

Graduate Student Handbook

2018-2019

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On behalf of the faculty and staff of the César E. Chávez Department of Chicana and Chicano Studies, we extend a very warm welcome to you, the 2018 CCS graduate students (our seventh cohort). We wish you a rewarding and successful graduate student experience.

This handbook contains important academic and administrative information you will need while pursuing your graduate work in the department. Please read it carefully. Consider it your first source for information when you have questions regarding **requirements**, necessary **paperwork** at each stage, **course selection**, **timelines**, and **resources**. It includes university policy and department (internal) policy. It supplements the UCLA General Catalog and Graduate Division's website, which we request that you also regularly consult for information on rules and procedures.

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GRADUATE STUDIES

Areas of Study

One distinctive feature of our Program is its foundational interdisciplinarity. The program integrates four areas of study that are drawn from the research and curricular strengths of the core and joint faculty of Chicana/o Studies.

M.A. and Ph.D. students may take courses in each of the four areas:

- 1) Border and Transnational Studies
- 2) Expressive Arts
- 3) History, Culture, and Language of the Americas
- 4) Labor, Law, and Policy Studies

Please note that the research paradigms of genders and sexualities, power and inequalities, and the colonial-decolonial-postcolonial intersect with all four areas.

Social inequality is the shared scholarly concern of our faculty and a central theme of our graduate program. Our curriculum offers students the tools to become exceptional scholars who are socially engaged, able to deconstruct cultural discourses and politics of oppression, and offer effective strategies of resistance and empowerment.

The geopolitical focus of the curriculum is the metropolitan Los Angeles region, home to the largest Mexican origin community in the country, as well as to sizeable populations of Central American and other Latino groups. The department is well placed to draw from the city's large and diverse population – its social experiences, historical realities, cultural and linguistic processes, and literary and artistic productions.

Contact Information

➤ Email

All graduate students are entitled to a free

UCLA email account. Every student is expected to establish and regularly monitor their own UCLA email account for official communications. The Office of Graduate Studies, our department, and other campus entities will send information to your UCLA e-mail account. You will be considered notified when such official emails are sent to your UCLA email account. Please sign up for and regularly monitor your UCLA e-mail account.

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Graduate Division

- <https://grad.ucla.edu>
- Graduate Division Academic Policies
<https://grad.ucla.edu/academics/>
- Graduate Division Financial Support
<https://grad.ucla.edu/funding/>
- Graduate Division New Student Orientation Handbook
<https://grad.ucla.edu/academics/graduate-study/new-students-orientation>

Graduate Student Resource Center

<http://gsrc.ucla.edu>

Student Health Services

<http://www.studenthealth.ucla.edu/default.aspx>

Counseling and Psychological Services

<http://www.counseling.ucla.edu/>

Center for Accessible Education

<http://www.cae.ucla.edu>

Advising

Director of Graduate Studies. Professor Leisy Abrego is formally responsible for the program. She plays a key role in your academic life, and works closely with Graduate Division. With the help of the Graduate Student Advisor Officer,

Ellie Hernández, she will assist you as you plan your program of study to fulfill the program requirements. Dr. Abrego expects you to meet with her as needed until you select an advisor.

She also considers any special requests you may need for satisfactory progress. These include leaves of absence, petitions to add or drop a course, readmission to the program, and petitions to nominate an outside M.A. or Ph.D. committee member from other UC campuses. In some of these instances, in consultation with the Graduate Committee and/or the student's academic advisor, she will judge whether the student's request is in order, is in their own best interest, and is feasible under existing regulations. Dr. Abrego is available by appointment.

Graduate Student Affairs Officer, Ellie Hernández, is your go-to person for graduate student concerns that involve the department or Graduate Division. After you have carefully consulted this Handbook and Graduate Division's website, if you still have unanswered questions, Ellie should be your next source. She will inform you about program requirements and funding opportunities, and can help with Graduate Division and departmental policy and procedure. Because Ellie is also the SAO for our large and vibrant undergraduate program, she sets aside Wednesdays for graduate student meetings. Please be sure to set up an appointment in advance to meet with her.

Faculty Advisor. When you enter the program, the Director of Graduate Studies will serve as your temporary faculty advisor until you select one. During your first year, please actively engage widely with the faculty to determine who might be your permanent Faculty Advisor, and ask her/him/them to serve in this capacity. You must select a Faculty Advisor by the end of your first year.

This professor will be your principal scholarly advisor. You will work most closely with your faculty advisor to develop your academic skills

and optimize your educational experience at UCLA. Your faculty advisor will help you make critical decisions regarding your career and you should seek their counsel when making plans regarding work opportunities as well as your overall progress in the program. The faculty advisor should provide you with adequate feedback to help you navigate your research projects, complete your M.A. thesis, prepare for your Oral Qualifying Exams, defend your dissertation proposal, and complete your doctoral dissertation. The faculty advisor also serves as the chair of your M.A. thesis and Doctoral Committees.

Full-Time Graduate Program

You are required to be enrolled full time, except under special circumstances, as described below. To be a full time graduate student prior to your doctoral candidacy, you must take 12 units (typically equivalent to three courses) per term. When you are a doctoral candidate, you are required to take 8 units per term.

When you are a Teaching Assistant (TA), you are required to be registered and enrolled in at least 12 quarter units throughout your appointments. The 12 units required per quarter may include, among other courses, those in the 500 series (individual study or research), or the 375 course and/or 495 course.

TAs who take a leave of absence or withdraw during the quarter terminate their appointments and salary.

If you receive a Graduate Division Fellowship award (e.g. Cota-Robles, Graduate Research Mentorship, Dissertation Year Fellowship, etc.) you are required to be enrolled in a minimum of 12 units per term for the duration of the fellowship, whether you have advanced to candidacy or not.

Although UCLA is a full-time educational institution, it recognizes the need for part-time study under special circumstances. Approval of less than full-time enrollment is at the discretion

of the Department. If you have family, employment, or health problems that preclude full-time enrollment, you should contact Ellie to begin discussions about the possibility of an exception. (See “Standards and Procedures for Graduate Studies at UCLA, page 25.)

Continuous Enrollment

You must be continuously registered and enrolled unless you have an approved leave of absence. Once you advance to candidacy, you must be enrolled in 8 units, or 12 units if you are a TA or a recipient of a Graduate Division fellowship.

Full-time enrollment throughout the quarter is necessary in order to protect your employment benefits and to meet the terms of most financial awards. Therefore, it is crucial that you enroll in classes, and if you must drop or add courses, that you do so by the end of the 2nd week of the quarter.

PROGRAM REQUIREMENTS

Foreign Language Requirement

You must demonstrate reading fluency in Spanish to obtain a Ph.D. in Chicana and Chicano Studies. You may satisfy the language requirement in one of two ways:

(1) By placing into Spanish 25 on the Spanish Placement Exam or 27 on the Spanish Placement Exam for Heritage Speakers. The exam is administered by the Spanish and Portuguese Department.

If a student is learning Spanish, they should take the Spanish Placement Exam

[\(https://www.spanport.ucla.edu/academics/undergraduate/placement-exam/spanish-online-placement-exams/\)](https://www.spanport.ucla.edu/academics/undergraduate/placement-exam/spanish-online-placement-exams/).

If they are heritage speakers, they should take the Spanish Placement Exam for Heritage Speakers

(<https://www.spanport.ucla.edu/academics/undergraduate/heritage-language-program/>)

(2) By completing, with a passing grade in each term, 2 years of coursework in Spanish at the University level (Spanish 5 or 7B).

You should complete the foreign language requirement in the first year of graduate study. This is required before you can submit the ATC form for your M.A.

General Information about Courses

General Required Courses series/numbers:

100 series: Undergrad upper division courses

200 series: Graduate courses and seminars

300 series: Highly specialized teacher-training courses (i.e. 375), which are not applicable toward University minimum requirements for graduate degrees

400 series: Designed for professional programs leading to graduate degrees other than the M.A., M.S., and Ph.D.

495 Learner-Centered Teaching in Chicana/Chicano Studies

500 series: Directed individual study or research at the graduate level. Graduate individual study or research courses are numbered as follows:

596 Directed individual study or research

597 Preparation for the M.A. or PhD Qualifying Examinations

598 Research for M.A. Thesis

599 Research for PhD Dissertation

Master's Degree

The M.A. degree in Chicana/o Studies is not a stand-alone, terminal degree. It is a requirement to fulfill in order to obtain a Ph.D. At the M.A. level, you must successfully complete a certain set of courses in your areas of study, in addition to successfully executing a thesis.

• If you hold a M.A. in Chicana and Chicano Studies or in a related field, and want credit for this degree, you must submit your Master's thesis for evaluation. The Department's

Graduate Committee will evaluate the thesis to determine whether or not it fulfills the M.A. requirements of our program. If your Master's thesis is deemed satisfactory, you will be allowed to enter the Ph.D. program under Plan B (see Doctoral Degree requirements below).

- To get your Chicana/o Studies M.A. accepted for credit, you must submit your original, unaltered thesis no later than the third week of the Fall quarter of your first year.
- If you were admitted to the Ph.D. program without an M.A. degree, you will follow Plan A (described below). If you enter the Ph.D. program with an approved M.A. thesis, then you will follow Plan B.

Plan A

Course Requirements

You must successfully complete a total of 40 units (normally 10 courses) taken when you have graduate status, and for a letter grade with a minimum of 3.0 GPA.

Required courses:

- Chicana/o Studies 200, 201 and 202 (12 units) are required. These core courses should be taken within your first two years.

You are also required to take:

- Four courses (16 units) in areas that relate most closely to your research interests.
- Two elective courses (8 units), of which both may be graduate or upper division undergraduate courses taken within or outside the department.
- Sign up with your advisor to take four units of Chicana/o Studies **598** during quarters when you are working on your master's thesis research.

You may take up to a maximum of 12 units of Chicana/o Studies 598 in a single academic year.

- Sign up with a faculty member in the department to take four units of Chicana/o Studies **596** (Directed Individual Studies or Research) in lieu of one elective.

You may take up to a maximum of 12 units of Chicana/o Studies 596 in a single academic year.

- To serve as a TA, you must have enrolled in Chicana/o Studies **495** preferably before, or during the quarter of your first teaching appointment. *495 is designed to train you to be an effective university instructor.* It will not count toward your degree requirements, but up to 4 units may count as elective credits.
- As a TA, you must enroll in Chicana/o Studies **375** each quarter in which you hold a teaching appointment. *Take 2 units of 375 for a 25% appointment; 4 units for a 50% appointment.* This course does not count toward the minimum number of units of grad courses required for a master's degree, but it does count toward full-time status.

Again, you must take the minimum course load of 12 units each quarter. You can take more than 12 units, with the approval of your faculty advisor. Please note: you must be continuously registered and enrolled, unless you obtained an approved leave of absence.

Master's Thesis

To complete the M.A. degree, you will write an original interdisciplinary research paper, a critical reflection, or creative portfolio that integrates independent research and the knowledge you learned while taking graduate coursework.

You should submit your M.A. thesis at the end of the Spring quarter of your second year.

For Students Conducting Empirical

Research: UCLA's Human Subject Protection Committee (HSPC) assesses research proposals through its Institutional Review Boards (IRB). If you conduct research at the M.A. level that entails contact with human beings (medical

procedures, questionnaires, interviews, observation, etc.), then in addition to receiving the approval of the thesis committee, you must also attain the official approval of the UCLA IRB *before* beginning your research project. For more information regarding IRB application procedures, contact the HSPC: (310) 825-7122. <http://ora.research.ucla.edu/OHRPP/Pages/IRB.aspx>

When you are preparing a proposal for your thesis (including the IRB application when applicable), you must enroll in Chicana/o Studies 597 (Spring of the 1st year). When you are researching and writing the thesis, you must enroll in Chicana/o Studies 598 (Research for M.A. Thesis) under the guidance of your faculty advisor. (See M.A. Thesis Preparation Guidelines, Appendix 1.)

The thesis is evaluated on a pass/no pass basis.

Prior to writing your thesis, your M.A. committee must formally accept your thesis plan. Please follow the filing procedures carefully.

1) Advance to Candidacy (ATC)

According to Graduate Division Standards and Procedures, it is your responsibility to file advancement to candidacy forms for the master's degree *no later than the second week of the quarter* in which you expect the degree. (See Standards and Procedures, pp.7–8).

The Advancement to Candidacy Form can be found in the Graduate Division main web page (See "Forms and Publications"
<https://grad.ucla.edu/academics/forms/>)

Bring your completed ATC form when you meet with Ellie Hernández. She will assist you in identifying courses that count toward the M.A. degree. The ATC form must be approved by the Director of Graduate Studies.

2) Nomination of M.A. Committee

The thesis committee consists of two UCLA faculty members plus your faculty advisor. You must file your "Nomination of a Master's Committee" as soon as you file your ATC form.

Thesis Deadline

See the Registrar's Calendar for the M.A. thesis-filing deadline: <https://grad.ucla.edu/academics/calendar/>

Thesis Formatting and Filing

Your thesis manuscript should be formatted and filed according to Graduate Division regulations. For guidance, consult Thesis and Dissertation Formatting and Filing Guide, available at: <https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>

Grad Division offers Orientation meetings on manuscript preparation and filing procedures at the beginning of each quarter (see the Registrar's Calendar online).

Time-to-degree

For full-time students, the expected time to degree is six quarters. The maximum time to degree is seven quarters (See M.A. and Ph.D. Timeline chart, Appendix 2).

If you fail to complete the thesis by Spring of the second year, you may complete it without petition no later than Fall quarter of the third year. Students who fail to make progress within adequate time as determined by your Advisor and the Director of Graduate Studies will be dismissed from the Program.

Doctoral Degree

Course Requirements

Plan A

Under Plan A, when you have completed all the course requirements for the M.A. as described above, you will need 24 more units (normally six graduate courses) to complete the Ph.D. These 24 units will provide you with more depth of preparation in the field and research methods.

Plan B

If you enter our Ph.D. program with an approved M.A. thesis, you are expected to take no less than 44 units (about 11 courses) as follows:

- Chicana/o Studies 200, 201, and 202 (12 units) are required and should be taken within the first two years.
- Four courses (16 units) in your areas of interest, one of which must be a methodology course (in addition to 202).
- Four elective courses (16 units), up to two may be taken outside the department, and only one of which may be an upper division course.

Units taken in the 500-series—Chicana/o 596 (Directed Individual Studies or Research), Chicana/o Studies 597 (Preparation for Qualifying Exams) or Chicana/o Studies 599 (doctoral dissertation research)—may not be applied toward course requirements for the Ph.D. degree.

You may not take more than 12 units of Chicana/o Studies 597.

You can take up to a maximum of 12 units of Chicana/o Studies 596 per academic year before the language requirement and the Ph.D. coursework requirement is completed.

After advancing to candidacy (successfully defending your proposal), the minimum course load is 8 units per quarter. You must be continuously registered and enrolled. If not, you must have obtained an approved leave of absence.

Advising & committees

To become a doctoral candidate, you must provide evidence of competency in the field by passing a written and an oral examination. The written portion is often referred to as Qualifying Exams and the oral portion is often referred to as the Dissertation Proposal Defense.

Academic Senate regulations require all doctoral students to complete and pass written and oral Qualifying Examinations prior to doctoral advancement to candidacy. You must have completed all coursework requirements *before* the examinations can take place.

Written Qualifying Exam Committee:

Prior to taking the qualifying exams, you must nominate a Qualifying Examination Committee made up of your Advisor and two other core faculty in the department.

Please note that only your Advisor and one of these three faculty can later serve on your Dissertation Committee.

Your Qualifying Examination Committee is responsible for administering the Written Qualifying Exams.

Be sure to constitute your Qualifying Examination Committee at least one month before the exam is to be given.

Written QE: The written portion of the qualifying exam has two parts, both of which together will test you on your particular coursework, research interests, and familiarity with the field. While you prepare for the exam, you must maintain continuous full-time status. You may enroll in up to 12 units of Chicana/o Studies 597, as necessary.

Part One of the written Qualifying Exam will be a literature review based on a reading list of about 50 books, reports, and articles that you will draw up, in consultation with your Faculty Advisor, who now becomes your **Dissertation Advisor**. All reading lists and the questions for the written examination must be shared with the exam committee at least one month before the exam is given. (See Doctoral Qualifying Examination Guidelines, Appendix 3.)

Part Two of the written Qualifying Exam will be a paper that you write in response to a question related to your specific dissertation research. You must demonstrate that you have developed a thorough grounding in the theoretical frameworks that underlie your specialization, the ability to define and apply interdisciplinary methodology, and that you can write a clear, well-supported argument.

Exams will be given on the Monday of the first week of the quarter and are due on Monday of

week 3 of the quarter. Your Faculty Advisor will email you the two questions. You will have exactly two weeks (date and hour) to complete your written qualifying exam. Submit your responses electronically in Word and PDF to your Advisor, to the Director of Graduate Studies, and to Ellie Hernández.

If you fail either part of the written qualifying examination, you may retake it once without petition, as early as the next quarter. Students who fail the written qualifying examination twice will not advance to doctoral candidacy and will be dismissed from the Program.

Doctoral Committee: Once you complete all your coursework for the Ph.D., but before you can take the UCLA Oral Qualifying Exam, consult with your Advisor to nominate the remaining members of your four-person doctoral committee. This committee is responsible for supervising, reviewing, and approving your doctoral dissertation. You should choose faculty whose interests and fields of expertise align with your proposed area of the dissertation. The exact constitution of your committee must follow Grad Division guidelines:

<https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/>

Nomination of Doctoral Committee:

You must submit a completed “Nomination of Doctoral Committee” form (available in Basecamp, Box, and Graduate Division) to Graduate Division for approval at the beginning of the quarter when you defend your dissertation prospectus (Oral Qualifying Exam). The form must be signed by the Director of Graduate Studies and a copy must be submitted to Ellie Hernández.

When you successfully complete the written and oral qualifying exams, you have “advanced to candidacy,” and will be awarded a *C.Phil.*, a Candidate in Philosophy degree.

Oral QE & Prospectus:

You may schedule the Oral QE only after:

- a) you pass your written QE
- b) finish your dissertation prospectus
- c) your doctoral committee has been appointed in accord with UCLA regulations
<https://grad.ucla.edu/academics/doctoral-studies/nomination-of-doctoral-committee/>
- d) the chair of your committee agrees that you are ready.

You are required to take the Oral Qualifying Exam no later than Spring of your fourth year, unless special circumstances arise. Your doctoral committee is responsible for administering the exam. Under UCLA faculty Senate regulations, the UCLA oral qualifying exam is open only to the student and appointed members of the doctoral committee. The approximately-two-hour Oral Qualifying Exam (conducted behind closed doors) will focus on your dissertation proposal. (For more details, see Doctoral Qualifying Examination Guidelines, Appendix 3).

The normative Time to Advance to Candidacy is 12 quarters. This is inclusive of the completed M.A. coursework.

For Students Conducting Empirical Dissertation

Research: UCLA's Human Subject Protection Committee (HSPC) assesses research proposals through its Institutional Review Boards (IRB). If you conduct research that entails contact with human beings (medical procedures, questionnaires, interviews, observation, etc.), then in addition to receiving the approval of the doctoral committee, you must also attain the official approval of the UCLA IRB *before* beginning your research project. For more information regarding IRB application procedures, contact the HSPC: (310) 825-7122. <http://ora.research.ucla.edu/OHRPP/Pages/IRB.aspx>

Dissertation

The doctoral degree program requires the candidate to complete a dissertation (in the form of the prospectus your doctoral committee has previously approved). This dissertation is direct evidence that you are able to perform original,

independent research. The dissertation constitutes a distinct contribution to knowledge in your field of study.

Final Oral Examination (Dissertation Defense)

No public defense of the dissertation is required, but the doctoral committee, in conjunction with the student, may choose to hold a defense of the dissertation.

Dissertation Filing

For guidance in the final preparation of the manuscript, you should consult the *Thesis and Dissertation Formatting and Filing Guide*, available at <https://grad.ucla.edu/academics/graduate-study/thesis-and-dissertation-filing-requirements/>

You are also encouraged to attend an orientation meeting on manuscript preparation and filing procedures that are conducted by the Graduate Division at the beginning of each quarter.

All Thesis and Dissertation filings are done electronically. Graduate Division provides detailed information here:

<http://www.grad.ucla.edu/gasaa/etd/index.html>

Time-to-Degree

Full-time graduate students should normally complete the requirements for the Ph.D. degree within 5 years of completion of the requirements for the master's degree; the total time from admission to graduate status until you finish Ph.D. completion is 7 years (21 quarters).

The Maximum Time-To-Degree is 24 quarters.

Evaluation of Students' Academic Progress

We monitor your academic progress at the departmental level to discover and address any potential problems early. To this end, the faculty conducts an annual Academic Progress Evaluation on each student, usually in the Fall quarter of each academic year.

"In Good Standing"

You are considered a graduate student in good academic standing if you:

- 1) meet the standards of quality of the CCS program and the Graduate Division;
- 2) make satisfactory progress toward completing the degree requirements within the established time limit;
- 3) fulfill the Graduate Division's requirement regarding continuous registration; and
- 4) fulfill the Graduate Division's requirement regarding grade-point average.

When you are not in good standing, you cannot receive a degree or obtain a merit award. (For more information, see Guidelines for Students' Progress Assessment, Appendix 4.)

OTHER IMPORTANT GENERAL REGULATIONS & POLICIES

Please carefully study the "*Standards and Procedures for Graduate Study at UCLA*." This document should be your "bible" while you are a UCLA graduate student. The link is: <https://grad.ucla.edu/gasaa/library/spfgs.pdf>

Incomplete Grades

The grade 'I' (Incomplete) is assigned when a student's work is of passing quality but is incomplete for a valid reason. A student is entitled to remove the Incomplete and to receive unit credit and grade points provided the student satisfactorily completes the work of the course by the end of the next full quarter that the student is in academic residence. It is not necessary for a student to be registered at the time the work for the course is completed.

If the work is not completed by the end of the next quarter of residence, the 'I' grade will automatically be replaced with the grade 'F' or

'U' (Unsatisfactory) as appropriate. The work for a course for which the 'I' grade has lapsed to an 'F' or 'U' may, with the permission of the instructor, be completed in a subsequent quarter and the appropriate earned grade assigned. Until that time, however, the 'F' or 'U' grade appears on the record and the 'F' is calculated in the grade-point average (for additional information see Standards and Procedures).

Leaves of Absence

On recommendation of the department, a leave of absence may be granted by the Graduate Division to continuing graduate students in good standing (3.5 GPA), who have completed at least one quarter in graduate status at UCLA. Leave of Absence Request forms are available here: <https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request/>

A student may request a leave of absence for the following reasons: parental obligation, other family obligation (e.g., caregiving), medical, military, financial hardship, and outside employment. Per UCLA requirements including continuous registration, a student who is conducting research or thesis or dissertation preparation and writing is not eligible for a leave of absence, but may qualify for in absentia registration (see below).

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless they have finished all coursework and have advanced to candidacy.

- Duration: A leave is granted for a period of one to three quarters at the request of the student. No more than 3 quarters of leave of absence are permissible for a graduate student during the course of her/his/their enrollment at UCLA. Extensions may be approved in exceptional circumstances.

By UCLA policy, you are entitled to use UCLA facilities (excluding the library) only when you

are a registered student. You may use the library without being a registered student.

PLEASE NOTE If you plan to consult with faculty or use other UCLA facilities during any quarter for 12 or more hours, you will not be eligible for a leave of absence or an extension of a leave of absence. Instead you must register. *All faculty time is counted toward the 12-hour limit, including reading and commenting on thesis drafts.*

In-Absentia Registration

In-Absentia registration allows graduate students to be away from California for research or coursework and remain enrolled at UCLA. This registration allows you to pay only 15% of combined Tuition and Student Services Fees. In Absentia Registration is for the academic year only. See the in-absentia petition form here: www.grad.ucla.edu/gss/library/abspetition.pdf

UC Intercampus Exchange Program

The UC Intercampus Exchange Program is for graduate students who seek contact with distinguished faculty, scholars, fields of study, and resources not available on her/his/their home campus. You are eligible if you:

- Complete at least one quarter of study prior to beginning the exchange.
- Have a grade-point average of 3.0 or above.
- Are in a state-supported program, not a special-fee or self-supported program.

Unless specifically restricted, fellowship recipients may participate. For Application Instructions and additional information see Standards and Procedures, and Graduate Division's website:

<https://grad.ucla.edu/gasaa/library/spfgs.pdf>

Transfer of Credit

You can petition to apply graduate status courses that you completed at other UCs to master's programs at UCLA, provided they were not used

toward a previous degree. Such courses may fulfill no more than one-half of the total course requirements, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of 2 graduate status courses completed with a minimum grade of 'B' at other UCs may apply to UCLA master's programs. The two courses would constitute the equivalent of 8-quarter units or 5-semester units. They may not fulfill the minimum 5-graduate-course requirement or the academic residence requirement. The Graduate Division and the Department must approve the student's petition for transfer of credit.

Otherwise other courses may not be applied toward a UCLA graduate degree.

Correspondence courses are not applicable to graduate degrees.

Termination of Graduate Study

A student who fails to meet the above requirements may be recommended for termination of graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.5) required by the Department to remain in good standing. Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. UCLA guidelines governing termination of graduate students, including the **appeal procedure**, are outlined in Standards and Procedures for Graduate Study at UCLA.

Special Departmental or Program Policy

In accordance with a vote of the CCS faculty, the Director of Graduate Studies will make a

recommendation to Graduate Division to terminate the student. Prior to sending the recommendation to terminate to the Graduate Division, the student will be notified in writing. The student has two weeks to respond in writing to the Chair. If the student appeals, the CCS faculty will review the appeal and make its final recommendation to the Graduate Division.

Withdrawal

Withdrawing from the University means discontinuing attendance in all courses in which students are enrolled.

If a registered student leaves the University before the end of the quarter without formally withdrawing, the student will receive a grade of 'F' or, where appropriate, 'U' (Unsatisfactory) for each course in which the student is enrolled. If you intend to withdraw, you must request this status by the last day of instruction of the quarter in which the withdrawal is to begin. All such dates and deadlines are published for each quarter in the Registrar's Office Calendar.

A student who withdraws or breaks registration without filing for a Leave of Absence is not guaranteed readmission. UCLA requirements state that unless granted a formal leave of absence, graduate students who fail to register are considered to have withdrawn from UCLA and must compete for readmission with all other applicants.

TEACHING AND OTHER FORMS OF EMPLOYMENT

UCLA policy governing the employment of graduate students treats the individual as a student first, not as an employee. It is designed to optimize your timely progress toward the degree. To this end, you cannot hold *any combination* of the following titles for more than 12 quarters:

- Reader or Special Reader on annual stipend
- Teaching Assistant
- Tutor

- Teaching Fellow
- Associate Fellow

Under special circumstances, the Chancellor, upon recommendation of the department chair and the Dean may authorize a longer period, but in no case for more than six years.

You will be required to fill out an exception form. Please confer with your faculty advisor, since you should be working on your dissertation at this time.

Teaching & Research Assistantships

Teaching Assistantships provide experience in teaching undergraduate students under faculty supervision. Graduate Student Researcher positions provide experience working on faculty-supervised research projects. Each department selects awardees for TAs and graduate student research positions.

TA Requirements and Regulations

Teaching Experience

Teaching is central to the mission of the field of Chicana/o Studies. As a doctoral student, we expect you to obtain a minimum of one year of teaching experience as a Teaching Assistant (TA) in our department—even if you are fully funded by foundation fellowships.

495: First-time TAs must take Chicana/o Studies 495, a course designed to prepare you to be an effective university instructor. We strongly recommend completing 495 **before** undertaking your first TAship, to be well prepared for the challenges of university teaching.

375: In subsequent quarters, as a TA, you may enroll in Chicana/o Studies 375 each quarter in which you hold a teaching appointment. *Take 2 units of 375 for a 25% appointment; 4 units for a 50% appointment.* This will help you fulfill your unit requirements. *The 375 courses do not count toward the degree requirements.*

Each appointment you receive to be a student teacher is for one academic year or less, and is self-terminating unless you are otherwise

notified.

Appointment to the title of Teaching Assistant or Teaching Fellow may not exceed 50 percent time employment during the academic year, unless you apply for and receive an exception.

When you are employed 50% time, you are expected to devote, during instructional and examination periods, 20 hours per week to such work, including time spent in preparation, classroom and laboratory teaching, office consultation, and reading student papers (See: APM – 410 Student Teachers.) Exception to this rule may be made only by special approval of the individual case by the Chancellor, upon recommendation of the department chair and the Dean of the college.

The Department highly encourages students not to work during their first year in the program. We also prefer that you not work more than 50% time during your first year as a Teaching Asst.

Teaching Fellowships

These are paid opportunities to refine your teaching skills by designing and teaching your own course. Students who have advanced to candidacy (*C.Phil.*) may apply to teach seminars during summer or for one quarter during the academic year. The number of fellowships are based on department needs and resources.

Test of Oral Proficiency

Students whose native language is not English must pass the Test of Oral Proficiency (TOP), an oral English exam, before their first TA appointment. See:

<https://grad.ucla.edu/admissions/english-requirements/>

If you don't take the exam, or fail the exam, you will lose the appointment. See:

<http://www.oid.ucla.edu/training/top>

How to decline a TAship offer

If you are offered a TAship, you must decide to take or decline the appointment, as early as possible. Please inform Professor Leisy Abrego

and GSAO Ellie Hernández when circumstances delay your decision. *Any delay creates significant problems for the department staff, since we must immediately select another eligible graduate student.*

TA Union

UCLA TAs are represented by a union (<http://www.uaw2865.org/>). The department follows union guidelines regarding TA appointments, contracts, and possible disciplinary action (such as removal from a TA position for failure to perform the contracted functions). (See, Terms of Employment, Appendix 6.)

TA Summer Positions

Our department regularly offers a limited number of TA positions during Summer. Eligible graduate students seeking additional financial support during the summer months are welcome to apply. To be eligible you must:

- Be in good academic standing (3.5 or above GPA)
- Not have outstanding Incomplete grades
- Not have also accepted a Dean's Award, or a GSRM fellowship for the Summer in question

We give preference to applicants who were not TAs during the previous Summer, and who have at least one-year experience as a TA in our department.

FINANCIAL SUPPORT

As part of our commitment to graduate education, UCLA provides substantial support for its graduate students through fellowships, traineeships, and teaching and research assistantships.

Financial support information and application forms for campus-wide fellowship programs are

available at <https://grad.ucla.edu/funding/> and <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/>

- **Financial need-based support:** The UCLA Financial Aid Office (A-129 Murphy Hall) can offer loans, grants, and (limited) work-study employment. Funding based on financial need is available only to U.S. citizens and permanent residents, but see more information: (310) 206-0400. <https://www.financialaid.ucla.edu/Graduate/What-Aid-is-Available>

- **Merit based support:** These take the form of fellowships, traineeships, TAs, and graduate student researcher positions. These awards are open to all students who have demonstrated high academic achievement, whether US citizens, permanent residents, or international students. For more information, refer to the [Financial Support for Entering or Continuing Students](#) on the Graduate Division website at: <http://www.grad.ucla.edu/asis/entsup/finsup.htm>

We also advise you to apply for other forms of university support, such as, Graduate Research Mentorship, Graduate Summer Research Mentorship, and Dissertation Year Fellowships. (Speak to GSAO Ellie Hernández for more information.)

Financial Support for Travel

Graduate Division supports doctoral student travel to present their work and network at conferences in their field, to conduct off-campus research, and to attend off-campus professional development opportunities. New and continuing doctoral students may apply for up to \$1,000 total reimbursement that can be used, in whole or in part, at any time through the student's seventh year in the doctoral program, as long as the student and the activity meet the eligibility requirements. For details and application:

<https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/doctoral-student-travel-grants/>

After exhausting Graduate Division travel grant funds, you are eligible to apply for department

travel awards up to \$350 total reimbursement for conference expenses per academic year. To be eligible for a conference travel award you must formally present at the conference, be in good standing (3.5 or above GPA), and have no outstanding incomplete grades. Applications must be submitted and approved prior to your conference travel. To apply, please contact department manager, Chris Palomo, for application information.

UCLA Fellowships & Grants

Merit-based awards provide stipends in varying amounts and may include fees and nonresident tuition. These awards are competitive and open to all graduate students. For a complete list of UCLA fellowships for continuing students see: <https://grad.ucla.edu/asis/stusup/gradsupport.pdf>

Extramural Fellowships

You are strongly encouraged to apply for extramural funding. These are merit-based forms of support provided by national, international or private foundations. Many organizations accept applications up to a year before acceptance into a graduate program. An excellent source to look for extramural fellowships for graduate students is GRAPES database.

<https://grad.ucla.edu/funding/#search>

Graduate Summer Research Mentorship Program

This Program is designed to provide financial support for doctoral students pursuing graduate research during the summer months. A specific objective of the program is to promote opportunities for students to work closely with a faculty mentor in developing a paper for presentation at an academic conference and/or for publication. For applications, deadlines and requirements, see: <https://grad.ucla.edu/funding/financial-aid/funding-for-continuing-students/graduate-summer-research-mentorship-program/#Apply>

Foreign Language and Area Studies

Fellowship

These fellowships can help you obtain advanced training in modern foreign languages and related area studies. Visit the Foreign Language and Area Studies Fellowship page:

<http://www.grad.ucla.edu/asis/entsup/titlevi.htm>

Dissertation Year Fellowship

When you have written part of your dissertation and are within one year of completing and filing it, you may apply for the UCLA Dissertation Year Fellowship. Keep in mind: If you are awarded a DYF, 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, including TAs, from the university or departmental sources. You can, of course, receive outside funding after a DYF.

Concurrent Awards/Fellowships

If you are offered other awards (e.g., from extramural agencies or department allocations) in addition to a Graduate Division-administered fellowship, at the Graduate Division's or department's discretion, you may be required to relinquish all or part of the Graduate Division-administered award. *In most cases a student may not hold multiple academic-year stipends from the Graduate Division or from the Graduate Division and another source that total more than a specified amount that changes yearly.* This amount does not include GSR or TA salaries.

Also, a student may not receive a combination of fee/tuition awards that total more than the cost of fees/tuition. For more information, see: <https://grad.ucla.edu/funding/financial-aid/maximum-limit-of-merit-based-support/>

We also advise that you speak to Chérie Francis in Fellowships and Financial Services at Graduate Division (310-206-2557).

Taxes

The IRS and the California Franchise Tax Board

consider graduate fellowships as taxable income. For detailed info and forms go to:

<http://www.gdnet.ucla.edu/gss/library/taxinfous.htm>

ACADEMIC RESOURCES

UCLA Chicano Studies Research Center

<http://www.chicano.ucla.edu>

UCLA Latin American Institute

<http://www.international.ucla.edu/lai/>

UCLA Institute of American Cultures

<https://www.iac.ucla.edu/>

UCLA Center for the Study of International Migration

<http://www.international.ucla.edu/migration/home>

UCLA Center for the Study of Women

<https://csw.ucla.edu/>

Other Professional Resource Centers

- **Career Center.** <http://career.ucla.edu>
The UCLA Career Center offers job listings, campus interviews, workshops, and career counseling. Special services for graduate students, such as PhD workshops and graduate students' drop-in support group, are available.
- **Graduate Students Association.**
The UCLA Graduate Students Association was established to provide for the representation of graduate students and the promotion of graduate students' interests at UCLA and within the University of California. Consult their web site for info on GSA structures, activities, and resources: <http://gsa.asucla.ucla.edu>
- **Graduate Student Resource Center**
The UCLA Graduate Student Resource Center is a one-stop resource, referral and information center for grad students. The Graduate Student Resource Center offers programs and workshops on a variety of

topics, drop-in counseling, a web and in-house resource library, meeting and study space, and the opportunity for social interaction. More information can be found on their web site: <http://gsrc.ucla.edu>

- **Graduate Writing Center**

Writing is one of the most important skills you will need to thrive in academia. The Graduate Writing Center offers free writing consultation to graduate students, as well as writing workshops on a variety of topics. You can meet with a trained and experienced graduate writing consultant to work on issues ranging from style and argumentation to grammar and syntax. Consultants will work with you to develop your writing confidence and skills.

<http://gsrc.ucla.edu/gwc/>

- **Grant Proposal Advising**

<http://www.gdnet.ucla.edu/asis/infoserv/fcltycon.htm>

Extramural grants are very prestigious. Winning one early in your career is widely recognized as a strong indicator of academic potential. This program provides you with experienced professional assistance so you can learn how to submit optimal grant proposals. They will help you refine your own proposals for competitive grad and postdoc fellowships for a variety of agencies, including the National Science Foundation, Mellon Foundation, Ford Foundation, National Institutes of Health, Social Sciences Research Council, and Fulbright Fellowship Programs.

STUDENT HEALTH SERVICES

Arthur Ashe Student Health and Wellness Center

All registered graduate students may use the Ashe Center. It is an outpatient clinic for UCLA students. The Ashe Center offers a full range of

clinical and support services, most of which are prepaid by student registration fees. The clinical staff is comprised of highly qualified doctors, nurse practitioners, and nurses.

Counseling & Psychological Services (CAPS)

CAPS is a multi-disciplinary mental health center for the UCLA community. Psychologists, clinical social workers, and psychiatrists are available, offering individual and group counseling and psychotherapy to students; consultation, outreach, prevention, and education to students; and training programs for graduates in the mental health professions. *Counseling & Psychological Services maintains a strict policy of confidentiality.* No information is released without the student's written consent except where disclosure is required or allowed by law.

Emergency counseling is also available on a drop-in, first-come-first-serve basis.

Medical Insurance Requirement

As a condition of registration, UCLA requires all graduate students, including international students on non-immigrant visas, to have medical insurance coverage that meets certain minimum requirements. Contact the Insurance Office on the fourth floor of the Ashe Student Center for details regarding the campus Student Health Insurance Plan (SHIP) or regarding the campus minimum requirements.

Center for Accessible Education (CAE)

The CAE is designed to meet the unique educational needs of regularly enrolled students with documented permanent or temporary disabilities. The philosophy and mission of the program are to encourage independence; assist students in realizing their academic potential; and facilitate the elimination of physical, programmatic, and attitudinal barriers. The CAE staff are available to assist students. An introduction to the CAE that explains how to

obtain services, is available at the CAE website:
<http://www.cae.ucla.edu>

Armando Flores is the Case Manager for Graduate Students and Postdoctoral Scholars at CAE (T: 310-206-1158; aflores@grad.ucla.edu)

OTHER IMPORTANT CAMPUS SERVICES

Libraries

As one of the top five research libraries in North America, the UCLA Library system comprises the Young Research Library (YRL), the College Library, and 8 specialized subject libraries. Your BruinCard serves as your library card. You must have your account activated the first time you want to check out materials; this can be done at the circulation desk in any campus library.

BruinCard

The free BruinCard serves as students' official piece of identification as long as they are a part of the UCLA community. This multi-purpose card serves as a registration card, library card, recreation center card, building access control card, Big Blue Bus card, Culver City bus card, and much more. It should be presented when you are asked to provide proof of UCLA status.

Bruin OnLine (BOL)

For computer support, consult BOL. It will provide you with e-mail, web hosting services, network connectivity (including wireless), and free software and support.

<https://www.it.ucla.edu/bolconsult@ucla.edu>
(310) 267-4357

MyUCLA

This is your customized portal web page to access your email, real-time class schedules, grades, campus appointments, traffic, weather info, and link to campus events and resources.
<http://my.ucla.edu/>

University Credit Union

This on-campus credit union offers free checking, on-campus ATMs, student loans, and computer & car loans.

<https://www.ucu.org/>

BruinDirect Deposit

This is UCLA's electronic direct deposit service. You are strongly encouraged to sign up if you were awarded a fellowship or traineeships. With BruinDirect your stipends are deposited directly into your personal bank account. Otherwise, you might experience a multi-day delay in receiving your checks. Monthly checks for those who have not signed up for BruinDirect will be mailed to your local address (you must provide us with one), but it may not be mailed before the first of the month. Sign up is available on the BruinBill via [MyUCLA](#). It's the fastest, most secure way to receive funds at UCLA! Refunds processed using this method occur each weeknight.

Legal Services

Student Legal Services provides legal counseling and assistance regarding a wide range of legal issues to all currently registered and enrolled UCLA students. They help students with a variety of problems, including: landlord/tenant relations; accident and injury problems; domestic violence and harassment; criminal matters; divorces and other family law matters; automobile purchase, repair, and insurance problems; health care, credit, and financial aid issues; and consumer problems.

Please note that Student Legal Services also include immigration consultations.

Students may make appointments by telephone or in person, and there is an initial intake charge of \$10 for each matter; there are no charges for subsequent visits on the same matter. The office, located at A239 Murphy Hall, is open from September through June. See:

<http://www.studentlegal.ucla.edu>

Bruin Resource Center

The Bruin Resource Center (located at the Student Activities Center B44) helps by providing information, referrals, and support to navigate the university and to connect you with the right campus resource or person. The Center also provides specialized services and programs to address the particular concerns and needs of Bruins who are transfers, veterans, former foster youth, parenting students, or AB 540 students. Check out: <http://www.brc.ucla.edu>

Undocumented Student Program

The Undocumented Student Program (USP), within the UCLA Bruin Resource Center (BRC), supports undocumented students by providing caring, personalized services and resources that enable students to reach their highest potential. Through a variety of programs, workshops, and partnerships with students, campus allies, and community stakeholders, USP strives to support all members of the UndocuBruin community. Resources include a book lending program and legal support. <https://www.usp.ucla.edu/>

Computing and Technical Services

• Free Online IT Training

UCLA LearnIT is a gateway to technology training: <http://www.learnit.ucla.edu>

• Social Science Computing (SSC)

SSC offers a variety of computing services. It supports your computing needs in the Social Sciences division by providing computer labs for personal coursework, training, and instructional use. In the SSC website, you will also find very useful info for instructional purposes. For instance, as TAs you can make your own class web sites for your discussion sections. SSC offers one-on-one training on how to use the class web sites.

• **SSC Support Desk** is located in Public Policy Building Room 2035A. *It is open: M–F 9am–5pm.* You can contact SSC in person.

- It is located at **2041 Public Affairs**
- by: <http://computing.sscnet.ucla.edu>
- via phone (310-206-2821), or
- by email (support@ssc.ucla.edu).

Please, direct all questions and problems about access to the network or services to SSC Support Desk.

• **SSC Labs:** The labs are available to all graduate students taking a social science course. SSC maintains six labs available for instruction during the academic year. The main labs are located at **2041 Public Affairs** (other labs are in Bunche and Haines).

CAMPUS SAFETY

Emergency Phone Numbers

CALL 911 when from prefixes 206, 267, 794, or 825

CALL 8-911 from Emergency Phones. They have bright blue hoods or they look like towers.

CALL (310) 825-1491 from your cell phone

For more info:

<https://police.ucla.edu/emergency-information/emergency-calling-9-1-1>

<https://www.ucpd.ucla.edu>

Escort Service - (310) 794-WALK

(310) 794-9255. Campus Security Officers are available for a walking escort free of charge to students, faculty, staff, or visitors 365 days a year from dusk until 1 a.m.

<https://police.ucla.edu/cso/evening-escorts>

Safe Ride Service (310) 825-4774

The UCLA Safe Ride Service provides a safe means of transportation around campus Monday-Thursday from 7pm-12am. The vans provide transportation between campus buildings, on-campus housing, and nearby residential areas. The service is free for UCLA students, employees, and visitors. For maps and information about the UCLA Safe Rides app, see: <https://ucla.app.box.com/v/saferide>

Emergency Medical Services

UCLA Emergency Medical Services is a student operated program that provides 911 ambulance coverage for the campus and the surrounding community, 24 hours a day, 365 days of the year.

- **UCLA Emergency Medical Services**

Email: info@ucpd.ucla.edu

Phone: (310) 825-1491

- **UCLA Emergency Room**

Phone: (310) 825-2111

601 Westwood Plaza, Westwood, CA

Business Hours:

Monday-Friday 8 a.m.- 5 p.m.

Station Hours: 24 hours a day, 7 days/week.

RECREATION & CAMPUS EVENTS

UCLA Recreation

Through its 14 recreational and athletic facilities, UCLA Recreation provides extensive access to a broad range of recreational activities and services. The Department offers programming which encompasses the competitive, passive, social, cultural, and instructional aspects of recreational activity.

<https://www.recreation.ucla.edu/>

UCLA Happenings

Online calendar of events taking place throughout the year on the UCLA campus.

<http://happenings.ucla.edu/>

Central Ticket Office (CTO)

You can purchase tickets (often at discounted rates) for UCLA sports, theater, dance, music, and other performances. You will also find tickets to local theme parks and bus passes.

<https://tickets.ucla.edu/home>

Melnitz Movies

Presented by the UCLA Graduate Students Association and the ASUCLA Student Interaction Fund, Melnitz Movies exhibits free screenings of brand new, cult, and classic films on Tuesdays and Thursdays at 7:30 PM in The James Bridges Theater (Melnitz Hall 1409) throughout UCLA's academic year (late Sept. - early June)

Tickets are available at the Melnitz box office the day of the screening, one hour before show time. <http://gsa.asucla.ucla.edu/melnitz-movies.html>

Campus Events Commission (CEC)

This student-funded organization is dedicated to introducing the UCLA community to new films, music, and speakers. They host weekly \$2 movies as well as free sneak previews.

<http://www.campuseventsblog.com/>

PARKING AND TRANSPORTATION

Parking

Current and incoming UCLA graduate students are eligible for student parking. However, because UCLA is in a densely populated urban area, parking for students near campus is very limited.

Though student parking on campus is assigned by a need-based point system, our department has requested parking spaces for our graduate students. Student parking is generally assigned prior to the start of Fall Quarter classes and offered for the academic year. If you are interested in getting a parking permit, please

inform Brenda Trujillo, our Administrative Specialist Officer (BrendaT@chavez.ucla.edu). She will let you know the costs and how to proceed.

Transportation

BruinBus

BruinBus is a free year-round bus serving the UCLA community. Everyone is welcome to board at one of their many stops. There are different shuttle routes that provide round-trip service within campus and close neighborhood: the U1 Weyburn, the U2 Wilshire, the U4 University Apartments, and the U5 Evening Loop. For details on their routes and schedules go to: <https://transportation.ucla.edu/getting-around-campus/bruinbus>

Bicycles

Riding a bicycle could be not only fun but also healthy and an inexpensive way to get to campus. The UCLA Recreation Center provides shower and locker facilities to cycling students. The university recently opened a Bicycle Community Center where students can rent bikes and tools or have trained staff fix their bicycle. The center is located next to the Outdoor Adventure Center in the northwest corner of the Wooden Center.

Motorcycles and Scooters

Motorcycles, scooters and mopeds park free at UCLA in designated spaces. There are nearly 1,200 motorcycle-scooter parking spaces, including specially designed areas in parking lots and structures. Motorcyclists and scooters are only required to display a permit when parked in a designated parking stall in an area/lot where a permit is required.

Bus to LAX

There is a daily Non-Stop Bus Service to and from LAX. The stop is next to UCLA Parking Structure 32 on Kinross Avenue, two blocks north of Wilshire Blvd., just west of Gayley Ave. The cost is \$10 each way.

<https://transportation.ucla.edu/getting-to->

[ucla/travel-options/flyaway](https://transportation.ucla.edu/getting-to-ucla/travel-options/flyaway)

BruinGo

All currently enrolled UCLA students and current UCLA staff and faculty with a valid BruinCard may participate in BruinGo to ride any Santa Monica Big Blue Bus or Culver City Bus at a subsidized rate. For more details go to <https://transportation.ucla.edu/getting-to-ucla/public-transit/bruingo-transit>

Santa Monica's Big Blue Buses

They serve Santa Monica and neighboring communities in Los Angeles. This bus line travels 13 different routes, serving more than 1,000 stops along the way, from beaches, parks, and shopping areas to businesses, colleges, even downtown Los Angeles and LAX International Airport.

Culver City Bus

It serves the Westside communities of Century City, Culver City, Mar Vista, Marina del Rey, Palms, Venice, West Los Angeles, Westchester, and Westwood with convenient and reliable public transit service.

Go Metro

Go Metro transit passes give UCLA riders access to an unlimited Metro Bus and Metro Rail pass at significantly reduced fares. Metro Buses make nearly 1,200 trips to UCLA or Westwood daily. There are over 15 stops in the UCLA/Westwood area. Also board any of the hundreds of Metro bus routes and Metro rail lines that travel throughout metropolitan L.A.

<https://transportation.ucla.edu/getting-to-ucla/public-transit/go-metro-transit>

BruinTAP for Transit

The BruinTAP for Transit Program allows you to purchase or renew Go Metro and/or BruinGO! Flash Passes online and load both onto one TAP

card.

<https://transportation.ucla.edu/getting-to-ucla/public-transit/go-metro-transit>

EZ Transit Pass

The EZ transit pass is the easy choice for convenience and savings if you regularly ride on two or more transit agencies like LADOT Commuter Express and Metro Bus. The EZ transit pass is a monthly pass good for local travel on 24 different public transit carriers through the Greater Los Angeles region.

<https://transportation.ucla.edu/getting-to-ucla/public-transit/ez-transit-pass>

Vanpools

UCLA vanpools are groups of people who travel to UCLA or Westwood in a UCLA van. They normally operate weekdays, traveling between a common pick-up location (where you may leave your car) and the UCLA campus/Westwood. There are nearly 150 UCLA commuter vanpools from 80 Southern California communities coming to UCLA daily.

<https://transportation.ucla.edu/getting-to-ucla/vanpool>

CODE OF ACADEMIC CONDUCT

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who comprise the University community. UCLA students assume these privileges and responsibilities upon admission and cannot use ignorance of these policies as a justification for violating

community standards. (UCLA Student Conduct Code)

All members of the academic community are responsible for the academic integrity of the UCLA campus. A code of conduct for the campus community must exist in order to support high standards of behavior. Students are expected to make themselves aware of and comply with the law, and with University and campus policies and regulations. Academic misconduct is contrary to the purposes of the University and is not to be tolerated. Examples of academic misconduct include:

- Receiving or providing unauthorized assistance on examinations
- Using or having unauthorized materials out during an examination
- Plagiarism, namely using materials from sources without citations
- Altering an exam and submitting it for re-grading
- Fabricating data or references
- Using false excuses to obtain extensions of time
- Multiple submissions. This includes, but is not limited to, the resubmission by a student of any work that has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission or consent of the instructor of the second course.
- Coercion Regarding Grading or Evaluation of Coursework

Other Forms of Dishonesty:

- Fabricating information or knowingly furnishing false information or reporting a false emergency to the University.
- Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- Sexual, racial, and other forms of harassment.
- Disturbing peace and the use of violence.

Recommendations:

- Be honest at all times.
- Act fairly toward others.
- Take individual as well as group responsibility for honorable behavior. Individually and collectively, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not submit the same work in more than one class. A work submitted for one course cannot be used to satisfy requirements of another course unless you obtain permission from the instructor.
- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite your source. Students who are confused about whether a particular act constitutes plagiarism should consult the instructor who gave the assignment.
- Know the rules - ignorance is no defense. Those who violate campus rules regarding academic misconduct are subject to disciplinary sanctions, including suspension and dismissal.

See also the document on UCLA Graduate Student Academic Rights and Responsibilities elaborated by the UCLA Graduate Division, Appendix 7.

QUESTIONS AND PROBLEMS

This handbook represents an effort to bring together information, university policy, and department policy and regular practices. However, students should be aware that these policies and practices can change (by vote of the Department or by decision of the Director of Graduate Studies, the University Graduate Council or the Graduate Division, 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, however, when university or department policies are changed, currently enrolled students are grandfathered into preexisting requirements.

Routine administrative questions not answered in this Handbook or through Graduate Division (<https://grad.ucla.edu/academics/>) should be addressed first to GSAO Ellie Hernández, and then to the Director of Graduate Studies, Professor Leisy Abrego. The DGS functions also as informal ombudsperson for departmental graduate affairs. Graduate students and faculty should bring all matters of concern to her attention.

APPENDIX 1

M.A. Thesis Preparation Guidelines

UCLA

CÉSAR E. CHÁVEZ DEPARTMENT
OF CHICANA & CHICANO STUDIES

M.A. Thesis - Guidelines

M.A. Thesis

According to University regulations, “Every master’s degree program that includes a thesis plan requires the completion of an approved thesis that demonstrates the student’s ability to perform original, independent research.” (*Standards and Procedures for Graduate Studies* p. 8)

Students will complete the M.A. degree by writing an original interdisciplinary research paper, critical reflection, or creative portfolio that integrates knowledge learned in their graduate coursework. The M.A. thesis should be submitted by Spring quarter of their second year, but no later than the seventh quarter (normally Fall quarter of the third year).

In consultation with the student, a thesis committee should be nominated by the department and approved by Graduate Division within the first two weeks of the Quarter in which you will file the thesis (Spring of your 2nd year). The thesis committee will consist of three faculty members from the CCS department. All members of the committee must hold academic appointment in the CCS department (ladder-ranked faculty from the list of core or jointly-appointed faculty in the department). (See “Thesis Committee Regulations” below.)

A Master’s Thesis provides opportunities for students to plan, complete, interpret, and report research relevant to their chosen area of study. The thesis project must be an original work that has not been published previously, and must be conducted and written under the guidance of the faculty advisor. **Ultimately, it is the student’s responsibility to make adequate progress toward completion of her/his/their thesis and produce high quality work.**

The Master’s Thesis should demonstrate the following abilities from the student:

- Plan and conceptualize an original research project.
- Carry out the planned research activity.
- Reference and understand important work in the field.
- Analyze the results of the research.
- Draw reasonable conclusions from the research.
- Complete a publishable-quality piece.

Steps Toward Writing the M.A. thesis

1. During the Spring quarter of the first year, students should enroll in Chicana/o Studies 597 under the guidance of your thesis advisor to prepare a proposal for the thesis. It should include:
 - a. Statement of research question
 - b. Proposed objectives of the study
 - c. Review of pertinent literature
 - d. Theoretical framework and methodology
 - e. If research involves human subjects, obtain IRB Approval.
 - f. Timeline for gathering data/sources during the summer and completing the thesis during the second year.
 - g. Form M.A. Thesis Committee during Spring of the first year. Please consult Grad Division regulations regarding the eligibility of faculty members.
<https://grad.ucla.edu/academics/mas>

[ters-studies/nomination-of-masters-thesis-committee/](#) (No official forms are required at this stage.)

2. In your second year, enroll in Chicana/o Studies 598 under the guidance of your Thesis Advisor. Chicana/o Studies 598 may be repeated for three quarters. Students may take up to a maximum of 12 units of Chicana/o Studies 598 in a single Academic Year.
3. Meet with GSAO, Ellie Hernández, to file ATC form no later than the second week of Spring quarter of your second year.
4. Also file the Nomination of a Master's Committee form in Spring quarter of your second year.
5. In consultation with your Thesis Advisor, establish a date for submission of the completed thesis to your committee.
 - a. Provide sufficient time to incorporate all three committee members' feedback into a revised draft.
6. Attend a Thesis Filing Workshop and follow requirements for thesis formatting and submission.

The Master's thesis should be approximately 50-75 double-spaced pages (depending on your research approach), using one-inch margins. For style, footnotes, and bibliography, follow the MLA or Chicago Manual of Style. Establish your approach with your Thesis Advisor.

The thesis is evaluated on a pass/no pass basis.

Thesis Committee Regulations

According to University regulations, Master's thesis committees consist of three faculty members from your home department. By petition, one of the three may be a faculty member from another UC campus who holds an appropriate appointment as listed in *Standards and Procedures*.

Filing and Format

For guidance on the final preparation of the manuscript, consult "UCLA Thesis and

Dissertation Filing Requirements":

<https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>

Workshops on the preparation and filing of theses and dissertations are held quarterly. Students are encouraged to attend one of these meetings. For filing deadlines and workshops, see "Thesis & Dissertation Filing Deadlines and Workshops": <https://grad.ucla.edu/academics/calendar/thesis-dissertation-filing-deadlines-and-workshops/>

Advancement to Candidacy

According to University regulations, it is "the student's responsibility to file advancement to candidacy (ATC) forms for the master's degree in the major department no later than the second week of the quarter in which the student expects the award of the degree. Failure to do so will prevent the student from receiving the degree until the quarter in which the forms are filed and the student is advanced to candidacy, regardless of when the degree requirements were completed." (*Standards and Procedures* p. 9).

Advancement to candidacy may not occur until the foreign language requirement has been satisfied. Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree (for additional information see *Standards and Procedures*). For instance, if the student needs more time to complete the thesis or needs to clear outstanding incompletes, she/he/they will have one year after advancing to candidacy to finish everything.

The Advancement to Candidacy Form can be found in the Graduate Division main web page (See "Forms and Publications" <https://grad.ucla.edu/academics/forms/>)

Bring your completed ATC form when you meet with Ellie Hernández. She will assist you in identifying courses that count toward the M.A. degree. The ATC form must be approved by the Director of Graduate Studies.

APPENDIX 2

M.A. and Ph.D. Timeline

The Steps to a Master's Degree	
YEAR 1	
Fall	CCS 200 + 2 seminars
	<ul style="list-style-type: none"> • Apply for grants, fellowships (including Ford)
Winter	CCS 201 + 2 seminars
	<ul style="list-style-type: none"> • Apply for grants, fellowships (including GRM, GSRM, Smithsonian)
Spring	CCS 202 + 597 + 495
	<ul style="list-style-type: none"> • Fulfill language requirement • Choose Faculty Advisor • Choose MA committee • Apply for CSRC/IAC/CSW grant • Begin IRB process, if necessary
Summer	Collect data, begin the MA thesis
YEAR 2	
Fall	If not TAing: 2 seminars (+ 598)*
	If TAing: 1 seminar + 598 + 375
	<ul style="list-style-type: none"> • Apply for grants, fellowships (including Ford)
Winter	If not TAing: 2 seminars (+ 598)*
	If TAing: 1 seminar + 598 + 375
	<ul style="list-style-type: none"> • Apply for grants, fellowships, and summer TA-ships (including GRM, GSRM, Smithsonian)
Spring	If not TAing: 2 seminars (+ 598)*
	If TAing: 1 seminar + 598 + 375
	<ul style="list-style-type: none"> • File ATC + Nomination of Master's Committee Form • File MA thesis

Normative Time to Master's ATC: 6 quarters

Max Time to Master's: 7 quarters

The Steps to the PhD	
Summer after Y2	<ul style="list-style-type: none"> • Begin Preparation for Written Qualifying Exams
	<ul style="list-style-type: none"> • Develop 2 Reading Lists
	<p><i>(Recommended)</i></p> <ul style="list-style-type: none"> • Work on revising your thesis to submit to peer-reviewed journal in your field
YEAR 3	
Fall	1-2 seminars as needed: 375 + CCS 597 &/or 596 in QE preparation
	<ul style="list-style-type: none"> • Form QE Committee early
	<ul style="list-style-type: none"> • Submit Reading List to Advisor & CCS Grad Committee
	<ul style="list-style-type: none"> • Submit Form to Nominate Faculty Committee for Written Qualifying Exam Evaluation
Winter	<ul style="list-style-type: none"> • Weeks 1-2: Written QE
	<ul style="list-style-type: none"> • Prepare Dissertation Proposal for Oral QE
	<ul style="list-style-type: none"> • Apply for grants, fellowships, and summer TA-ships (including GRM, GSRM, Smithsonian)
Spring	<ul style="list-style-type: none"> • First opportunity to complete Oral QE (Defend Dissertation Proposal)
	<ul style="list-style-type: none"> • OR Prepare for Oral QE
	<ul style="list-style-type: none"> • Apply for Dissertation research grants (incl. CSRC/IAC)
Summer	<ul style="list-style-type: none"> • If you haven't defended, prepare for Oral QE

Normative time to PhD ATC: 4 yrs. (12 quarters), including MA coursework.

	<ul style="list-style-type: none"> • If ATC, conduct dissertation research, writing
YEAR 4	
Fall	<i>(Last chance for Written QE)</i>
	<ul style="list-style-type: none"> • If you haven't defended, prepare for Oral QE
	<ul style="list-style-type: none"> • If ATC, conduct dissertation research, writing
	<ul style="list-style-type: none"> • Apply for Dissertation research grants
Winter	
	<p><i>(Recommended)</i> • Work on submitting 2nd journal article manuscript for publication in peer-reviewed journal</p>
	<ul style="list-style-type: none"> • Conduct dissertation research, writing
	<ul style="list-style-type: none"> • Apply for research grants
Spring	<ul style="list-style-type: none"> • Last chance for Oral QE
YEARS 5-7	
	<ul style="list-style-type: none"> • Dissertation work
	<ul style="list-style-type: none"> • National and international conference talks
	<ul style="list-style-type: none"> • <i>(Optionally)</i> Apply for Dissertation Year Fellowships (Ford, AAUW, DYF)
	<ul style="list-style-type: none"> • <i>(Recommended)</i> Submit 2nd article for review; Job market preparation
	<ul style="list-style-type: none"> • Complete Dissertation
	<ul style="list-style-type: none"> • Dissertation Defense (optional)
	<ul style="list-style-type: none"> • File Dissertation

(timeline updated to 26 August 2019)

Normative Time to PhD: 7 yrs. (21 quarters)
Max Time to PhD Degree: 8 yrs. (24 quarters)

*PhD requires one year of TA experience (even if you are fully funded). TAs can only take 1 seminar per quarter; GRM awardees can take 2 seminars + thesis (598) or QE prep units (597)

APPENDIX 3

Doctoral Qualifying Examination Guidelines

UCLA

CÉSAR E. CHÁVEZ DEPARTMENT OF CHICANA & CHICANO STUDIES

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee. What follows in this section is how students are required to fulfill all of these requirements for our doctoral program.

The Qualifying Examinations (QEs) consist of written and oral sections: 1) a written exam that seeks to evaluate the student's knowledge of the field; 2) a dissertation prospectus that outlines the rationale behind the proposed dissertation project and provides an outline of its major parts, and 3) an oral component that measures the student's ability to engage in informed conversation about these fields and their specific applications to the student's dissertation project.

To become a doctoral candidate, the student must provide evidence of competency in the field by passing both the written and oral Qualifying Examinations. The QEs determine whether the student has an adequate command of knowledge in the field of study, and can organize, apply and convey that knowledge. They also test the student's readiness to pursue advanced independent research in Chicana and Chicano Studies with appropriate concentrations.

All coursework and language requirements must be completed before the examinations take place.

Students must complete these examinations within one calendar year of completing all requirements listed on the degree plan. Normative Time to Advance to Candidacy is 12 quarters (normally Spring of the fourth year).

Students must be registered to take written and oral qualifying examinations. If such examinations are to be taken in the summer, the student must have been registered in the immediately preceding Spring term. (*Standards and Procedures* p. 13-14)

The Written Qualifying Examination

1) The Written Qualifying Examination normally will take place in Winter of the third year, but no later than Fall of the fourth year.

2) The Written Qualifying Examination is a two-part exam based on the student's coursework, research interests, and familiarity with the field.

- * Part One seeks to evaluate the student's knowledge of the field. It will consist of a literature review based on a reading list of about 50 texts drawn up by the student in consultation with his/her/their dissertation advisor. (See attached Department Readings that may be used as a source to prepare your lists).
- * Part Two will be a paper in response to a question related to the student's dissertation research; it will require a theoretical grounding in the student's areas of specialization, an ability to define and apply interdisciplinary methodology, and a well-supported argument.

- * Each part of the written exam should be approximately 15–25 double-spaced pages, excluding the bibliography, and using 12-point font and one-inch margins.
- * For students of the Expressive track, an additional aspect of the comprehensive exam option is to demonstrate progress on agreed upon creative work approved by your Graduate Advisor (committee Chair) associated with the development of your thesis. It will require presentation of that work to the Chair of your committee and at least one other member along with submission of a written exam of 25 pages. Presentation can be carried out via presentation of the actual work or Digital representation (PPT, Prezi, film, story board).

3) Examination Committee. Prior to taking the exams, an examination committee should be formed.

- The examination committee should be constituted no later than one month preceding the examination.
- In consultation with the advisor, students choose two other committee members, one of whom may hold a joint appointment with the department, and whose interests and fields of expertise support research in the proposed area of the dissertation.
- These three department faculty members constitute the departmental examination committee, which is responsible for administering the Written Qualifying Exams.
- Note that all advisors whose students are taking the exam during the same quarter should work together to develop Question 1. The student should work closely with the advisor to discuss the focus of Question 2. From these processes, the chair of the examination committee prepares the final questions for the written examination. These questions should be

shared with the rest of the examination committee and the department's Graduate Committee.

4) Reading Lists. Students should start working on their list in Summer before their 3rd year.

- * The student should circulate a first draft of the QEs bibliography to the examination committee at least a month (preferably sooner) prior to when the exam will be administered. The examination committee may recommend additional items to add to the list, which the student will be responsible for reading and adding to the list.
- * A final copy of the bibliography should be submitted to the examination committee and department's Graduate Committee at least one month prior to the exam.

5) The Day of the Exam. Students will have two weeks to complete their written qualifying exam.

- The exam should be taken at the beginning of the quarter (normally Winter quarter of the third year).
- Students will receive the exam questions in the morning on Monday of the first week of the quarter and should submit their answers on Monday of the third week at the established time.
- Because the QEs represent the student's own written and oral work, there should be no consultation about the content of the exam between the student and other students, faculty, and/or tutors between the time the Written QE questions are distributed and all the oral exams are completed. Students may consult the chair of the relevant qualifying examination committee for clarification on the written question.
- Late submissions will not be considered. Students who do not submit on time will need to

re-take the exam based on different questions in the following quarter.

6) Submission of the exams.

- The written exams should be sent in PDF (and in Word if so required by the advisor) by the due date, with copy to each member of the committee, the Director of Graduate Studies, and the GSAO.

7) Evaluation. The Examination Committee will evaluate the passing quality of the written exams. The decision should be made by the end of the quarter in which the student took the exam. The exams are evaluated on a pass/no pass basis. The committee will assess a student's writing, critical, and analytical skills as evidenced in their knowledge of the field and their application of appropriate theories and methods for addressing research questions within their area of expertise.

Please keep in mind that the overall result of the qualifying exam is based on a holistic evaluation of all three elements—the written exam, the dissertation prospectus, and the oral examination. However, students who fail either part of the written qualifying examination may retake it once without petition the following quarter. Students who fail the written qualifying examination a second time will not advance to doctoral candidacy and will be dismissed from the Program.

The Oral Qualifying Examination

The University Oral Qualifying Examination is also known as a defense of the dissertation proposal. Following completion of the Written Qualifying Examination, students are required to take the University Oral Qualifying Examination no later than Spring quarter of the fourth year.

The doctoral committee is responsible for administering the qualifying oral exam.

1) The Dissertation Committee

After completing coursework for the Ph.D. and the language requirement, but before taking the University Oral Qualifying Examination, the chair of the department, after consultation with the student, nominates a four-person doctoral committee.

According to University regulations, doctoral committees consist of a minimum of four faculty members from UCLA. Three of the four doctoral committee members must hold appointments at UCLA in the student's major department. One of the four doctoral committee members must hold an appointment at UCLA in a department "outside" the student's major department. (Faculty who hold multiple appointments count as "inside" if one of those appointments is in the student's department). Two of the four doctoral committee members must hold the rank of professor or associate professor (regular or in-residence series) at UCLA. (See *Standards and Procedures* for more details.)

2) The Dissertation Proposal

- The dissertation proposal of approximately 30 pages, excluding bibliography, will be presented to the entire dissertation committee in a two-hour meeting. To pass the dissertation proposal defense, the exam must be "passed" by at least three members of the committee. If more than one committee member does not pass the oral exam, the student may be dismissed from the program, or, by majority vote of the committee, the student may be allowed to retake the oral exam once.

- Each doctoral committee member must receive a hard copy of the proposal at least 2 weeks before the oral exam.

- It is the responsibility of the student to schedule the oral exams at least 6 weeks in advance, in consultation with all members of the committee and the Director of Graduate Studies. The department's Administrative Specialist will be responsible for scheduling and reserving the room for the oral exam.

- The proposal should:
 - Elucidate the candidate’s research project: What research questions and materials will be used to answer your questions?
 - Give an overview of the extant literature, indicating why the study will advance the field.
 - Delineate and justify the methodologies, theories and critical approaches of the project. Why is this approach appropriate for the topic under consideration?
 - Justify the project: Why this topic? Why now? What will be its original contribution to the field?
 - Offer a tentative outline of the structure of the dissertation.
 - Provide a timeline of the research to be conducted.

3) Evaluation. According to University regulations, the doctoral committee conducts the oral qualifying examination to determine whether the candidate is qualified for advancement to candidacy for a doctoral degree.

- This examination is open only to the committee members and the student.
- All members of the committee must be present at the examination.
- A successful oral exam is one in which the student is able to deliver a polished 20-minute presentation and respond productively to questions, concerns, and suggestions their examiners may have about the dissertation proposal.
- It is the duty of the chair of the Doctoral Committee to see that all members of the committee report the examination as ‘passed’ or ‘not passed.’
- A student may not be advanced to candidacy if more than one member votes ‘not passed’ regardless of the size of the committee.

Upon majority vote of the doctoral committee, the oral qualifying exam may be repeated once.

Overall, there are three possible outcomes of the qualifying exams:

- Pass: Student advances to candidacy
- No pass: Student may retake the written exam, or a portion of it, once.
- Fail: Student does not advance to candidacy. (This only applies for students who have failed the written exam twice and/or failed the oral part of the exam. If this occurs, the student will be dismissed from the Program.)

Advancement to Candidacy

Students are advanced to candidacy and awarded the Candidate in Philosophy degree (C.Phil.) upon successful completion of the written and oral qualifying examinations. This stage is also often colloquially referred to as ABD (All But Dissertation).

Students who have advanced to candidacy should provide a copy of their dissertation proposal to the SAO for inclusion in their files. Each subsequent year following advancement to candidacy, students should submit a dissertation project update as part of their self-assessment.

FAQ

The following is a list of questions put-together by the first doctoral cohort in Chicana/o Studies. The questions address inquiries regarding the upcoming Qualifying Examinations. It is important to note that these questions deal mainly with the Written portion of the Qualifying Exams.

Qualifying Exams Reading List

- **Can we add books to the track lists and remove books?**
 - Yes. The reading list should be seen as a resource. The committee may recommend additional items to add to the list, which the student will be responsible for reading. The

student may also propose adding new texts. The Graduate Committee considers it a living list. Therefore, new texts may be added on a regular basis. This applies to lists for both QE questions. The Graduate Committee should be notified of any changes to the list.

- **How should we approach Question 1 and Question 2 differently?**

- For Part One, you should be able to demonstrate your familiarity with the field. As stated above, in consultation your advisors, you can come up with a list of foundational texts in preparation for this part of the exam. The proposed list of foundational texts should be shared with the rest of the Examination Committee and the Graduate Committee ahead of time just in case some modifications are needed. A final copy of the bibliography should be submitted at least 1 month prior to the exam.
- Part Two of the exam is more specific to your field. This question should be closely related to the student's dissertation research; it will require a theoretical grounding in the student's areas of specialization, an ability to define and apply theories, and a well-supported argument.

Therefore, it is assumed that selected texts from your areas of specialization lists will be included.

Advancement to Candidacy

- **Is there a threshold between the moment you pass your qualifying examinations (“formally passing”), and officially advancing to candidacy in Graduate Divisions’ records? If so, what is the timeframe between passing the exams, and officially ABD’ing?**

- Students are advanced to candidacy and awarded the Candidate in Philosophy degree (C.Phil.) upon successful completion of the written and oral qualifying examinations. The Graduate Division advances a student to candidacy when the report on the University oral qualifying examination is received. The department will report to Graduate Division that you passed the written and oral exams immediately. However, the timeframe between when we report that you passed the exams and showing it on Graduate Division’s records would depend on their turn-around. It usually takes no more than 7-10 working days (provided everything is in order).

Suggested List Of Texts For PhD Qualifying Exams

Students should be prepared to write on at least 25 texts from the cumulative lists that we organize here by areas of interest.

I) Border and Transnational Studies

1. Anzaldúa, Gloria and Ana Louise Keating (ed). 2009. *The Gloria Anzaldúa Reader*. Durham: Duke U Press.
2. Anzaldúa, Gloria. 1987. *Borderlands/La Frontera: The New Mestiza*. San Francisco: Aunt Lute Press.
3. Bonfil Batalla, Guillermo. 1996. *México Profundo*. Austin: UT Press.
4. Dreby, Joanna. 2010. *Divided by Borders: Mexican Migrants and their Children*. UC Press.
5. Fox, Jonathon & Gaspar Rivera-Salgado, eds. 2004. *Indigenous Mexican Migrants in the US*. Center for U.S. Mexican Studies UCSD.
6. Fregoso, Rosa Linda. 2003. *meXicana Encounters: The Making of Social Identities on the Borderlands*. UC Press.
7. Fregoso, Rosa-Linda and Cynthia Bejarano (eds). 2010. *Terrorizing Women: Femicide in the Americas*. Duke U Pr.
8. Gaspar de Alba, Alicia (with G Guzmán) (eds). 2010. *Making a Killing: Femicide, Free Trade, and La Frontera*. U TX Pr.
9. Guarnizo, Luis Eduardo, and Michael Peter Smith (eds.). 1998. *Transnationalism from Below*. Transaction Publ.
10. Guidotti, Nicole. 2011. *Unspeakable Violence: Remapping U.S. and Mexican National Imaginaries*. Duke UP.
11. Gutiérrez-Jones, Carl. 1995. *Rethinking the Borderlands: Between Chicano Culture and Legal Discourse*. UC Press.
12. Hamilton, Nora, and Norma Stoltz Chinchilla. 2001. *Seeking Community in a Global City: Guatemalans and Salvadorans in Los Angeles*. Philadelphia: Temple University Press.
13. Hondagneu-Sotelo, Pierrette. 1994. *Gendered Transitions: Mexican Experiences in Immigration*. UC Press.
14. Hondagneu-Sotelo, Pierrette, ed. 2003. *Gender and U.S. Immigration: Contemporary Trends*. UC Press.
15. Kaplan, Caren Norma Alarcón, and Mino Moallem, eds. 1999. *Woman and Nation: Nationalisms, Transnational Feminisms and the State*, Durham: Duke University.
16. Leal, David & José Limón (eds). 2012. *Immigration and the Border: Politics and Policy in the New Latino Century*. U of Notre Dame Pr.
17. Levitt, Peggy. 2001. *Transnational Villagers*. Berkeley and Los Angeles, CA: University of California Press.
18. Lubheid, Ethne. 2002. *Entry Denied: Controlling Sexuality at the Border*. Minneapolis: U of Minnesota Press.
19. Moraña, Mabel, Enrique Dussel and Carlos Jauregui, eds. 2006. *Coloniality at Large: Latin America and the Postcolonial Debate*. Duke University Press.
20. Memmi, Albert. 1991. *The Colonizer and the Colonized*. Boston: Beacon Press.

21. Mignolo, Walter. 2000. *Local Histories/Global Designs: Coloniality, Subaltern Knowledges, and Border Thinking*. Princeton UP.
22. Mohanty, Chandra. 2003. *Feminism without Borders: Decolonizing Theory, Practicing Solidarity*, Duke UP.
23. Pederson, David. 2013. *American Value: Migrants, Money, and Meaning in El Salvador and the US*. U of Chicago Pr.
24. Pérez-Torres, Rafael. 2006. *Mestizaje: Critical Uses of Race in Chicano Culture*. Minneapolis: U of Minnesota Press.
25. Romo, David Dorado. 2005. *Ringside Seat to a Revolution: An Underground Cultural History of El Paso and Juárez, 1893-1923*. El Paso: Cinco Puntos Press.
26. Schmidt Camacho, A. 2008. *Migrant Imaginaries: Latino Cultural Politics in the U.S.-Mexico Borderlands*. NYU Pr.
27. Tuhiwai Smith, Linda. 1999. *Decolonizing Methodologies. Research and Indigenous Peoples*. London: Zed Books.
28. Staudt, K and I Coronado. 2002. *Fronteras No Más: Toward Social Justice at the U.S.-Mexico Border*. Palgrave.
29. Shohat, Ella ed. 1999. *Talking Visions: Multicultural Feminism in a Transnational Age*. New York: New Museum of Contemporary Art.
30. Velez-Ibanez, Carlos G. and Anna Sampaio, eds. 2002. *Transnational Latina/o Communities: Politics, Processes, and Cultures*. NY: Rowman and Littlefield.
31. Vertovec, Steven. 2009. *Transnationalism*. London and New York: Routledge.
32. Wright, Melissa W. 2006. *Disposable Women and Other Myths of Global Capitalism*. New York: Routledge.
33. Zavella, Patricia. 2011. *I'm Neither Here Nor There: Mexicans' Quotidian Struggles with Migration and Poverty*. Durham: Duke University Press.

II) Expressive Arts

Students specializing in Creative Writing will be tested on at least ten novels from the list below, plus an additional ten books from the list of Critical Texts. Those specializing in the Visual Arts will be tested on at least 20 texts from among the list of Visual Arts and Exhibition Catalogs.

Creative Writing

NOVELS

- Castillo, Ana. 1994. *So Far from God*. New York: Plume Books.
- Diaz, Junot. 2008. *The Brief Wondrous Life of Oscar Wao*. New York: Riverhead.
- Gaspar de Alba, Alicia. 1999. *Sor Juana's Second Dream*. U of New Mexico P.
- Gaspar de Alba, Alicia. 2005. *Desert Blood: The Juárez Murders*. Houston: Arte Publico Press.
- González, Rigoberto. 2006. *Butterfly Boy: Memories of a Chicano Mariposa*. Madison: U of Wisconsin Press.
- Islas, Arturo. 1991. *Rain God*. New York: Harper Perennial.
- Limon, Graciela. 2001. *Erased Faces*. Houston: Arte Público Press.
- Pérez, Emma. 2009. *Forgetting the Alamo, Or, Blood Memory*. Austin: U of Texas Press.
- Rechy, John. 2001. *The Miraculous Day of Amalia Gomez*. New York: Grove Press.
- Santiago, Esmeralda. 1993. *When I Was Puerto Rican*. New York: Vintage Books.
- Tobar, Hector. 1998. *The Tattooed Soldier*. New York: Penguin Books.

- Trujillo, Carla. 2003. *What Night Brings*. Willimantic, CT: Curbstone Press.
- Urrea, Luis Alberto. 2005. *The Hummingbird's Daughter*. New York: Back Bay Books.
- Villarreal, Jose Antonio. 1959, 1970, 1989. *Pocho*. New York: Anchor Books.
- Viramontes, Helena Maria. 2008. *And Their Dogs Came with Them*. New York: Washington Square Press.

CRITICAL TEXTS (All the titles of this "Critical Texts" list should also be included as part of Track III required texts list).

1. Aldama, Arturo. 2001. *Disrupting Savagism: Intersecting Chicana/o, Mexican Immigrant, and Native American Struggles for Self-Representation*. Duke University Press.
2. Aldama, Frederick. 2005. *Brown on Brown: Chicano/a Representations of Gender, Sexuality, and Ethnicity*. UT Press.
3. Arrizón, Alicia. 1999. *Latina Performance: Traversing the Stage*. Bloomington: Indiana U Press.
4. Anzaldúa, Gloria E. and AnaLouise Keating (ed). 2000. *Interviews/Entrevistas*. New York: Routledge Press.
5. Brady, Mary Pat. 2002. *Extinct Lands, Temporal Geographies: Chicana Literature and the Urgency of Space*. Duke UP.
6. Bebout, Lee. 2011. *Mythohistorical Interventions: The Chicano Movement and Its Legacies*. U of Minnesota Press.
7. Broyles-González, Yolanda. 1994. *El Teatro Campesino: Theater in the Chicano Movement*. Austin: U of Texas Press.
8. Delgadillo, Theresa. 2011. *Spiritual Mestizaje: Religion, Gender, Race, and Nation in Contemporary Chicana Narrative*. Durham: Duke U Press.
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APPENDIX 4
Guidelines For Students' Progress
Assessment

UCLA

**CÉSAR E. CHÁVEZ DEPARTMENT
OF CHICANA & CHICANO STUDIES**

Every year, faculty who teach graduate courses and/or advise graduate students are asked to evaluate students' progress. They are asked to comment on the following areas.

Quality of Work

- Please indicate if your evaluation of the student is on the basis of her/his/their performance in your courses or as your advisee (if both, make a distinction as needed).
- If your evaluation is based on the student's performance in your courses, please, indicate the grade she/he received.

Research

Comment as applicable on:

- ability to conduct quality research
- ability to think of and discuss new ideas
- ability to organize ideas and develop a logical argument
- development of thesis topic
- overall progress toward completion of program requirements (writing M.A. thesis, qualifying exams, doctoral dissertation).

Professionalism

Comment as applicable on:

- conduct
- dependability
- presentation skills
- writing skills
- communication skills
- teamwork

- participation in professional development opportunities

Plans After Graduation

Comment on discussions with student about their plans (i.e. academia, museums, non-profits, etc.)

Overall Performance

Comment on:

- Activities/goals the student has accomplished and what activities/goals remain to be achieved.
- Any specific areas where the student demonstrates strengths.
- Any specific areas of improvement the student needs to address.
- Any particular concerns the student has raised regarding his/her/their academic and/or professional performance over the past AY.
- Steps taken towards solving potential problems.

APPENDIX 5

GRADUATE STUDENTS' SELF REPORT AND SELF-ASSESSMENT

UCLA

CÉSAR E. CHÁVEZ DEPARTMENT
OF CHICANA & CHICANO STUDIES

This is the information you will be required to fill out yearly.

Graduate Students Self Report and Self-Assessment

Last Name	First Name
Date	
Faculty Advisor	Cohort Year

Please use this self-report form to develop your curriculum vita (CV). Your vita should include similar sections. Cut and Paste sections from your vita into the sections of this report.

Areas of Scholarly Interest

[INSERT a short paragraph]

Awards and Fellowships (applied to and granted or denied)

[INSERT a bullet point list]

Conferences attended as presenter in the past year.

[INSERT a bullet point list]

Teaching and/or research assistantships you have undertaken (including the past summer).

[INSERT a bullet point list]

Teaching portfolio development (i.e. courses you will be able to teach in a university setting).

[INSERT a bullet point list and description]

Teaching pedagogy and philosophy

[INSERT a descriptive paragraph or two]

Publications. List the works you published or submitted for publication in the past year.

[INSERT a bullet point list]

Other professional achievements and activities

[INSERT bullet point brief description]

Other community engagement activities

[INSERT bullet point brief description]

Ph.D. Qualifying Exams

[If applicable INSERT a brief description of your preparation for the exams]

M.A. Thesis/Ph.D. Dissertation

[INSERT title on one line, followed by a succinct paragraph description of your research topic, followed by a second paragraph describing your progress so far]

Summary of Accomplishments as a CCS Graduate Student

[INSERT a brief reflection]

Goals for coming year

[INSERT a brief description of your plans for this academic year through June of next year]

Long-term Goals

[INSERT a description of your post-UCLA objectives]

Reflections on the Program

[INSERT a description of the barriers you had to overcome and/or are currently facing. Offer us suggestions for improvement. Attach additional pages if necessary.]

APPENDIX 6

TERMS OF EMPLOYMENT

UCLA

**CÉSAR E. CHÁVEZ DEPARTMENT
OF CHICANA & CHICANO STUDIES**

Academic Student Employees Contract

Academic Student Employees (teaching assistants, readers, Tutors) are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The contract covers Academic Student Employee policies, rights, terms of employment, benefits and grievances. The policies in this contract supersede any in this handbook. GSRs are not represented by a collective bargaining unit.

<https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

Duration of Appointment

In most cases academic apprentice teaching and research appointments are for one year or less, and are self-terminating. Hire agreements for these appointments should include an annual or earlier ending date and the following statement:

“This appointment is for one academic year or such lesser term as herein set forth, and is not for a longer period unless express notification is so given to the appointee. In the absence of such express notification, the appointment ipso facto terminates at the conclusion of the academic year or such lesser time as specified.”

Those few appointments approved by the Graduate Division for more than one year are the exception to this general rule.

Maximum Working Hours

UC students may not be employed for more than 50 percent of full time during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of the student’s school or college. Percentages are figured on the basis of 100 percent = 40 hours per week. Students can be employed up to 100 percent during quarter breaks and summer. Go to <https://grad.ucla.edu/gss/appm/aapmanual.pdf> to see the maximum number of hours of employment that can be reported during months that include interquarter or summer periods.

1. For teaching assistants/associates/fellows, the 20 hours per week should include the time in faculty lectures, preparation, classroom or laboratory teaching, reading and commenting on student papers or examinations, office consultation, and other duties required to carry out the teaching role.
2. For graduate student researchers, the 20 hours should include the time spent in library, laboratory, and all other research tasks providing assistance to the assigned project.
3. For readers, an assignment to read for one course should not exceed 25 percent time per quarter, or the equivalent of 10 hours per week variable.

Foreign students on F-1 visas are also limited by federal regulations to 50 percent time aggregate employment. Students on J-1 visas may have similar limitations based on individual work limitations. Students should consult with the Dashew Center for International Students & Scholars regarding the details of their visa restrictions. Please note that the Dashew Center can only approve requests for students who have ATC and have completed all course work.

Compensation

Salary scales are at <https://grad.ucla.edu/gss/appm/gsr10stepscale.pdf>. Range adjustments happen at the beginning of each October. Academic apprentice personnel are

compensated at rates established by the University of California Office of the President. Students are not to be appointed to apprentice personnel titles, nor are they to assume responsibilities equivalent to those defined by such titles, without salary. Short-term experiential student teaching or supportive research activities for educational purposes may be required in partial fulfillment of course or degree requirements, providing such requirements are approved by the Graduate Division and stated in official publications. However, such work may be equivalent to that of students in apprentice titles only if the student receives the appropriate salary.

Student assistants who have previously served in academic apprentice positions may be reappointed or advanced to the titles for which they are qualified no later than two weeks prior to the effective date of their employment. No advancements can occur for a given quarter after the beginning of that quarter. Reappointments and advancements are not automatic.

GSR Salary Step Increases

There are ten salary steps for GSRs. Students who have completed all the requirements for the masters degree, and/or have relevant prior experience may not be appointed below step III. Students who have formally advanced to candidacy for the doctorate and have a minimum of two years of relevant research experience may not be appointed below step V. Departments must develop their own consistent policies for all the other steps. Funding provided to graduate students in the form of fellowships, which is not administered via the Payroll system, is not academic apprentice employment and does not count toward step increases.

Special Reader Salary Step Increases

Students appointed at Step II must have completed at least 36 units of graduate coursework (not including courses 375 and 495). The course(s) in which special readers are to be used must be approved for this purpose by the Dean of the Graduate Division. Such courses should be upper division or graduate level, be required of all or a

large number of majors, and have large enrollments and complex homework assignments.

GSR Terms of Employment

Unauthorized Absence

If an apprentice appointee fails to perform assigned duties due to an unauthorized absence, the employee is subject to a proportional reduction in salary.

Staff: Refer to the Teaching Days service chart in the Academic Personnel Manual for information on how such reductions can be effected in the EDB Personnel and Payroll Systems. This chart can be accessed at <http://www.ucop.edu/acadadv/acadpers/apm/apm-600.pdf>.

GSR Conduct and Discipline

In addition to expecting academic apprentice appointees to follow ethical precepts, University policy provides that apprentice appointees who participate in a strike and who fail to meet their assigned duties in an effort to disrupt University administration, teaching, or research may receive a corresponding reduction in pay and may be subject to termination, denial of re-employment, or other appropriate sanctions.

An allegation against an apprentice appointee charging violation of professional ethics or University policy should be addressed to the appropriate chair or director. The chair or director is empowered to lodge a formal complaint against the individual with the appropriate dean of the school or college. The formal complaint shall be in writing, and shall state the facts which allegedly constitute a violation of policy or ethics. A copy shall be provided to the individual against whom the complaint has been lodged.

GSR Termination

a. For academic reasons: Academic apprentice appointees shall be terminated from their positions at the discretion of the Dean of the Graduate Division at any time the student withdraws from student status, does not register, is placed on academic probation, or otherwise fails to maintain

satisfactory academic progress.

b. For another good cause: Academic apprentice appointees may be terminated for such cause as incompetence or incapacitation, misconduct resulting in disciplinary action, and budgetary or programmatic considerations. Authority to terminate rests with the dean of the school or college. Termination may take place only after the appointee has been given written notice of the intention to terminate, with reasons and appropriate documentation, and after the appointee has been given an opportunity to appear before the school or divisional dean with a representative. Termination may not take effect until at least 30 days after written notice. When the dean determines that there is reasonable cause to believe that an appointee's continued assignment would endanger people or property, or would impair the integrity of the academic program, the student may be placed on full or partial interim suspension with pay until termination.

GSR Appeal Procedure

Copies of the grievance procedures for non-Senate academic appointees, including those in apprentice titles, can be obtained from the Office of Campus Counsel

<https://grad.ucla.edu/gss/appm/aapmanual.pdf>

Academic Apprentice Personnel Manual

APPENDIX 7

UCLA GRADUATE STUDENT ACADEMIC RIGHTS AND RESPONSIBILITIES

Preamble

Considering the nature of the academy, we, the graduate students of the University of California, Los Angeles, in order to promote a collegial, respectful, and academically sound relationship between our faculty and colleagues, and to define our role in the University as a whole, do formally endorse the rights and responsibilities enumerated below. We will strive to fulfill the provisions outlined in this document, as it has the potential to lay a solid foundation so that faculty and students can together build a genuine intellectual community.

This document's purpose is to provide a general framework of guidance for graduate students with regards to academic issues. This document is not a legally binding document but a statement of principles to be used as guidance and support. Many of the items contained within are already specified as rights or responsibilities of students in official university literature, often in greater detail than presented here.

You may find the entire document at:

<https://grad.ucla.edu/asis/library/academicrights.pdf>

