



**The University of California, Santa Barbara  
Department of Film and Media Studies  
Graduate Student Handbook  
2023-2024**



**TABLE OF CONTENTS**  
(click on a topic to advance)

**GRADUATE STUDIES IN FILM AND MEDIA STUDIES  
AT THE UNIVERSITY OF CALIFORNIA, SANTA BARBARA**

Introduction.....	4
Program Overview .....	4
Areas of Emphasis .....	4
The Faculty .....	5
Emeriti .....	6
The Graduate Director.....	6
The Faculty Mentor .....	6
The Graduate Program Advisor .....	7
The Departmental Graduate Committee.....	7
Registration .....	7
Full-Time Enrollment.....	7
Grades/Incompletes .....	8
Grading Policy.....	8
Standards of Scholarship.....	8
Leaves of Absence .....	9
In Absentia Registration.....	9
Degree Dates and Filing Deadlines .....	9
Annual Review of Graduate Student Progress.....	9
Appeals Procedure for Grad Student Disputes w/Grad Committees.....	10

**M.A/PH.D. AND PH.D. ONLY PROGRAMS**

<b>MASTER OF ARTS (M.A.) DEGREE IN FILM AND MEDIA STUDIES.....</b>	<b>10</b>
Undergraduate Preparation .....	10
Course/Unit Requirements of the MA Degree.....	10
Core Courses.....	11
Graduate Electives .....	11
Policy on Independent Studies Courses.....	11
Master’s Committee.....	11
Master’s Exam.....	11
Maximum Time/Normative Time for the MA Degree.....	12
8th Quarter Justification .....	13
Financial Support as a Master’s Student.....	13
Residency Requirement for the MA Degree .....	13
Petitioning to Skip the MA and go directly to the Ph.D. Program.....	13
Master’s Degree - Forms and Bureaucratic Procedures .....	13
Filing Fee.....	13



## **TRANSFER FROM M.A./CONTINUATION INTO PH.D. PROGRAM DOCTOR OF PHILOSOPHY (PH.D.) AND PHD-ONLY DEGREE**

Degree Requirements .....	13
Foreign Language Requirement.....	14
Residency Requirement for the Ph.D. Degree.....	14
Maximum Time/Normative Time for the Ph.D. Degree.....	15
Required Courses .....	15
The Ph.D. Committee .....	15
Requirements of the Ph.D. Program.....	16
Written Qualifying Examination.....	16
Dissertation Prospectus .....	17
Oral Defense Qualifying Exam.....	17
Advancement to Candidacy/Doctoral Fee Offset/Reduced Nonresident Tuition .....	17
Ph.D Classification.....	17
Dissertation and Defense .....	18
Teaching Requirement.....	18

## **INTERDISCIPLINARY PH.D. PROGRAM EMPHASIS PH.D. DEGREE – FORMS, REQUIREMENTS, PROCEDURES**

Advancement to Candidacy Fee .....	18
PREPARATION FOR CAREERS IN TEACHING.....	20
FEES/TUITION .....	20

## **FINANCIAL SUPPORT**

FELLOWSHIPS.....	20
INTERNATIONAL STUDENTS (IDRF).....	21
The Doctoral Student Travel Grant .....	21
EMPLOMENT .....	21
Need-Based Financial Support.....	21
Supplementation Policy.....	22

## **GRADUATE STUDENT ACADEMIC APPOINTMENTS**

Teaching Assistantships.....	22
UAW Bargaining Agreement.....	23
Graduate Student Researchers.....	24
Employment Benefits for TAs and GSRs .....	24
Super Reader .....	25
Student Assistant Series. ....	25
Tax Information.....	24
Establishing Residency .....	25
Participation on Dept and Campus Committees.....	26
APPENDIX: General Departmental Policies for Graduate Students .....	27

## INTRODUCTION

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

This information and more can also be found on the department's grad program website: <https://www.filmandmedia.ucsb.edu/academics/graduate-program/>

Also always refer to UCSB's Graduate Division website: <https://www.graddiv.ucsb.edu>

## THE UCSB FILM AND MEDIA STUDIES PROGRAM OVERVIEW

The UCSB Film and Media Studies Department was established in 1973 as a small, undergraduate film studies program comprised of interdepartmental faculty and visiting lecturers. Based on its success and growing renown it attained departmental status in 1995. In the 2022-23 academic year there are 561 undergraduate majors engaged in the study of film and other media forms as important social, cultural and political phenomena. While large enough to cover a broad range of fields, the department is known for its personal atmosphere where individual interests and abilities are nurtured. The M.A./Ph.D. Program was inaugurated in 2005 and consists of two degree tracks: the M.A./Ph.D. Degree; and the Ph.D.-Only Degree.

## AREAS OF EMPHASIS

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

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

We live at a time when the proliferation of moving images and sounds are accelerating at a rate that threatens to outpace our ability to grasp and comprehend their sources, impact, and potentialities. We inhabit a region of the world where the production, distribution, and archiving of moving images have long histories and are powerful engines of economic growth and social change.

As film and media scholars, faculty members in the department investigate this phenomenon from historical, theoretical, and critical perspectives and seek to prepare students for intelligent, informed, and imaginative engagement with a wide range of filmic, photographic, televisual, and digital forms.

Work by students and graduates of this program are shaping our future understanding of modern media culture and the production and circulation of moving images and sounds as aesthetic, technological, economic, and social forces

## THE FACULTY

- Peter Bloom** Professor of Film and Media Studies, Specializations: Media Archaeology, Francophone and Anglophone Colonial Film and Radio, African and Southeast Asian Art and Media
- Anna Brusutti** Film and Media Studies Lecturer, Specializations: Introduction to Cinema, Italian Comedy
- Alenda Chang** Associate Professor of Film and Media Studies, Specializations: Environmental media, game studies
- Mona Damluji** Assistant Professor of Film and Media Studies, Specializations: Cultural Studies of Energy/Environment, Middle East Film and Media, Urban Studies
- Cynthia Felando** Film and Media Studies Lecturer, Specializations: Contemporary Trends in International Cinema
- Jennifer Holt** Associate Professor of Film and Media Studies, Specializations: Media Industry Studies, Policy and Regulation, Television History/Criticism
- Chris Jenkins** Head of Production, Specializations: Documentary production, Cinematography, Editing
- Ross Melnick** Professor of Film and Media Studies, Specializations: Archive Theory and Practice
- Lisa Parks** Distinguished Professor of Film and Media Studies, Specializations: Media Globalization, Media Infrastructure Studies, Television Studies
- Constance Penley** Professor of Film and Media Studies, Founding Director and Co-Director Emerita, Carsey-Wolf Center, Specializations: Film History & Theory, Media Studies, Feminist Theory, Science & Technology Studies, and Contemporary Art
- Patrice Petro** Professor of Film and Media Studies, Presidential Chair of Media Studies and Dick Wolf Director of the Carsey-Wolf Center, Specializations: Film and media history, criticism, and theory; theories of modernism and modernity, globalization and technology; feminism and critical theory
- Sasha Razor** Film and Media Studies Lecturer, Specializations: Russophone and East-Central European cinemas
- Bhaskar Sarkar** Professor of Film and Media Studies, Specializations: Postcolonial Media Theory, Cultural Theory, Asian Cinemas
- Laila Shereen Sakr** Associate Professor of Film and Media Studies, Specializations: Computational art, live cinema, data visualization, media activism, and new media in the Middle East
- Greg Siegel** Associate Professor of Film and Media Studies, Specializations: Media Studies, Cultural Studies, Science and Technology Studies
- Cristina Venegas** Associate Professor of Film and Media Studies, Specializations: Cinema and Media of the Americas
- Janet Walker** Professor of Film and Media Studies, Specializations: Documentary film and media, trauma and memory studies, and media and environment
- Althea Wasow** Assistant Professor of Film and Media Studies, Specializations: Critical Race and Archaeology of media approaches to modern image making and Cultural Studies
- Naoki Yamamoto** Associate Professor of Film and Media Studies, Specializations: Film theory, Asian cinema, documentary films, avant-garde art movements, cultural theory, Japanese popular culture

## EMERITI

**Allison Anders** Distinguished Professor Emerita of Film and Media studies, Specialization, Film production, autobiographical writing, music supervision

**Edward Branigan** Professor Emeritus of Film and Media Studies, Specializations: Film theory, film narratology, aesthetics of film color, sound, and camera movement

**Michael Curtin** Professor Emeritus of Film and Media Studies, Duncan and Suzanne Mellichamp Chair, Specializations: Global media studies, contemporary Chinese media, cultural geography

**Anna Everett** Professor Emerita, Specializations: Film and television history and theory, black film, digital media technologies.

**Dick Hebdige** Professor Emeritus of Film and Media Studies and Art, Specializations: Cultural studies

**Charles Wolfe** Professor Emeritus of Film and Media Studies: Specializations: Film History, historiography, silent comedy, documentary media, art and politics

## DIRECTOR OF GRADUATE STUDIES (DGS)

The Director of Graduate Studies is **Professor Naoki Yamamoto**.

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

## THE FACULTY MENTOR

Each graduate student will be assigned a Faculty Mentor for the first year in the program. During the second year, students typically begin the year with the same faculty mentor and do the following.

**M.A./Ph.D Track:** Students select the chair (and committee) for their exams by the end of the fourth week of Winter Quarter.

**Ph.D.-only Track:** Students select the chair (and members) of their Ph.D. committee by the end of the fourth week of Spring Quarter

The faculty mentor works closely with the student but does not provide a departmental signature on official forms and petitions. In case of faculty member separation or short-term unavailability, a student may be assigned two graduate mentors to share/ alternate mentoring responsibilities.

M.A. committee chairs as well as Ph.D. dissertation advisors are selected by the student, and the composition of these committees is selected in consultation with the committee chair. Committee chairs and Ph.D. dissertation advisors take over advising responsibilities from faculty mentors once they are selected by the student.



## GRADUATE PROGRAM ADVISOR

The Graduate Program Advisor (GPA) is **Selinda Tuttle**.

The Graduate Program Advisor provides administrative and clerical support for the graduate program (and sometimes a sympathetic ear). Assisting in the coordination of the admissions process, the GPA is often the student's initial contact in the department. The GPA assists the graduate director in monitoring students' progress toward their degrees and provides information about departmental and Graduate Division policies and procedures. The faculty and students alike rely heavily on the GPA for information, but faculty members and ultimately each student must be responsible for academic planning.

## THE DEPARTMENTAL GRADUATE COMMITTEE

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

## REGISTRATION

For the most accurate and current registration information and deadlines, always check the UCSB Registrar's website at: <https://registrar.sa.ucsb.edu>

Students must enroll and pay fees by the deadlines printed each quarter in the "Schedule of Classes." Also, it is important to review study lists with your Mentor every quarter. Generally, two weeks after the quarter begins, the department is sent a list of courses that all grads are enrolled in. At this time, the Graduate Program Advisor and Director of Graduate Study review the lists to make sure that students are registered in the appropriate courses and number of units. Those who fail to pay fees and/or to register by the date specified on the Registrar's website will lapse in enrollment automatically and lose student status, as well as relinquish virtually all student privileges (university housing, library privileges, student health insurance, employment in TA, GSR or Associate titles). If your enrollment status lapses, you must petition for reinstatement. Reinstatement petitions are available from the Graduate Division or can be downloaded at: <http://www.graddiv.ucsb.edu/pubs/>. It is important to note that reinstatement is not guaranteed, especially if you have exceeded maximum time limits for completion of the degree.

## FULL-TIME ENROLLMENT

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

## GRADES/INCOMPLETES

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

### Grading policy

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

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

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

### Standards of Scholarship

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

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

All disciplinary actions are taken after consultation with the Department Chair, Director of Graduate Study, and Graduate Advisor except where otherwise noted.



## LEAVES OF ABSENCE

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

The circumstances for which students may apply for a Leave of Absence include:

### a) Personal leave:

- 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.
- 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.

### b) Filing Leave:

- Filing quarter requires submission of a Filing Leave of Absence Petition. For more information, please visit: <https://www.graddiv.ucsb.edu/leave/filing-leave-absence>
- Summer Filing Quarter for international students. Please refer to the link for eligibility, terms and conditions: <https://www.graddiv.ucsb.edu/leave/summer-filing-quarter>

## In absentia registration

Graduate students whose research or study requires them to remain outside California throughout the quarter, but who need to be registered, may be able to take advantage of “in absentia” registration, which reduces the registration fee by one-half. Other fees, notably non-resident tuition and the education fee, remain unchanged. This option may be of use to graduate students who must register to receive fellowships, for example, or for students fulfilling required internships out-of-state. Students may apply by completing a petition available at: <https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

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

## Degree dates and filing deadlines

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

## Annual review of graduate student progress

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

## Appeals procedures for graduate student disputes with the 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 steps are recommended:

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

## THE M.A./PH.D. AND PH.D. ONLY PROGRAMS

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

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

### Undergraduate Preparation

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

### M.A. Degree Requirements

It is a Graduate Division requirement that students must enroll in a minimum of 12 units each quarter. The MA/PhD program requires 68 units of graduate course work (17 courses at 4 units per course), all of which must be taken for a letter grade. In the first two years the student must complete six graduate core curriculum courses and five graduate elective courses for a total of 44 units. By the end of the second year the student must pass an oral M.A. exam administered by the student's M.A. Committee based on two research papers written and revised by the student during the first two years of the program. After earning an M.A., students continue to take 6 more electives (24 units) to complete the Ph.D part of the coursework. Teaching Assistants can also earn TA Practicum units (4 units per course) to meet the 12 units requirement.

## Core Courses

220 Critical Analysis  
230 Philosophy of History  
231 Media Historiographies  
240 Film Theory  
241 Television and New Media Theory  
250 Cultural Theory

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

## Graduate Electives

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

In addition to the core curriculum and elective courses, there is a foreign language proficiency requirement. Other types of requirements are described below.

## Policy on Independent Study

Department policy designates that a total of two independent study courses (596) can be taken as part of the eleven electives for the M.A./Ph.D. or as part of the five electives for the Ph.D.-only.

## Master’s Committee

The Master’s committee consists of at least three UC ladder faculty members. Two members of the committee must be ladder faculty from the Film and Media Studies Department (or those who hold Affiliated appointments with the Film and Media Studies Department), one of whom is appointed as chair or co-chair. Additional members may be added beyond the three required when appropriate. The committee requires the approval of the Director of Graduate Study, 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 or reapproval being needed. In instances where the faculty member retires before the Master’s committee is nominated, the retired faculty may serve as a second or third member without special approval from the Graduate Division. Graduate Council approval is required when the faculty member who has retired is being nominated to serve as chair of a Master’s committee. Emeriti faculty who continue with the University as “research professors” enjoy the same committee privileges and may chair committees without special approval.

## Master’s Exam

**The guidelines for the M.A. exam are as follows:**

- Each candidate for the M.A. degree will nominate a M.A. Exam Committee Chair and select the members of the Committee.
- Committees are composed of three faculty members, two of whom, including the chair of the committee, must be Department of Film and Media Studies graduate faculty and Academic Senate members. Affiliated faculty and non-affiliated faculty from other departments may serve on the committee as a member (and



- not as the chair) with prior approval from the Department Chair and the Director of Graduate Studies.
- Committees must be determined, and Master's Form I submitted to the Department's Graduate Program Advisor, by Friday of the fourth week of Winter quarter of the second year. Form can be found under "Forms and Petitions" on the Graduate Division website. [Do not submit the form to the Graduate Division.]
- Candidates for the M.A. will work with the exam committee to select two papers by the student that will provide the subject of the exam. It is expected that both papers will be substantially revised and polished to approximate "publishable standard" prior to the exam in consultation with their chair and committee.
- It is the responsibility of the student to communicate with committee members, whether individually or as a group, prior to the exam to determine the date of the oral exam and the focus and direction of revisions.
- Candidates must provide the committee members with the revised papers that will be the subject of evaluation for the Master's exam no later than two weeks prior to the exam date.
- The duration of the exam will be no longer than two hours. The exam has two parts: an initial formal presentation by the student of approximately 20-30 minutes to be followed by questions from the committee and responses by the student.
- Candidates will be expected to discuss the subject matter of each paper and its context within the field. The student will not read aloud his or her papers as part of the exam, nor simply repeat ideas in the papers, since it is assumed that the essays will have been read in advance by committee members. The student's presentation should reflect on the larger issues raised by the two papers, discuss them in the context of research in the field, and address the possibilities for further research.
- All of the candidates must have completed their exams by the end of the fourth week of Spring quarter of their second year.
- The student will be informed of the results of his or her exam at the end of the exam. There are three outcomes: Pass, Fail, and Revisions Required. A student who does not pass the exam or who is required to further revise essays, must resubmit papers to the committee on a schedule determined at the time of the exam by the committee members.
- Students who complete the M.A. work and pass the oral exam with sufficient distinction will be invited to continue working toward the Ph.D.

## Maximum Time/Normative Time for the Master's Degree

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

If you exceed the 4-year maximum before completion of the requirements for the Master's degree, you must petition the Graduate Council for a degree deadline extension. The Graduate Council is concerned that degrees be granted only to students who are currently in the scholarship of their fields, and who have kept abreast of the literature and research in the discipline. The nature of the petition depends on the length of time by which the degree deadline has been exceeded. If the degree deadline has been exceeded by less than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Director of Graduate Study must be submitted. Approval of such petitions will typically be routine. If the deadline has been exceeded by more than two years, a Graduate Student Petition requesting the extension, endorsed and signed by the Director of Graduate Study must be submitted and must be accompanied by a memo documenting and certifying currency in the field, signed by all members of the thesis committee. The Graduate Council identifies continuous registration, teaching or research apprenticeships, or contact with current literature and research in the field as examples of currency. If additional information is needed, the Graduate Division will contact the Graduate Advisor. Approval of such petitions may be considered by the Chair of Graduate Council, or referred for inclusion on the Graduate Council agenda as necessary.

Petition forms are available at: <https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

## 8th Quarter Justification

All Master's students who have not finished by the 8th quarter will be required to file a justification with the department, signed by their Committee Chair, which includes a timetable for completion of the exam.

## Financial Support for Master's Student and Standard of Scholarship

Financial support for Master's students on departmental funds (e.g. Teaching Assistantships, Fellowships) beyond four quarters is contingent upon progress and performance. For any student enrolled in the Film and Media Studies M.A./Ph.D. program, a GPA of less than 3.0 or a grade of C+ or less in Film and Media Studies graduate courses may cause departmental financial support to be withdrawn.

## Residency Requirement for the Master's Degree

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

## Skipping the M.A. and Going Directly to the Ph.D. Program

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

## Master's Degree—Forms and Bureaucratic Procedures

Many of the required forms can be found at: <https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

## Filing Fee

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

## TRANSFER FROM M.A./CONTINUATION TO THE PH.D. PROGRAM

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

## Doctor of Philosophy (PH.D.) in Film and Media Studies

### Degree Requirements

Students entering from the department with an M.A. or M.F.A. in another discipline may be required to complete all or part of the M.A. requirements of the Department of Film and Media Studies prior to the end of the first year of the Ph.D. program. In the Ph.D.-Only program, students must complete 44 units of graduate coursework, including 6 core courses and 5 electives by the end of the second year. For those in the MA/Ph.D. program, it is required to take additional 3 electives (24 units) by the end of the third year.

By the end of the spring quarter of the second (PhD-only) or third (MA/PhD) year the student must form a dissertation committee and select a dissertation topic and three areas of specialization for exams relating to the dissertation topic developed in consultation with the committee.

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

### Foreign Language Requirement

All candidates for the Ph.D. degree must demonstrate proficiency in a second language before receiving their degree. The standard is reading knowledge, and the required level of proficiency will be determined by the dissertation chair and approved by the departmental graduate committee. This is a general requirement for the Ph.D. degree; thus, any language courses that a student takes must be in addition to the required 17 Film and Media Studies core and elective courses for the MA/Ph.D. degree or the required 11 Film and Media Studies core and elective courses for the Ph.D.-only degree. (Units taken to fulfill this requirement do not count towards the degree). Students can complete this requirement in the following ways:

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

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

### Residency Requirement for the Ph.D. Degree

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



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

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

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

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

## 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.

## The Ph.D. Committee

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

Any three or more members of the Ph.D. Committee (including the chair of your committee and at least one additional member from the Film and Media Studies Department) constitute an examining committee for administering the oral or written exam. The dissertation requires the signatures of all members of the Ph.D. Committee, as nominated on Ph.D. Form I. If there is one or more member of your committee who will not be participating in your written or oral examinations but will be serving as a reviewer for your dissertation only,

you should clearly indicate that on Form I (Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy). The Committee requires the approval of the Director of Graduate Studies, the Department Chair, and the Graduate Dean.

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

## Requirements of the Ph.D. Program

For advancement to candidacy, the Film and Media Studies Department requires the successful completion of:

- a written comprehensive examination
- an approved dissertation proposal
- an oral qualifying examination

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

## Written Qualifying Examination

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

- The exam should be structured to test the student's knowledge, research skills, problem solving skills and their ability to do academic work. The content of the questions is designed to combine general Film and Media Studies disciplinary foundations and emphases, and the student's systematic area of study. The questions will be coordinated and reviewed by the chair of the committee before being given to the student.
- 3 days, 3 exams, answer 1 of the 2 given questions per day. Students are given 24 hours to answer each day's questions.
- Students may refer to all resources that will assist with their work during the allotted time period for each question, and the department will provide special assistance, as needed, for disabled students.
- Questions will not be given in advance.
- The typewritten response will be twelve to twenty double-spaced pages in a 12-point font for each question.
- Each student may choose the order of his or her area exams.

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

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

## Dissertation Prospectus

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

## Oral Qualifying Examination

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

## Advancement to Candidacy/Doctoral Fee Offset/Reduced Nonresident Tuition

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

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

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

After advancing to doctoral candidacy, a student's class level changes to P2 the next registered quarter, non-resident supplemental tuition is waived for three years (if applicable), and additional borrowing privileges are granted at the Davidson Library. When students have completed 9 quarters past their qualifying exams, they are then considered in P3 status.

## PhD Classification

P1 Status (Not advanced): Assigned by Registrar

- Eligible to apply for central funding
- Eligible to apply for extramural funding
- Eligible to apply for employment (e.g. TAship)

P2 Status (Advanced): Assigned by Registrar

Begins the quarter after advancement to candidacy



- Eligible to apply for central funding
- Eligible to apply for extramural funding
- Eligible to apply for employment (e.g., TAship)

P3 Status: Assigned by Registrar

- Begins 10 registered quarters after advancement to candidacy
- Not eligible to apply for central funding
- Eligible to apply for extramural funding
- Eligible to apply for employment (e.g., TAship)

Advancement fees help support graduate student Career and Professional Development resources and events.

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

## Dissertation and Defense

Following the completion of doctoral research, each candidate for the Ph.D. degree must present a dissertation demonstrating the ability to contribute significantly and independently to the major field. The candidate's doctoral committee guides the student in this work and judges the merit of the completed dissertation. Approval of this dissertation by each member of the doctoral committee is required for the degree (Academic Senate Reg. 355B). Upon the receipt of the final draft of the dissertation, a formal oral defense will be scheduled with the dissertation committee. The purpose of the defense will be to clarify segments of the dissertation and/or acquaint the candidate with the nature of any further work that needs to be undertaken prior to approval of the dissertation. 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.)

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

## Teaching Requirement

All doctoral candidates must successfully teach (usually in the capacity of a Teaching Assistant) a minimum of one quarter at some time before being granted the Ph.D. degree.

## INTERDISCIPLINARY PH.D. PROGRAM EMPHASES

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

- Feminist Studies
- Center for Information Technology and Society (CITS)
- Global Studies
- Environment and Society

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

Students who petition to add an emphasis must fulfill the following requirements in addition to the requirements of the Ph.D. in Film and Media Studies: (1) participation for at least three quarters in the emphasis of choice; (2) completion of at least three elective courses in the emphasis; (3) completion of either (a) a research project,

completed before the dissertation, resulting in a publishable paper, or (b) an extramural grant proposal for a study suitable for submission to an identified granting agency; (4) presentation of a research paper in suitable academic forum, such as an emphasis or departmental colloquium, or a professional meeting; and (5) a Ph.D. dissertation encompassing a question emerging from the specific emphasis.

## Ph.D. Degree – Forms, Requirements, Procedures

Please keep in mind that you are ultimately responsible for making sure that all forms, fees, documents, etc. are filed in order to fulfill the requirements of the degree. Please be sure that Steps 1-5 are all completed:

Many of these forms can be found at: <https://www.graddiv.ucsb.edu/academic-services/forms-petitions>

- a. File Ph.D. Form I – “Nomination of Ph.D. Committee,” with the Graduate Division. This form should be filed as soon as you know who will make up your official Ph.D. committee. It must be approved and on file BEFORE taking written and oral examinations. The form should include the names of all members of your committee. Type or print legibly the names and titles of the committee members on the form. Be sure to indicate on the form if any members will serve as a reviewer for your dissertation only. The form requires the approval of the departmental Graduate Director, the department Chair and the Graduate Dean. If you are including any 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.”
- b. File Ph.D. Form II – “Report on Qualifying Examinations for the Degree of Doctor of Philosophy.” Take the form with you to the oral examination. You should obtain signatures from your committee members on Form II immediately following successful completion of the oral examination. Take the completed Form II to the Cashier’s Office, pay the \$50 advancement to candidacy fee, and then file it with the Graduate Division. This form officially advances you to candidacy. You will not be permitted to advance to candidacy if you have an Incomplete or “No Grade” on your record – no exceptions.
- c. See the Graduate Program Advisor to check course requirements: Check your transcript to make sure that you have fulfilled all course requirements for the degree, that you don’t have any Incompletes, NGs or NRs on your record, and that you have a cumulative GPA of at least 3.0.
- d. 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 possible, CIRCULATE THEM TOGETHER! The defense may be waived only in unusual circumstances, with the unanimous consent of the candidate’s doctoral committee and the Department chair, using Doctoral Form III-A.
- e. In addition to filing your dissertation with the Graduate Division, we ask that you file a copy of your dissertation with the department. Please provide the official completed version of your dissertation (the pdf document filed with ProQuest) to the Graduate Program Advisor. In addition, it is customary that you provide the final dissertation (in the same pdf format) to each of your committee members upon completion.

For more details, please visit: <https://www.graddiv.ucsb.edu/filing/filing-your-thesis-dissertation-or-dma-supporting-document>

## PREPARATION FOR CAREERS IN TEACHING

While there is no required preparation for a career in teaching per se, graduate students in our program have ample opportunity to serve as Teaching Assistants and Associates, and may apply to teach their own courses during summer when opportunities are available. All graduate students will be required to give oral presentations in seminars and are encouraged to present their work in the Departmental Colloquium among other venues on campus as well as at professional meetings such as the Society for Cinema and Media Studies conference. This exposure to public and semi-public speaking together with the comprehensive study program will provide the student with teaching experience and the basis for course preparation. In addition, the Graduate Division offers two programs focused on teaching preparation.

The UCSB Crossroads Program is a year-long interdisciplinary teaching project beginning with a team-taught graduate seminar that is then adapted to the undergraduate teaching setting. For more details, please visit:

<https://www.graddiv.ucsb.edu/initiatives/ucsb-crossroads>

The Graduate Division also offers a Certificate in College and University Teaching that you may also pursue as part of your degree. For more information, see: <https://www.graddiv.ucsb.edu/policy-procedure/certificate-in-teaching>

### Fees/Tuition

For information about 2023-24 fee and tuition levels, please visit:

<https://registrar.sa.ucsb.edu/fees-residency/fee-information/2023-2024-quarterly-fees-and-expenses>

### Fee Deferral

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

## FINANCIAL SUPPORT

### Fellowships

There are a number of forms of financial support available to Film and Media graduate students. Fellowships provide funds to support the living and educational expenses of graduate study, including tuition and fees, health insurance, non-resident supplemental tuition, and stipend. Applicants to the graduate program of outstanding merit are nominated for campus-wide competitions for central fellowships, which come in the forms of Chancellor's Fellowship, Doctoral Scholars Fellowship, Eugene-Cota Robles (Diversity) Fellowship, and Regents Scholarship and usually offer multi-year financial support.

There are also a variety of fellowships for continuing students. Central fellowship awards for continuing graduate students are based on nomination by department and review by a central faculty fellowship committee. These fellowships are also merit-based and usually provide students with either a one-year or a one-quarter award in the forms of Graduate Division Dissertation Fellowship, Graduate Opportunity Fellowship, Graduate Humanities Research Fellowship, Dean's Fellowship, and President's Dissertation Year Fellowship. For more information, please visit the following webpages:

<https://www.graddiv.ucsb.edu/fellowships>

<https://www.gradpost.ucsb.edu/funding-resources>

These pages also provide information about other funding resources offered by UCSB departments and centers or by extramural institutions.



## International Students (IDRF)

The International Doctoral Recruitment Fellowship (IDRF) is automatically awarded to all new international doctoral students, which pays for a significant portion of the non-resident supplemental tuition (NRST) that international doctoral students are charged. Doctoral students who are neither US citizens nor Permanent Residents, (i.e., international students) are charged non-resident supplemental tuition (NRST) until they advance to candidacy. Currently this charge is \$15,102 annually. The IDRF pays non-resident supplemental tuition (NRST) in full, commencing in the student's fourth quarter of enrollment – typically the start of their second year – and continues until the student has advanced to candidacy, provided that the student stays within 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 Doctoral Student Travel Grant

The Doctoral Student Travel Grant awards travel funds to graduate students who have been invited or selected to present a paper, present research, perform or exhibit at a major professional conference or meeting. Applicants must be doctoral students who have advanced to candidacy, or Master of Fine Arts students who are in their second year of study and in candidacy prior to travel. Students are eligible to receive two in-person Doctoral Student Travel Grants, one of which may be used for international travel, during their graduate career at UCSB. A student who receives a grant for a virtual conference will still be eligible to receive two grants for in-person conferences. Maximum funding for 2023 is as follows:

Virtual	\$250
California	\$450
All other U.S. Locations (except those restricted by AB <a href="#">1887</a> ), Mexico, Canada & Puerto Rico	\$900
Europe, Central or South America, Asia, Africa, Middle East, South Pacific	\$1,500

Please keep in mind that the deadline for this grant is at least 21 days in advance of travel. For more on this grant, see: <https://senate.ucsb.edu/grants/doctoral-student-travel/>

## Need-Based Financial Support

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

## Employment

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

## Supplementation Policy

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

## GRADUATE STUDENT ACADEMIC APPOINTMENTS

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

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

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

## Teaching Assistantships (TA)

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

Based on the October 1, 2023 SALARY SCALE

TA Level (100% FTE)	Academic Year	Three pay periods (traditional 1/9)	Four pay periods (Fall only)
Step I	\$58,250.00	\$6,472.22	\$4,854.17
Step II	\$59,998.00	\$6,666.44	\$4,999.83
Step III	\$61,798.00	\$6,866.44	\$5,149.83

## Pay periods:

Fall quarter: ..... October 1 – December 31

Winter quarter: ..... January 1 – March 31

Spring Quarter: ..... April 1 – June 30

TAs must be registered graduate students and attend the TA Training session (and enroll in FAMST 501). Graduate students who will be new TAs are required to attend a mandatory TA Orientation held prior to the start of the fall quarter. TAs must attend a required number of TA training sessions offered throughout the academic year. Attendance is noted and will be taken into account when a student is applying for future TA positions.

Teaching Assistants are paid once a month on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. It is possible, however, to arrange to have your first paycheck on October 1. In that case the salary is divided over 4 months instead of 3 for Fall quarter. You may borrow up to the amount of your first paycheck, 30 days prior to the date of your first paycheck through the TA loan program. To apply for a TA loan, obtain proof of your employment from the department and take that to the Financial Aid Office.

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

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

## **TAs Obligations:**

A TA's appointment is a binding contract for the duration of the quarter. If the appointment is declined, the department should be notified well before the quarter begins. Once instruction has begun it is unacceptable for a TA to break the contract for any reason outside of emergency circumstances.. TAs are expected to be available throughout the quarter to attend lectures and sections and to devote the time needed to assign grades after the final examination. TAs are required to respond to Faculty, Student and Staff communications in a timely manner (usually within 24 hours). University regulations mandate that students' written work must be retained for one quarter. TA workload is subject to the Academic Student Employees Contract and it should be discussed between instructor and TA prior to the start of the instructional quarter.

## **UAW Bargaining Agreement for Academic Student Employees (ASE)**

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

To review the contract please go to: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

A few significant areas of interest in the contract include:

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



- Wages
- Waiver
- Workload

## Graduate Student Researchers (GSR)

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

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

GSR appointments provide financial support as follows (October 1, 2023 salary scale):

GSR Level	Annual	Monthly	Hourly
Increment 1	\$64,990	\$5,415.83	\$31.13
Increment 2	\$70,027	\$5,835.58	\$33.54
Increment 3	\$75,454	\$6,287.83	\$36.14
Increment 4	\$81,302	\$6,775.17	\$38.94
Increment 5	\$87,603	\$7,300.25	\$41.96
Increment 6	\$94,392	\$7,866.00	\$45.21

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 & GSRs

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

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

\*Fee remission includes tuition, student services fees, campus fees, and GSHIP. Additional fees may be charged to a student’s BARC account, and are not covered under employment benefits.

## Super Reader

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

## Tax Information

Information and a general discussion of the federal and California state tax status of common sources of graduate student income can be found at: <https://www.graddiv.ucsb.edu/our-services/tax-information>

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

## ESTABLISHING RESIDENCY IN CALIFORNIA

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

There are three basic components in the residency determination process:

1. **Physical presence:** has lived here in CA 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:
  - a) A student is at least 24 years of age by Dec 31 of the year the applicant requests residence classification
  - b) A student is a veteran of the U.S. Armed Forces
  - c) A student is a ward of the court or both parents are deceased
  - d) A student has legal dependents other than a spouse
  - e) A student is married, or a graduate student or professional student, and will not be claimed as an income tax deduction by his or her or their parents or any other individual for the one calendar year immediately preceding the term for which the request for resident classification is made,
  - f) A student is a single undergraduate student and was not claimed by his or her or their parents or any other individual for the two years immediately preceding the term for which the request for resident classification is made
3. **Intent:** How can we demonstrate intent to make California our permanent home? Relevant proof of intent includes: obtaining a CA driver's license and registering your motor vehicle in CA; obtaining a CA identification card; registering to vote and voting in CA elections; using a CA address on W-2 forms and tax returns; paying CA income tax as a resident; establishing and maintaining active bank accounts in CA; registering with the Selective Service in CA; owning residential property or continuously occupying rented or leased property in CA; the presence of spouse, children or other close relatives in CA or obtaining a divorce in CA; applying for loans, scholarships, grants from a CA source.

These steps should be taken immediately upon arrival at UCSB, before the first day of classes!

Your actions during the entire academic year as well as your actions during the summer will affect the determination that is made regarding your residence status for tuition purposes. Students may contact the Office of the Registrar for counseling on residency questions via email ([Residency@sa.ucsb.edu](mailto:Residency@sa.ucsb.edu)). 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.

## **PARTICIPATION ON DEPARTMENT AND CAMPUS COMMITTEES**

### **GSA Representative and Campus 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 energy. If you can't be the department representative, then be sure to sign-up to sit on one of the numerous campus committees that shape life here at UCSB. Examples include:

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



## APPENDIX

### GENERAL DEPARTMENTAL POLICIES FOR GRADUATE STUDENTS

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

#### COPIERS

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

#### SHARED OFFICE SPACE

While the department has no obligation to provide office space for graduate students who are not employed as Teaching Assistants, Associates or Graduate Student Researchers/Postgraduate Researchers, we do provide two shared offices (SSMS 2306 and SSMS 2024) for all graduate students as space allows. Graduate student priority ranking for the assignment of office space also takes into account class level in this order: Ph.D. students advanced to candidacy, Ph.D. students, and Master's students. Campus and department policy dictates to a very large extent the priorities for the allocation of space to persons associated with departments. These priorities are:

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

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

#### KEYS

All graduate students are eligible, upon request, for keys to their assigned office. Requests for any other keys require special permission. See Selinda Tuttle, our Graduate Program Advisor, to check out keys. All faculty and graduate student offices are considered private. Requests should not be made for keys to these offices unless there is an emergency.

#### MAIL/PACKAGES

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

#### TELEPHONE USE

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

## **SUPPLIES**

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

## **GAUCHO SPACE LEAD TA WEBSITE**

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

## **FILM AND MEDIA STUDIES LIBRARY**

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

### **The Log Out Sheet:**

Write the number assigned to the tape or DVD in the ID#/Format Column on the Log Out Sheet. Please write CLEARLY when entering the film title (do not abbreviate), your name, the date and your phone number.

### **Rules of Thumb:**

1. Please return all titles to the office before taking a vacation or leave of absence at any time.
2. Please return all films within three months of checkout. If you think that you may need a film for a longer period of time - for research purposes, please purchase the film yourself.
3. Please do not log out a film and then give it to someone else while logged out under your name. Please have the person interested in checking it out, come in and log it out him/herself.
4. Please be aware that others might need the same DVD that you have checked out. If someone requests a DVD for use with a class or has other urgent needs for the same title, please accommodate their request. The FAMST library is an active media collection that supports the teaching and research of all members in the department.

Disclaimer: This Graduate Student Handbook is designed to serve as a general source of information. Although we strive to keep this document up to date, the official catalog and Graduate Division information is to be regarded as the policy of record. The Film and Media Studies Department also reserves the right to make changes at any time without it being immediately updated in the Handbook. Revised: August 2023