

**UCLA DEPARTMENT OF POLITICAL SCIENCE**  
**GRADUATE HANDBOOK**

**2013-2014**

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**Introduction**

This handbook is intended to introduce students to the basic elements of the graduate program, with special attention paid to the most frequently asked practical questions. It brings together information from university policy, department policy and the regular practices of successive Graduate Studies Committees. It is intended as a supplement to the UCLA General Catalog and Graduate Division's websites, which should also be consulted for information on rules and procedures.

**I. Enrollment & Advisors**

**Enrollment:** For graduate students, 12 units is full-time enrollment. If you are advanced to candidacy, you must be enrolled in 8 units. You are expected to enroll in classes and drop and add courses by the end of the second week of the quarter. Any late enrollments must be completed by the end of the third week of the quarter. It is necessary to maintain full-time enrollment throughout the quarter in order to protect your employment benefits and to meet the terms of any financial awards.

The last day of classes in a quarter (i.e., Friday of the tenth week) is the deadline for dropping classes. If you drop, no notation appears on your transcript.

You are allowed to take three quarters leave of absence during your graduate career at UCLA. You may request up to three quarters at one time. To activate a leave, see the Graduate Advisor for the form. When you are on leave, you will have access to Young Research Library (YRL) and Bruin Online. All other university services will be closed to you.

**Advisors:** When you enter the program, the graduate vice chair selects an initial faculty advisor for you. The graduate vice chair will try to assign a first year faculty advisor to you whom you have requested. Responsibility for both initially contacting the advisor and maintaining contact rests with the student.

By the end of the second week of the fall quarter of your second year, you are required to submit a Change of Program Advisor form, even if you wish to continue with the same faculty member

as was assigned as your first year advisor. Please note that you will only be permitted to submit your first qualifying paper if you have a Change of Program Advisor form on file with the Graduate Office.

You may change your advisor at any time — if, for example, you have developed a working relationship with a different member of the faculty or the initial advisory relationship is not satisfactory. To make such a change, submit a Change of Program Advisor form at any time to the Graduate Advisor. You need not give a reason for the change, and you need not notify the former advisor.

## **II. Course Requirements & Fields of Study**

There are six fields within the Department: American Politics (AP); Comparative Politics (CP); Formal Theory and Quantitative Methods (Methods); International Relations (IR); Political Theory (PT); and Race, Ethnicity & Politics (REP). You choose two of these fields as major fields and two as minor fields. Each field has a field chair. Collectively, the field chairs, the Vice Chair for Graduate Studies, and two elected student representatives comprise the Graduate Studies Committee (GSC). The fields each specify their own course requirements. The current requirements are below.

You are required to take **16 graded courses** overall including: **4 courses in each of your 2 major fields; 1 course in each of 2 other fields (these are your minors); P.S. 200A; and 5 electives.** The electives may be more Political Science graduate courses, undergraduate courses, or courses in other departments. You are very strongly encouraged to take more than the minimum required number of courses, and most students do this.

You are expected to complete at least **7 graded courses by the end of the first year** and at least **12 (cumulative) by the end of the second.** The M.A. degree is awarded after you complete 12 courses and pass one qualifying paper (see section IV below).

Independent studies courses (P.S. 596) may satisfy major or minor field requirements by petition only.

**Transfer of previous graduate work:** It is possible to apply courses taken at another graduate program to your degree requirements here. If you have graduate level course work but no M.A., you may petition to apply two courses from your previous graduate program to fulfill UCLA requirements. The courses should be similar to UCLA courses and should fit into your program of study. Syllabi and transcripts for these courses should be turned in to the graduate Vice Chair along with the petition. The graduate Vice Chair will consult with the appropriate field chair before approving a petition. Once approved, the petition is submitted to the Graduate Division. If the petition is approved by the Graduate Division, a notation will appear on your transcript. No units or grades will transfer, but the number of courses you must take will be reduced to 14.

**If you already have an M.A.:** you may petition to apply a maximum of six courses from your previous program to the requirements here. The petition, accompanied by transcripts and syllabi, is reviewed in the same manner described above but in the department only. No

notations appear on your transcript. If you receive approval for six courses, the number of courses you must take will be reduced to 10. **You are still required to satisfy all other program requirements, and a UCLA M.A. will not be awarded.**

**Field Requirements:**

<b>Field</b>	<b>Major Requirements</b>	<b>Minor Requirements</b>
American Politics	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> 260A, 260B, and any 2 other substantive courses, e.g., 261A and 270; (recommended: 2 additional research seminars, e.g., 275, 269).</li> <li>• <input type="checkbox"/> No transfers or 596s.</li> <li>• <input type="checkbox"/> In addition, 200A, 200B and 200C/200C AL must be completed during the first year.</li> </ul>	Any (transfer courses not allowed)
Comparative Politics	Any 4	Any
Formal Theory and Quantitative Methods	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Formal Theory Concentration: any 4</li> <li>• <input type="checkbox"/> Quantitative Methods Concentration: any 4 except 200A, 202, and 209 (Data Analysis)</li> <li>• <input type="checkbox"/> Mixture: any 4 approved by advisor; field decides which outside courses meet field requirements</li> </ul>	Formal Theory: Any Course Quantitative Methods: 200B, 200C and 200C AL
International Relations	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> 220A and 220B</li> <li>• <input type="checkbox"/> plus 2 from 220C-231 or 239</li> </ul>	Any from 220-231 or 239
Political Theory	Any 4	210A, 210B, 217, or 218
Race, Ethnicity & Politics	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Any 4 of the following: 214, 241, 261A, 261D, 264C, 289A/B, Psych 222C, Psych 255.</li> <li>• <input type="checkbox"/> Students may petition to count PS 259/269 when relevant topics are taught under these course numbers.</li> </ul>	Any from the same list

**III. Course Grading**

**All courses used to meet degree requirements must be taken for a letter grade.** Courses taken on an S/U basis do not compute into the GPA.

**Cumulative GPA:** You must maintain a cumulative GPA of 3.0 to remain in good standing with the university. Failure to meet this minimum will result in your being put on probation. If your GPA falls below 3.0 for more than two quarters (not necessarily consecutive), you may be recommended for termination. According to university guidelines, termination due to low GPA is not subject to appeal.

**Incompletes:** While taking a short-term Incomplete may occasionally be an appropriate way to deal with the crunch of work at the end of a quarter, in general the accumulation of incompletes will be cause for concern on the part of the Vice Chair for Graduate Studies.

Be aware that some instructors do not grant incompletes. If you hope to take an Incomplete in a course, be sure to discuss this ahead of time with the course instructor. There is no paperwork needed to take an Incomplete; your instructor will report that grade along with the others on his/her end-of-semester report. Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course.

You have one quarter in which to remove an Incomplete before it automatically lapses to an F. When you hand in all the missing assignments to the course instructor, contact the instructor to make sure he or she has received them and informs the Graduate Advisor. He will give the instructor a UCLA Report of Academic Revision form. Once the form is filled out with a grade, it will be sent to the Registrar's Office and the grade will then be officially posted on your transcript. Typically it takes several weeks before the grade is entered on your transcript. Do not assume that faculty will grade the work immediately or that the revised grade will appear instantaneously on your transcript.

Incompletes do not factor into your GPA. However, **if you fail to remove an Incomplete in the subsequent quarter, the Incomplete lapses to an F**, which is averaged with other grades to compute GPA. You may clear up the F the same way you would remove an Incomplete.

#### **IV. Qualifying Papers**

Besides completing course requirements, **students must complete two research papers of passing quality in order to qualify for advancement to candidacy.** These papers take the place of the qualifying or comprehensive exams used in many departments. Often, qualifying papers develop out of research papers written for a seminar but there is no requirement that this be the case.

##### **Deadlines**

Papers for all students who entered in or after fall 2010 are to be submitted according to the following calendar:

A. The first paper is due on Monday of the second week of classes in the sixth quarter in the

program (normally, spring quarter in the second year).

B. The second paper is due by the Monday of the second week of classes in the eighth quarter in the program (normally, winter quarter in the third year).

C. If the first paper does not pass on its initial submission, a resubmission is due on the Monday of the second week of the seventh quarter (normally, fall quarter in the third year).

D. If the second paper does not pass on its initial submission, it must be resubmitted by the Monday of the eighth week of the ninth quarter (normally, spring of the third year).

Failure to submit papers by the deadlines will count as failed papers.

Students who wish to turn papers in early should do so on the dates when other papers are due.

### **Procedures:**

You must get written approval of your paper topic from the chair of the relevant field and from a member of the faculty who is an appropriate mentor for the project. (The latter may, in certain instances, be the field chair.) The form is available in the Graduate Office. The chair and the appropriate faculty member sign the approval form, to which a 1-2 page paper proposal is attached. **The approval of your proposal must be filed in the graduate office by the beginning of the third week of the quarter prior to the quarter in which the paper is due.** If the topic changes during the course of writing, new approval is needed. **Papers for which approval forms have not been submitted by the due date will not be evaluated and will be counted as fails.**

Submission deadlines for the academic year are posted on the departmental website (under Graduate Program/Students/Deadlines) at the beginning of the academic year. You must submit papers by the stated deadlines. Postponements will be allowed only in extreme circumstances and must be approved by the graduate vice chair. Petitions to postpone because of an inability to locate or gather data will not be approved.

**Requirements:** The two papers may be in the same field but must be on different topics and, if data sets are used, must use different data sets. At least one of the papers must be in one of the student's major fields.

**Evaluation:** Papers are assigned by the appropriate field chair for evaluation to two faculty members in the relevant field(-s). In the event that the two readers return different evaluations, a third reader is chosen by the field chair. All readers submit written reports. You cannot choose your own readers, but you will be told who the readers are once the evaluation process is complete and you receive the written reports. (Your field paper advisor is not excluded from being a reader, nor is the advisor a guaranteed reader.)

Papers are graded: Qualified; Not Qualified; or Qualified with Distinction. They are evaluated for knowledge of subject, originality of ideas, and craftsmanship of research. They are also evaluated for conciseness. They need not be of publishable quality, but they must follow *APSR*

guidelines for format. Good papers should not exceed 30 pages; and papers, including footnotes, bibliography, etc., may not exceed 40 pages. **Papers longer than 40 pages will not be read.**

If your resubmitted paper is a revision of a previously failed paper, the Graduate Advisor will attach the comments received on the original submission to the revision before it is distributed for review. You should provide a response to the comments, explaining how you addressed them in your revision. If you have changed your topic, you should attach a new abstract.

**Failure of a resubmitted paper is grounds for review leading to possible dismissal from the Ph.D. program.**

**Appeals:** If your paper fails, you are entitled to appeal the decision. Appeals may be substantive or procedural. In either case, appeals must be filed within two weeks after you are notified of the grade. Substantive appeals are to be submitted in writing and offer a detailed response to the readers' comments. They must provide intellectual grounds for appeal. A substantive appeal goes to the original readers of the paper. If two readers initially agreed the paper should fail, a third reader is added for purposes of appeal. If three readers were initially involved in evaluating the paper, the paper is returned to the same three readers. The readers of an appeal will receive copies of the written comments by the first set of readers. The appeal is successful if two readers agree that the paper should pass. In that case, the paper passes.

Procedural appeals go to the GSC. A procedural appeal argues that something was at fault with the administration of the paper process that caused you to fail. To exercise a procedural appeal, you must submit a written statement describing what procedure was violated. If the appeal is successful, the paper result is voided. It is as if the paper had not been handed in. The student must resubmit the paper the following quarter, at the next regular submission date.

### **V. Foreign Language Requirement**

The foreign language (or research methodology) requirement should be passed before you take your oral Ph.D. exam. It must be passed before you will be advanced to candidacy and no later than your 15<sup>th</sup> quarter in the program. The foreign language requirement is satisfied by passing the 6<sup>th</sup> quarter or 4<sup>th</sup> semester of a 2-year language class sequence with a grade of B or better. Any course beyond the first two years also meets the requirement.

An alternative method is to take a language exam at UCLA. If the instructor in one of UCLA's language departments certifies comprehension at the second year level, this satisfies the requirement.

If research methodology is more useful to you than a foreign language, the requirement can be met by taking three quantitative methods courses at the P.S. 200B level or above. All courses must be graded.

### **VI. Advancing to Candidacy and Doctoral Committees**

You are expected to advance to candidacy by the end of your 12<sup>th</sup> quarter (usually four years) in the graduate program. If you do not advance by that time, you will be considered Not on Time to Degree. In order to Advance to Candidacy, you must complete all course requirements, qualifying papers and the foreign language requirement. Then you must assemble a doctoral committee and defend a written dissertation prospectus. (Technically, you can defend your prospectus without fulfilling the foreign language requirement. However, you cannot officially advance to candidacy without completing it.)

**Doctoral Committees:** Doctoral orals committees must have a minimum of four members: three in Political Science and one from another UCLA department. No more than two can be at the assistant professor level. Faculty at other universities may be included (by petition to Grad Division) among the four members. For full regulations regarding doctoral committees, students should consult *Standards & Procedures for Graduate Study at UCLA*, published by Grad Division (<http://www.gdnet.ucla.edu/gasaa/library/spfsgs.pdf>).

**Prospectus:** The dissertation prospectus is generally about the length of a research paper. It should describe the central argument of your proposed thesis, the relevant existing literature on the topic, the research you have accomplished thus far, the research that needs to be completed, and your strategy for completing it. It should also generally contain a chapter outline. You should, however, consult closely with your advisor about the contents of your prospectus, since s/he may not require each of these elements or may require others not listed here.

**Procedures:** As soon as all four members agree to be on your committee, notify the Graduate Advisor. There is a form the graduate office completes and sends to Graduate Division for its approval. It must be filed at least two weeks, and preferably more, before your oral. **Grad Division's approval of your committee is not automatic — especially if it includes faculty from outside UCLA, in which case approval can often take up to six weeks.** Do not assemble your committee so late that if Grad Division disapproves it, disaster will befall you.

Students who advance to candidacy will automatically receive a research fund of \$1,000, assuming adequate funds are available. Students may draw down this fund for reimbursement, upon submission of appropriate documentation, for any legitimate research expenses. No reimbursements will be made after two years following successful advancement to candidacy, after 18 quarters enrolled in the program, or after filing the dissertation (whichever comes first).

**The University requires an oral exam on your dissertation prospectus.** You are expected to distribute a copy of the prospectus to committee members at least three weeks before the oral exam. Scheduling a date and time when all members can attend the oral is your responsibility. Once you have arranged it, let Joseph know the time and date. He can help you reserve a room. Normally you should not schedule an oral exam until your committee members have indicated that they believe your prospectus is ready to be examined. Naturally, such indications are not a guarantee that your advancement to candidacy will be approved.

After the oral, provided the committee approves your advancement to candidacy, three committee members must be designated as those who will read and sign your completed dissertation (Certifying Members). One of these must be the non-Departmental member, and

one must be the chair of your committee. The form the committee signs upon completion of the oral names the three readers and reflects your advancement to candidacy.

If the committee does not approve your advancement to candidacy, consult with your advisor on necessary revisions to your prospectus. The expectation that you will advance to candidacy by the end of your 12<sup>th</sup> quarter does not change.

As you research and write your dissertation, you may find it necessary to drop or add members, change the Certifying Members, or waive the final oral requirement. Check with the Graduate Advisor for the paperwork to do this.

For rules governing the final completion and deposit of your dissertation, please see the appropriate website of the Graduate Division.

Final oral exams for completed dissertations take place only in the circumstances described in section IX below or whenever the committee requires it.

## **VII. Funding**

Graduate funding is determined in the first place by commitments that incoming students receive in their offer letters from the Vice Chair of Graduate Studies. These commitments require continuing good performance in the program on the part of recipient students in order to retain their financial guarantees and (for students who entered in fall 2012 and later) that you remain on time to degree. For students who did not receive an initial departmental commitment or for other students in the period after those commitments are fulfilled or lapse, some department funding decisions are based on a ranking of all graduate students determined by the TA/Funding algorithm.

### **The TA Ranking/Student Funding Algorithm**

This is a GPA-like algorithm that calculates performance by awarding points for various achievements, summing those points, and dividing by the number of achievements that have been or should have been attempted. Points for achievement range from 0 to 5. Achievements are defined as course grades, passed qualifying papers, having advanced to candidacy, and research accomplishments (articles published in refereed journals, papers published in books, prizes, and convention papers after the MA has been awarded or the first qualifying paper passed). For most students, course grades determine the algorithm score during the first year. Program accomplishments (qualifying papers and advancement to candidacy) begin to matter in the second year. In any year, the ranking score includes any research accomplishments (book chapters, articles, etc.) achieved after the student has begun the graduate program at UCLA and up to the time of the ranking. All details of the algorithm are contained in an appendix to this handbook. Four things should be noted about the algorithm:

- Research accomplishments, passing the field paper requirement, and being advanced to candidacy are awarded points in the same way that a course grade is given points.

- While the number of accomplishments can have a small effect on the ranking score, the **quality** of the performance is the overwhelmingly important factor. A first-year student who publishes an article in a refereed journal will receive a strong score boost. A student who passes a qualifying paper ahead of schedule will also receive a higher score, *ceteris paribus*.
- Non-course accomplishments affect the ranking score in the same way that receiving grades of A or A+ in a course would. For example, consider two second-year students with a GPA of 3.71 over ten courses (four courses with a grade of A, five with a grade of A-, and one with a grade of B+): If one student had only course work while the other had published a paper in *World Politics*, the TA ranking score for the first student would be 66, but the score of the student with the *World Politics* article would be 80. The impact of articles and other accomplishments declines, *ceteris paribus*, as more course work is completed.
- The algorithm punishes a failure to complete requirements at the rate specified in the program requirements. The algorithm is set up with a denominator (the “Base”) that assumes that the qualifying papers have been passed by the 6th and 8th quarters (for those who began the program during or after fall 2010) and that the oral qualifying exam has been passed by the 12<sup>th</sup> quarter. Each failure to meet these deadlines is treated as an “F” for the item. Failing to take the oral on time is treated as two “F” grades. The algorithm does not punish such schedule failures if the student has been formally permitted to delay meeting a requirement. See item 6 in *Other Things to Note*.

Your most recent algorithm score should be available on the Graduate Portal found on the Department webpage. You can find a record of the factors that go into your score in the same place.

### **Some Other Things to Note**

1. S/U courses are ignored in the calculation of the TA/Funding algorithm.
2. An Incomplete that has lapsed to an “F” is treated as an “F.” A grade of less than “B-” is also treated as an “F.”
3. A grade of Incomplete that has not lapsed is ignored in the calculation of the ranking score.
4. Up to three graded language courses may be counted in the calculation of the TA ranking score. Subsequent language courses, whether taken for a letter grade or on an S/U basis, are not included in the calculation of the ranking score. A similar three course constraint applies to graduate courses taken outside the social sciences and to all undergraduate courses. (Therefore, a maximum of three language courses, three undergraduate courses, and three graduate courses outside social sciences will count in the calculation.) The three language courses noted above are not counted as part of the undergraduate course limitation. A grade of “A+” in any undergraduate course is recorded as an “A” for the purpose of calculating the TA ranking score.

The computer program that computes the algorithm automatically counts the first three grades in any of these categories that it encounters. If you wish to eliminate any of these grades from your GPA calculation, you must ask Joseph to exclude them manually.

5. With certain exceptions, multiple quarter courses are counted as a single achievement. In cases where a multiple-quarter course involves multiple quarters of class work, the student is encouraged to petition the GSC to count the course as more than a single achievement. An example of a multiple quarter course that would be counted as multiple quarters of work would be a three quarter course in survey research design and analysis, where the first quarter dealt with sample design and questionnaire construction, the second with the analysis of survey data, and the third quarter involved data collection and the submission of a research paper.

6. Grades, publications, forthcoming publications, and convention papers of any type or description that precede admission to the Department are not counted by the algorithm.

7. Qualifying paper submissions that have been postponed by petition are ignored in the calculation of the ranking.

8. All data to be included in the initial rankings must be submitted to Joseph by the end of the first week of spring quarter. The rankings used to distribute the first round of TAships for the following year are done during spring quarter. Those who have not yet been awarded a TAship as of June 30 will have their ranking on the alternate list recalculated based on information available in the graduate office by the close of business on June 30. If June 30 falls on a weekend day, the deadline date is the next business day. **Please note:** Deadlines are absolute, not approximate.

Addenda: a) Conference papers for which proof of acceptance is provided and which will be given prior to the end of spring quarter may be counted in the spring quarter rankings; b) Conference papers for which proof of acceptance is provided and which will be given prior to the beginning of fall quarter may be counted in the summer re-ranking (this provides for the inclusion of APSA papers).

9. It is very important that you check your records on the Grad Portal prior to the TA rankings and that you check your own algorithm score after the rankings. Mistakes are sometimes made. It may not be possible to fix them if TAships have already been allocated.

10. By departmental decision, five TA positions will be left unfilled by the initial ranking. These last five positions will be decided upon by faculty at the meeting which approves the TA list and the alternate list in the spring.

11. Students are ineligible for TAships if they: a) have not completed seven graded UCLA courses in their first year; b) have not completed 12 graded UCLA courses by the end of the second year; c) have already TAed for 12 quarters; d) are not on time to degree (that is, have not Advanced to Candidacy by the end of 12 quarters); or e) have remained in the graduate program more than eight years.

12. Students may drop grades from up to three classes taken outside the department for purposes of the TA algorithm. If you wish to drop non-Political Science grades from calculation of the algorithm, you must ask the Graduate Advisor to do it for you.

13. No grades from classes taken before you entered the UCLA Political Science Department graduate program count toward your algorithm score.

14. All students enrolled or on leave at the time the TA algorithm is calculated will be ranked. Those who are not enrolled but who expect to return the following year and wish to be included in the TA ranking must notify Joseph that they wish to be ranked. After the ranking is done, you will be emailed a list of the students included. You should check this list to make sure your name is on it if you think you might want a TAship the following year.

15. Conference papers will not count toward the algorithm score until the MA has been awarded or the first qualifying paper passed. No more than five conference papers count toward the algorithm score.

### **Other funding:**

1. Departmentally controlled fellowship funds are allocated to continuing students by the GSC on the basis of algorithm ranking, review of student dossiers, consultation with students' advisors, and fit between student interests and fellowship designations (e.g., a fellowship restricted to CP students must perforce go to a CP student).

2. Students who have advanced to candidacy should provide a copy of their prospectus to Joseph for inclusion in their files. Each year following advancement to candidacy, students should submit a dissertation project update. These are kept in your dossier for fellowship review.

3. After three quarters enrollment in the program, you may apply for no more than \$500 in research and travel funds for use during each academic year (July 1-June 30). Your application will be reviewed by a subcommittee of the GSC, which will evaluate your proposal for merit and based on the availability of funds. Students who are not on time to degree or who have been enrolled for more than 18 quarters are ineligible to apply. Students who have advanced to candidacy are eligible to apply only once their \$1,000 advancement fund is exhausted. In order to receive funds, you must turn in to the Finance Manager receipts for your expenses. Detailed information and forms are available on the department website under Graduate Program/Students/Forms.

4. Students are advised to apply for other forms of university support, such as, e.g., Graduate Research Mentorships and Dissertation Year Fellowships. See Joseph to get a copy of the university's fellowship information packet.

5. Students are strongly encouraged to apply for extramural funding. Information about funding can be found on the APSA website.

6. The department attempts to provide modest amounts of summer funding to students, resources

permitting. In order to be eligible to apply for these funds, you must be on time to degree and be a student in good standing (i.e. your GPA must 3.4 or above). Applications cannot be considered from students with another source of summer research support (e.g. a GSRM or a departmental commitment letter).

7. If you are awarded a Dissertation Year Fellowship by the university, it is expected that you will finish your dissertation during the fellowship year. Once you accept a DYF, you are ineligible to receive any future funding or other resources from university or departmental sources. (You can, of course, receive outside funding after a DYF.)

8. University regulations preclude students who have been here more than eight years from receiving any university fellowships. (That is, as of fall 2014 students-who entered in fall 2006 are no longer eligible for any university or departmental financial resources.)

### **TA Requirements & Regulations:**

By University rule, you may serve a maximum of 12 quarters as a TA. Effective Spring 2013, you must have advanced to candidacy if you want to apply for an exception to work over 12 quarters. You will not be able to work more than 18 quarters (six years). No exceptions beyond 18 quarters will be approved.

All new TAs must complete the TA training course, P.S. 495, prior to their first appointment or concurrently with it. The course is offered in the fall each year, so if you expect or hope to work as a TA at any time during the year, you must take the TA training course in the fall. In addition, students whose native language is not English must pass an oral English (SPEAK) exam before their first appointment to a TAship. Failure to take and pass the exam will result in loss of the appointment.

A TA appointment in the department is at 50% time (20 hours/week). If you wish to work for the university in any other capacity at the same time as your TA appointment (bringing your total employment to above 20 hours a week), a letter of exception to Grad Division will have to be written by the Graduate Vice Chair on your behalf. Letters of exception are written only if your GPA is 3.5 or above and if you have no lapsed Incompletes. Do not assume Grad Division will grant the exception, as many are not approved. Ask to have the letter of exception written before the start of the relevant quarter.

You may hold multiple fellowship awards or a combination of TAship and fellowship, provided total funding equals no more than the equivalent of five quarters TAship and provided the agency granting the fellowship allows you to work or accept additional funds.

TAs are appointed to courses by a process of matching student preferences about classes with instructor preferences about TAs. Joseph distributes the preference forms to both TAs and faculty members during the quarter prior to the one in which the student has been offered a TAship.

If an eligible TA decides to decline the appointment, he or she should do so as early as possible.

Alternates are then appointed according to their position in the algorithm rankings.

TAs at UCLA have union representation. TA appointments, contracts, and any possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions) conform to union guidelines.

### **VIII. Leaves and Re-admission**

If you withdraw from the program and then want to re-enter, you will need to apply for re-admission. If you are advanced to candidacy when you re-apply, your admission is automatic. If you had not advanced at the time you withdrew, the GSC will review your applications for readmission in comparison with more recent applicants. Do not assume you will be readmitted. If you have met all requirements except for the oral exam, you should consult an advisor before applying. The advisor must write a letter to the graduate vice chair confirming that you are ready for an oral, and this letter must accompany your application. The standards for re-admission will be the same as those for admission for the current year.

### **IX. Time-to-degree**

Students who have not advanced candidacy by the 12th quarter are considered Not on Time to Degree. Students who have been enrolled in the program more than 18 quarters are considered Not on Time to Degree. (These deadlines exclude periods of leave, in absentia, or medical leave.) The university and department receive no funds from the State if you have been here more than 3 years beyond advancement.

International students who fail to file their dissertations 9 quarters after advancing to candidacy are required by the university to resume payment of Non-Resident Tuition.

If you want to file your dissertation more than 10 years after your oral, you will be required to take a final oral exam. There are no exceptions. In addition, your chair must write the Graduate Division, explaining why you should not be asked to repeat other program requirements (e.g., qualifying papers, courses). Do not assume that your petition will be granted.

### **X. Dismissal and Dismissal Evaluations**

Students who fail a qualifying research paper for the second time, whose GPA falls below 3.4 for more than two quarters, who fail to complete seven graded courses by the beginning of the 4<sup>th</sup> quarter or twelve graded courses by the beginning of the 7<sup>th</sup> quarter, or who fail to take the oral Ph.D. exam by the end of sixth year may be recommended for termination from graduate study. Dismissal evaluations are made by a field committee of at least five members and based on the student's entire record in the graduate program. The evaluation committee will include members of the field(-s) the student identifies as his or her most important, and it will include the student's advisor. It may include other faculty who have had experience with the student. Final decisions to recommend termination are made by the Graduate Studies Committee after reviewing the field committee's recommendation. Termination decisions are made by Graduate Division.

If the field evaluation committee recommends that a student who has failed a resubmitted qualifying paper not be dismissed and the Graduate Studies Committee concurs, the student is given one additional opportunity to submit a passing qualifying paper. That paper will usually be due at the next qualifying paper submission date.

No student is evaluated for dismissal or recommended for termination unless so notified in writing by the departmental Vice Chair for Graduate Studies. Students may include any materials they wish in the file to be evaluated by the field committee and the GSC.

## **XI. Questions and Problems**

Routine administrative questions should be addressed first to the Graduate Advisor and, next, to the Vice Chair for Graduate Studies. In addition, the graduate Vice Chair functions as informal ombudsman for graduate affairs. Graduate students and faculty should bring all matters of concern to her attention.

This handbook represents an effort to bring together information, university policy, department policy and the regular practices of successive Vice Chairs for Graduate Studies. However, students should be aware that these policies and practices can change (by vote of the Department or by decision of the Vice Chair, the GSC, the University Graduate Council or Graduate Dean, depending on the policy) and that the existence of this handbook does not represent a promise that they will not be subject to change. Often when university or department policies are changed, currently enrolled students are grandfathered into preexisting requirements. However, this is not always the case. Levels of the university above the department are particularly likely to enact sudden changes that affect all graduate students, and these changes in policy may contravene information in this Handbook.

## Appendix: Algorithm Specifics

The TA ranking score is:  $(\text{Achievements} / \text{Base}) * 20$ . The definition of each of these terms appears below. The multiplication by twenty produces a theoretical range of 0 through 100 (although the likely maximum will be slightly greater than 80). Achievements and Base are defined as follows:

**Achievements** = Grade points + Program points + "Publication" points

### Grade Points:

- A+ = 5 points
- A = 4 points
- A- = 3 points
- B+ = 2 points
- B = 1 point
- B- = 0.5 point
- Less than a B- = 0 points

### Program Points:

- Each qualifying paper: 5 = Distinction, 4 = Qualified; 0 = Not Qualified or not turned in by the deadline
- Oral: 10 points when passed, 0 if not passed

### Publication Points:

- 4 points for each convention paper, with no more than five papers counted; Conference papers will not count until the MA has been awarded or the first field paper passed
- 9 points for book chapters; no limit
- 15 points for a single-authored article in a refereed journal; 10 points for co-authored; no limit

### Other Points

- The department awards prizes for best article in a refereed journal, best conference paper, and outstanding TA performance. The winner of the best article prize gets the equivalent of one single-authored article added into the algorithm. The winners of the paper and TA prizes get the equivalent of one conference paper added into the algorithm.

**Base** = N of courses + "Publication" items + Requirements

**N of courses:** is the number of courses for which a grade has been assigned, per the stipulations presented above

### Publication items are a number which sums:

- 1 point per conference paper, to a maximum of 5
- 2 points per book chapter
- 2 points for every article published in a refereed journal

**Requirements:** For most students, these base points are inserted into the denominator according to the number of quarters of residence. One point is added after the student has been in residence for 6 quarters; two points are added to the denominator if the student has been enrolled for at least 8 but not more than 12 quarters; 2 more points are added to the denominator after 12 quarters (for a total of 4 points). This variable accounts for the points added to the numerator for the field papers and the oral. In cases where a student submits field papers or passes the oral ahead of deadlines, these denominator points are included when the student satisfies the requirement.