UCLA DEPARTMENT OF POLITICAL SCIENCE
GRADUATE HANDBOOK
2018-2019
(Revised September 2018)

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Introduction

This handbook is designed to provide students with information about basic elements of the graduate program. It answers many frequently asked questions about university policy, department policy and the regular practices of successive Graduate Studies Committees. It is meant to serve 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. Department Communications

Email: The department will communicate with you using the email address that you provide and that is listed in the graduate portal. You may choose whether to use the ".ucla.edu" address you are provided or some other address. If you do not read your mail at least daily on the address that we have for you, please set it to forward your email to whatever address you do use.

Department Resources Website: The Department maintains a website of resources for grad students and faculty, based on the same Moodle platform as course websites. You will need to log in with your UCLA credentials to access this website. The link is https://moodle2.sscnet.ucla.edu/course/view/PoliSciResources.

II. Enrollment & Advisors

Enrollment: Graduate students who have not advanced to candidacy must enroll each academic quarter in at least 12 units (typically three four-unit courses) to be considered a full-time student. After advancing to candidacy, you must be enrolled in 8 units. You are expected to enroll in classes 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. You must 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, including your health insurance.

Advisors: Your first-year advisor is assigned by the Graduate Vice Chair based on your interests as an incoming student. It is normal and unproblematic, however, for students to change advisors as their research trajectories develop. You should meet with your faculty advisor at least once each quarter. If you are not regularly in contact with your advisor,

you should email him or her to set up an appointment.

Each year, your advisor will report to his/her relevant field chair on your progress in the graduate program, based on a review of your performance, discussions with other faculty in your field, and a self-assessment that you will compose.

You may change your advisor at any time, including during your first year, for any reason: e.g., you have developed a working relationship with a different member of the faculty, your interests have changed or you simply want to work with someone else. To make such a change, you must get the consent of your new advisor but not your old one, and you need not provide a reason. Just submit a Change of Program Advisor form at any time to the Graduate Advisor.

III. Course Requirements & Fields of Study

You must choose a first major field, a second major field and one minor field. There are five choices for first major field: American Politics (AP), Comparative Politics (CP), International Relations (IR), Political Theory (PT), and Race, Ethnicity & Politics (REP). For your second major field and minor field, you can choose among above five substantive fields or the additional option of Formal Theory and Quantitative Methods (Methods). The fields each specify their own course requirements, which are listed below.

In addition to the field-specific requirements, there are also requirements that apply to all students:

- All incoming students must take PS 292A "Introduction to Political Inquiry" in the fall quarter of their first year;
- All incoming students must take two two-quarter field seminars. One field seminar should be in your first major field and one in another substantive field (which may or may not be your second major field.) You must pass the preliminary exam in your first major field. Both field seminars and the preliminary exam are generally completed in the student's first year; they *must* be completed by the end of the second year in the program.
- All students are required to take at least **16 graded courses,** in addition to PS 292A. Specifically, you must have:
  - 4 courses in each of your 2 major fields (that is, at least two courses beyond the two-quarter field seminars)
  - 2 courses in your minor field,
  - 6 electives.

Most students take many more classes than the required minimum. You are strongly encouraged to take a full load of classes every quarter during your first two years.

At minimum, all students are expected to complete at least **7 graded courses plus PS 292A by the end of the first year,** and at least **12 graded courses (cumulative, plus PS**

292A) by the end of the second year. Failure to meet these requirements may result in your dismissal from the program (see Section IX). The M.A. degree may be awarded after you complete 12 courses, pass your preliminary exam, and pass your qualifying paper (as described in Section V below).

Independent studies courses (PS 596 or 597) do not satisfy major or minor field requirements. Students should not use independent studies classes to reach a full load of 12 units.

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 (for example, they must be aimed at Poli Sci Ph.D. students) and should fit into your program of study. Syllabi and transcripts for these courses should be turned in to the Graduate Office 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. As noted above, the courses should be aimed at PhD students and they should fit into your program of study. The petition, accompanied by transcripts and syllabi, is reviewed in the same manner as 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.**

Specific field requirements, which are in addition to those described above, are outlined in the table below:

Field Requirements

Field	Major Field Requirements	Minor Requirements
American Politics	• 260A, 260B, and any 2 other substantive courses • No transfers or 596s. • Must complete 200A, B, C during the first year. • Preliminary exam (first major field)	Any (transfer courses not allowed)
Comparative Politics	• 240A, 240B • any two other courses • Preliminary exam (first major field)	Any
Formal Theory and Quantitative Methods *(Not available as first major field)*	• Formal Theory Concentration: any 4 • Quantitative Methods Concentration: any 4 except 202, and 209 (Data Analysis) • Mixture: any 4 approved by advisor; Field decides which outside courses meet field requirements	Any
International Relations	• 220A and 220B • plus 2 from 220C-231 or 239 • Preliminary exam (first major field)	Any
Political Theory	• 210A, 210B • any two other courses	210A, 210B, 217, or 218
Race, Ethnicity & Politics	• REP field seminars • Any 2 of the following: 214, 241, 261A, 261D, 264C, 289A/B, Psych 222C, Psych 255. • Students may petition to count PS 259/269 when relevant topics are taught under these course numbers	Any

IV. 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 affect 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. Notwithstanding this university rule, the department requires maintaining a higher GPA (the specific level of which is specified in your offer letter) to retain your eligibility for a TAship.

Incompletes: Taking a short-term Incomplete may occasionally be an appropriate way to deal with the crunch of work at the end of a quarter. However, accumulating incompletes is generally a cause for concern.

Some instructors do not grant Incompletes under any circumstances. If you want to take an Incomplete in a course, be sure to discuss this ahead of time with the 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-quarter 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 inform the Graduate Advisor, who 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.

Incompletes do not factor into your GPA. However, **if you fail to remove an Incomplete by the end of 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.

V. Preliminary Exam and Qualifying Paper[1]

In addition to the other course requirements, students must pass a preliminary exam in their first major field before the end of their second year and complete a single qualifying paper ("field paper") in order to advance to candidacy.

Preliminary Exam Deadlines and Procedures
You should take your preliminary exam at the conclusion of the field seminar in your major field. Unlike a traditional "comprehensive exam" the preliminary exam will focus on the material covered in the two-quarter course; the best way to prepare is by taking the course and learning the material.

Students are very strongly encouraged to take their preliminary exam in their first year, and are required to pass it by the end of their second year. If they do not pass, they will have one additional opportunity to take the exam by the end of spring quarter of their second year.

Students who want to switch their major field after taking the preliminary exam may do so without taking a new exam, but only with the approval of the Vice Chair and the Field Chair of the new field.

Qualifying Paper Deadlines
The deadlines for submitting qualifying papers are as follows:

- The qualifying paper is due on Monday (or Tuesday in cases where Monday is a holiday) of the 2nd week of the student's 8th quarter (ordinarily Winter of their 3rd year).
- Resubmissions (in the event of receiving a "not qualified" grade) are due on Monday (or Tuesday in cases where Monday is a holiday) of the 10th week of the student's 8th quarter.

Qualifying Paper 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. (Field chairs can also serve as mentors for projects in their areas of expertise.) 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 approved proposal must be filed by the beginning of the third week of spring quarter in the second year. If the topic changes during the course of writing, new approval is required. 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

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[1] These requirements changed in Fall 2016. Students who entered the program prior to that date should consult the 2017-2018 version of this Handbook for applicable rules.

(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.

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**.

Papers that are graded "not qualified" by two readers must be revised and resubmitted. In such instances, the Graduate Advisor will attach the comments received on the original submission to the revision before it is distributed for its second 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. The readers of the resubmitted paper may or may not be the same as the readers of your original paper.

A resubmitted paper will be evaluated on whether it adequately responds to the comments of the first set of reviewers. Any new material that was not evaluated by the first set of readers will be judged by the same standards as a newly submitted field paper. The standard for passing a resubmitted qualifying paper is neither lower nor higher than the standard for passing a first submission.

Failure of a resubmitted qualifying paper triggers a review process that may lead to dismissal from the Ph.D. program.

Appeals: If your resubmitted qualifying 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 typically goes to the original readers of the resubmitted 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 qualifying 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.

VI. Foreign Language Requirement

The foreign language requirement is satisfied by passing the 6th quarter or 4th 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. The requirement is satisfied if an instructor in one of UCLA's language departments certifies comprehension at the second-year level.

If research methodology is more useful to you than a foreign language, the foreign language requirement can be met by taking three quantitative methods courses at the PS 200A level or above. Typically, students satisfy this requirement with PS 200A, 200B and 200C. All courses must be graded.

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 15th quarter in the program.

VII. Advancing to Candidacy and Doctoral Committees

You are expected to advance to candidacy by the end of your 12th 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, you must complete all course requirements, your preliminary exam, your qualifying paper, and the foreign language requirement. Then you must assemble a doctoral committee and defend a written dissertation prospectus.

Doctoral Committees: Doctoral committees must have a minimum of four members. 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/spfgs.pdf).

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 prospectus defense (described below). **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.

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.

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 settled on time and date, the Grad Office will 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. Final oral exams for completed dissertations take place only when required by the committee.

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 12th quarter does not change.

If you need to drop or add committee members after you have passed your oral, check with the Graduate Office for the paperwork to do this.

Students who have advanced to candidacy should provide a copy of their prospectus to The Grad Office 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.

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

VIII. 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 are contingent upon good performance in the program and remaining on time to degree.

For students without initial commitments, or whose commitments have lapsed, departmental fellowship funds, when available, may be allocated by the GSC on the basis of review of student dossiers, consultation with students' advisors, fit between student interests and fellowship designations (e.g., a fellowship restricted to CP students must perforce go to a CP student), and algorithm ranking (see the Appendix for details).

Other funding: The department attempts to provide research and travel support for graduate students. After three quarters enrollment in the program, you may apply annually for up to $500 in research and travel funds. Your application will be reviewed by the Vice Chair for Graduate Studies and/or the GSC, who will evaluate your proposal for merit and will award support 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. In order to receive funds, you must turn in to the Finance Manager receipts for your expenses, which must be incurred during the academic year (July 1-June 30) for which the funds have been awarded. Detailed information and forms are available on the department website under Graduate Program/Students/Forms.

Students are also encouraged to apply for other forms of support outside the department:

- university support, such as Graduate Research Mentorships and Dissertation Year Fellowships

- extramural funding, information about funding can be found on the APSA website and in the Graduate Office

When funds are available, the department attempts to provide modest amounts of summer support to students and to top up extramural funding to equal the stipend a student would have received from a TAship. In order to be eligible to apply for these funds, you must be on time to degree and be a student in good standing in the department, which is defined as maintaining a GPA of 3.7 or above (note that this is a higher threshold than is required by the University). Applications for summer support cannot be considered from students with another source of summer research support (e.g. a GSRM or a departmental commitment letter).

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.)

University regulations preclude students who have been at UCLA more than eight years

from receiving any university fellowships. Hence, as of Fall 2018 students who entered in Fall 2010 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. If you have advanced to candidacy, you may apply for an exception to work more than 12 quarters. You will not be able to work more than 18 quarters (six years). Exceptions beyond 18 quarters are *extremely* unlikely to be approved.

All new TAs must complete the TA training course, PS 495, prior to or concurrently with their first appointment as a TA. The course is offered in Fall quarter only, 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 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 3.7 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.

TAs are appointed to courses by a process of matching student preferences about classes with instructor preferences about TAs. The Grad Office 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 you decide to decline a TA appointment, you should do so as early as possible. Declining a TAship after course assignments have been made is a breach of professional norms and creates hardship for faculty, staff and your fellow students.

TAs at UCLA have union representation, although membership in the union by individual TAs is voluntary. TA appointments, contracts, and any possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions) conform to guidelines that have been negotiated between the union and the University.

IX. Withdrawal 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

application 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.

X. 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 three years beyond advancement.

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

Your dissertation must be filed no later than 10 elapsed years after advancing to candidacy. If you have not filed after ten years you will not be permitted to remain in the program.

XI. Dismissal

Students may be recommended for termination from graduate study for any of the following reasons: failing a preliminary exam for the second time, failing a field paper for the second time, GPA falling below 3.0 for more than two quarters, failing to complete seven graded courses by the beginning of the fourth quarter or twelve graded courses by the beginning of the seventh quarter, failing to take the oral Ph.D. exam by the end of sixth year. Dismissal evaluations are made by a field committee of at least five members and are 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 will include the student's advisor. It may also 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.

XII. 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 his or her attention.

Graduate students may also consult with the Department Ombudsperson.

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.

XIII. On-Campus Resources

UCLA is a large institution with many resources available to you during your years as a graduate student. The Graduate Advisor is knowledgeable about them. In addition, information about resources of every sort, from counseling services to lectures in others departments, is posted regularly to the departmental intranet site. Below are links to some of the basic resources on campus. We encourage you to familiarize yourself with these:

The **Dean of Students** office provides resources for students of many sorts. These specifically include resources for students who have been raped or sexually assaulted, discriminated against at UCLA, who wish to take a workshop on academic integrity, or who wish to learn about First Amendment right.
http://www.deanofstudents.ucla.edu/

UCLA maintains a **Sexual Harassment Prevention Office**, led by Sexual Harassment Prevention Officer and Title IX Coordinator Muhammed Cato.
http://www.sexualharassment.ucla.edu/

Counseling and Psychological Services (CAPS) provides confidential individual counseling services as well as different small group programs. Students may call for

appointments. Crisis counselors may be reached 24 hours a day at 310-825-0768. The website provides meditation podcasts of various sorts.
http://www.counseling.ucla.edu/

The **University Ombudsman for Conflict Resolution** is staffed by trained professionals who are able to provide independent, neutral and confidential assistance in resolving conflicts or issues of concern.
http://www.ombuds.ucla.edu/

Resources to Prevent Discrimination include the **Campus Human Resources, Staff Diversity and AA/EEO Compliance Office** (email: ebui@chr.ucla.edu; tel: 310-794-0691) and the office for **Campus Human Resources, Employee & Labor Relations** (tel: 310-794-0860).

UCLA has an **Economic Crisis Response Team** to help students who need food or have extreme financial difficulties. They run a food pantry on campus where students who qualify can go and get groceries each day.
https://www.studentincrisis.ucla.edu/Economic-Crisis-Response

Additional resources are summarized on the website of the **Office of Equity, Diversity and Inclusion**, led by Vice Chancellor Jerry Kang.
https://equity.ucla.edu/programs-resources/campus-resources/

Appendix: 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 12th 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 the Grad Office 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 the Grad Office 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. 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.

11. 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.

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

13. 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 the Grad Office 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.

14. 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.

Calculating the Algorithm

The TA ranking score is: (Achievements / 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:
-Prelim: 5 = Distinction, 4 = Qualified; 0 = Not passed by deadline
-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.