for maintaining the work space in a professional manner. Cleaning products for regular maintenance can be obtained from the administrative office. We want to be able to maintain excellent indoor air quality, so please be sure to use only the recommended products when spiffing up your office!

3. Keys: All graduate students are eligible, upon request, for keys to their assigned office and Ellison Hall exterior doors. Requests for any other keys require special permission. All faculty and graduate student offices are considered private. Requests should not be made for keys to these offices unless there is a real emergency. The transfer or the "loaning" of keys from one individual to another is not permitted. Lost or stolen building or office keys shall be reported to the Department of Geography as soon as the discovery is made in order to ensure that appropriate security measures can be taken. Desk, storage cabinet, and file cabinet keys are not included. All keys must be turned in to the Academic Personnel Analyst before final degree completion.

4. Mail/Packages: Mail is delivered to the office daily in the morning (approximately 8:15 am) and is sorted into assigned mailboxes in the office. Incoming mail should be limited to official university business. Do not use this address for personal mail, especially for magazines, etc. University policy clearly states, "Outgoing personal mail should not be deposited with official University mail." For your convenience, there are a number of U.S. postal deposit boxes located around campus and a U.S. mail station in the UCen. If you are leaving campus (temporarily or permanently), please keep in mind that the

Post Office will not forward mail that is addressed to the University. Submitting a "Change of Address" postcard to the U.S. Post Office for a University address will not work. You need to take steps to change your mailing address well in advance, because the department does not have the staff or the financial resources to forward mail. Making arrangements for your mail after you leave is your responsibility, not that of the department.

5. Supplies: Only office supplies used for your teaching responsibilities will be provided by the department. GSRs hired on grants should obtain their supplies through the office responsible for handling the grant. TAs who need to print or copy more than 20 pages per student in a quarter are required to use a reader rather than handouts. Graduate students who are not employed by the department nor employed on any research grants are expected to pay for their own supplies (this includes copying, envelopes, paper, etc.).

6. Recycling: There are recycling bins on each floor of Ellison Hall (each container is clearly marked). Please be sure to deposit your recyclables in the appropriate container each day. The blue bin in your office is for office pack only and, when full, has to be carried to the large receptacle in one of these locations. The custodial crew no longer picks up the trash from offices on a regular basis, so we need your help to be sure we are capturing the office pack appropriately for recycling.

Things to Do Before Leaving the Department

1. Make sure that all Graduate Division paperwork has been completed.
2. File a copy of your thesis or dissertation with the Department.
3. Return your keys to our Academic Personnel Analyst
4. Talk to our Director of IT about your email and computer accounts, lab keys, data, etc.

APPENDIX A

Example Reading List for the Ph.D. Written Exam

To prepare for the Ph.D. written exam, each student should seek advice from members of their Ph.D. Committee. It is recognized that suggested readings in preparation for the exam will be made up primarily of material that is related to the primary systematic and/or technical area of focus of the student.

Abler, R., Marcus, M. G., & Olson, J. M. (Eds.). (1992). *Geography's Inner Worlds: Pervasive Themes in Contemporary American Geography*. New Brunswick, NJ: Rutgers University Press.

Agnew, J., Livingston, D., & Rogers, A. (Eds.). (1996). *Human Geography: An Essential Anthology*. Oxford: Blackwell Publishers.

Anderson, R. S. & Anderson, S. P. (2010). *Geomorphology: The Mechanics and Chemistry of Landscapes.* Cambridge University Press.

Andrienko, G., N. Andrienko, P. Jankowski, D. Keim, M. J. Kraak, A. MacEachren, and S. Wrobel (2007). Geovisual analytics for spatial decision support: Setting the research agenda. *International Journal of Geographical Information Science* 21 (8):839–857.

Bailey, T. C., & Gatrell, A. C. (1995). *Interactive Spatial Data Analysis*. New York, NY: John Wiley and Sons.

Bohren, C. F. (1987). *Clouds in a Glass of Beer: Simple Experiments in Atmospheric Physics*. New York: Wiley.

Bonan, G. B. (2008). *Ecological Climatology: Concepts and Applications, 2nd ed.* 563 pp., Cambridge University Press, Cambridge, U.K.

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APPENDIX B

M.A. Thesis Filing Checklist

In the quarter when you plan to file your M.A. thesis, you should meet with the Staff Graduate Program Advisor to get advice on the process of completing your degree and to obtain an up-to-date version of this checklist.

The student is ultimately responsible for making sure that all forms, fees, documents, etc. are filed in correct and timely manner to meet the requirements of your degree. Many of forms can be found **here**.

Steps 1–3 should be completed by the student:

1. Check unit/course requirements: Check your transcript to make sure that you have fulfilled all course and unit requirements for the degree; that you don't have any Incompletes, NG, or NR grades on your record; and that you have a cumulative GPA of at least 3.0. Don't wait until the day you file your thesis to do this!

2. File Master's Form I - "Nomination of Thesis Committee for Master's Degree Candidates." Ideally, this form should be filed no later than the beginning of the quarter in which you plan to graduate. Form I requires the approval of the department Graduate Advisor, the Department Chair, and the Graduate Dean. Type (or print legibly) the names and titles of the committee members on the form. A Conflict of Interest Disclosure Form (COI), signed by the student, the Committee Chair, and the Department Chair, must accompany this form. If you wish to change a member or members of your committee after Form I has been filed and approved, you need to submit Committee Form I-A - Changes in Thesis or Dissertation Committee found **here**.

3. File your Master's Thesis with the Graduate Division and the Department. To file your thesis with the Graduate Division, you must submit electronically your entire committee-approved thesis, including a formatted, but unsigned, signature page **here**.
After electronically submitting your thesis, take to the Graduate Division:

- One original signed signature page (on 8.5 x 11 inch plain white paper, signatures in blue or black ink). It must include the signatures of all members of your committee as listed on Master's Form I.
- One copy of your title page
- Cashier's receipt showing payment of $25.00 Master's Thesis Submission Fee
- If on Filing Fee Leave of Absence, Cashier's receipt showing payment of the Filing Fee (equal to one-half of the amount of the Student Services Fee)
- Copyright permission letters (if applicable). For more information, see **here**.

To file your thesis with the Department, bring one hard copy, which does not need to be bound, and also provide an electronic version.

The UCSB Guide to Filing Theses and Dissertations can be found **here**. While it is not required that you give a copy of your thesis to your committee members, it is customary.

After Steps 1–3 have been completed by the student, the Staff Graduate Program Advisor will ask the chair of the committee to complete Form C1. Form C1 indicates that all requirements have been met, that there are no Incompletes/NR/NGs on the record, and that the thesis has been approved and filed, and it makes a recommendation on admission to the Ph.D. program. If the student joined the program in Fall

2011 or later, the Graduate Advisor will use the check sheet created by the department for the General Catalog for the year that the student entered the program. If the student entered the program in Fall 2010 or earlier, the Graduate Advisor or Department Chair will authorize the Graduate Division to award the degree using Form C2.

The Department WILL NOT authorize the Graduate Division to award the degree until Steps 1–3 have all been completed.

Ph.D. Dissertation Filing Checklist

In the quarter when you plan to file your Ph.D. Dissertation, you should meet with the Staff Graduate Program Advisor to get advice on the process of completing your degree and to obtain an up-to-date version of this checklist.

The student is ultimately responsible for making sure that all forms, fees, documents, etc. are filed in correct and timely manner to meet the requirements of your degree. Many of forms can be found **here**.

Please be sure that Steps 1–6 are all completed:

1. File Ph.D. Form I - "Nomination of Ph.D. Committee," with the Graduate Division. This form should be filed as soon as you know who will make up your official Ph.D. Committee. It must be approved and on file BEFORE taking the written-oral comprehensive examination and the oral proposal qualifying examination. The form should include the names of all members of your committee. Type (or print legibly) the names and titles of the committee members on the form. Be sure to indicate on the form if any members will serve as a reviewer for your dissertation only. The form requires the approval of the departmental Graduate Advisor, the department Chair, and the Graduate Dean. If you are including any members that are not UC faculty, be sure to attach a C.V. or other information describing the person's qualifications. If you wish to change a member or members of your committee after Form I has been filed and approved, you need to submit Committee Form I-A - Changes in Thesis or Dissertation Committee. Together with the Ph.D. Form I, you should also submit the Conflict of Interest Form that must be signed by you, your research advisor, and the department Chair.

2. File Ph.D. Form II -"Report on Qualifying Examinations for the Degree of Doctor of Philosophy." Take the form with you to the oral proposal qualifying examination. You should obtain signatures from your committee members on Form II immediately following successful completion of the oral proposal qualifying examination. Take the completed Form II to the Cashier's Office, pay the $50 advancement to candidacy fee, and then file it with the Graduate Division. This form officially advances you to candidacy. You will not be permitted to advance to candidacy if you have an Incomplete or "No grade" on your record - no exceptions.

3. See the Staff Graduate Program Advisor to check course requirements: Check your transcript to make sure that you have fulfilled all course requirements for the degree; that you don't have any Incompletes, NGs, or NRs on your record; and that you have a cumulative GPA of at least 3.0.

4. File Ph.D. Form III - "Report on Final Examination for the Degree of Doctor of Philosophy." The Graduate Division cannot award the degree until a Doctoral Form III is received from the department, indicating that the student has successfully defended the dissertation. All approved committee members must sign the Doctoral Form III. These signatures must be the same as the signatures appearing on the approval pages of **the dissertation.** Because your dissertation approval page and Form III require the

same signatures, if at all possible you should circulate them together**.** The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate's Doctoral Committee and the Department Chair, using Doctoral Form III-A.

5. File your Dissertation with the Graduate Division and the Department. To file your dissertation with the Graduate Division, you must submit electronically your entire committee-approved dissertation, including a formatted, but unsigned, signature page **here**.To file your thesis with the Department, bring a hardcopy, which does not have to be bound or follow a specific format, and also provide an electronic version. The UCSB Guide to Filing Theses and Dissertations can be found **here**. While it is not required that you give a copy of your thesis to your committee members, it is customary.

After electronically submitting your thesis, take to the Graduate Division:

- One original signed signature page (on 8.5 x 11 plain white paper, signatures in blue or black ink). It must include the signatures of all members of your committee as listed on Ph.D. Form I.
- One copy of your title page
- If on Filing Fee Leave of Absence, a Cashier's receipt showing payment of the Filing Fee (one-half of the amount of the Student Services Fee)
- Copyright permission letters (if applicable). For more information, see **here**.

6. Complete the required surveys on-line at:

Survey of Earned Doctorates

UCSB Doctoral Exit Survey

APPENDIX C

Geography Department Office Space Rules and Regulations

The department is providing a faculty & graduate student lounge so you will have access to a refrigerator and microwave. The graduate student lounge committee will be disseminating rules and procedures for storing goods in this space and best practices for maintaining the lounge.

The department reserves the right to change and/or alter office and lab space arrangements as needed, taking into account space capacity, student standing, progress to degree, and making best use of departmental resources.

Geography Office Code of Conduct:

a. Office space must remain in its initial condition and may not be altered in any way

b. Use of personal appliances (fridge, kettle, microwaves) is prohibited due to low power loads

c. Use of additional furnishings requires prior approval by the departmental space manager. Any furnishings approved for use must be removed when the student vacates the office

d. Office space must be kept free of noise or other distractions that may negatively impact office mates or others in and around the building

e. Office space must be kept clean and sanitary at all times (see the Geography administrative staff if you have questions on recycling, waste systems, or access to cleaning supplies)

f. Office furniture must never be destroyed, defaced, damaged, impaired or removed

g. No cooking or overnight sleeping are permitted

h. Upon graduation and/or departure, office space must be left in a clean state, devoid of trash, books, papers, electronic equipment, etc., and all keys returned department staff

APPENDIX D

UC / UCSB arrangements and funds to assist with open access article publication fees

There are UC / UCSB arrangements and funds to assist with open access article publication fees:

https://www.library.ucsb.edu/ucsb-open-access-publishing-fund

https://osc.universityofcalifornia.edu/uc-publisher-relationships/

There are as well some specific journals noted, including:

- **Elsevier**
- **Springer Nature**
- **Public Library of Science (PLOS)**
- **MDPI journals**