

This document is offered in addition to the UCSB [Graduate Division website](#). All students should consult the HAA Graduate Student Handbook on a *regular basis* for any changes in policy.

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(revised 9/9/2021/ljm)

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THE PROGRAM

The Department of History of Art & Architecture offers a combined M.A./Ph.D. degree, leading to careers in academia, museums, and related professions. The graduate program trains students to engage with art, material culture, and the built environment with a critical eye, and provides advanced practical and theoretical training in a wide range of sub-disciplines.

FACILITIES AND RESOURCES

The Art and Architecture Collection, located on the first floor of the Mountain Side of Davidson Library, houses an extensive collection of about 200,000 art publications, including monographs, periodicals, conference proceedings, auction catalogs, bibliographies, videos, CD-ROMs and DVDs. The subject areas include architecture, sculpture, drawing, painting, prints, decorative arts, photography, and interdisciplinary works on the arts. There are well over 96,000 art exhibition and collection catalogs as well as resources in microform format. The Library subscribes to numerous databases, including such major art and architecture indexes as Art Full Text, ARTbibliographies Modern, Avery Index to Architectural Periodicals, BHA and Artstor. Hundreds of other online databases are available to students. Davidson Library houses over three million volumes on all subjects. To find research material one can use UC Library Search for UC-wide and worldwide collections. Students may request works not held locally through the interlibrary loan system. The art librarians answer reference questions and are available for individual research consultation. Additionally, they will provide bibliographic instruction and/or tours for courses on a pre-arranged basis. Contact: Chizu Morihara (cmorihara@library.ucsb.edu).

The Image Resource Center (IRC), Arts 1245, supports all aspects of image use, presentation, and classroom technology. The IRC staff offer assistance and training with image research, acquisition, quality standards, copyright, and course projects (e.g., online exhibitions). They support image research through Artstor and JStor, and host MDID, the IRC legacy teaching collection. Individual and group training is available on request for all image research and teaching needs.

Graduate students can take advantage of the IRC's PC and Mac workstations, each with a high-quality flatbed scanner and imaging and design software. The IRC Digital Image Lab is outfitted with an interactive projection screen, computer workstations, and is ideal for small group meetings and workshops. The larger room, the Center for Object-Based Research and Learning, was designed to support museum studies, architectural history, and other courses focused on learning through teaching with objects from UCSB's Art, Design & Architecture Museum and Architecture and Design Collection.

For further information on IRC services, policies and facilities, please refer to the [HAA Image Resource Center](#) page. Contacts: Jackie Spafford (spafford@hfa.ucsb.edu), Image Resources Curator, and Christine Fritsch (fritsch@hfa.ucsb.edu), Assistant Image Resources Curator.

HAA FACULTY

ANN JENSEN ADAMS Ph.D., Harvard University (*17th-century Dutch Art, Visual Culture & History of Science (16th - 18th centuries), Early Modern Gender Studies; Portraiture*)

HEATHER BADAMO Ph.D., University of Michigan (*East Christian and Byzantine art, Theories of cultural exchange; Philosophies of religious violence; Strategies for communal self-fashioning as manifested in the visual arts*)

ALICIA BOSWELL Ph.D., University of California, San Diego (*Pre-Columbian archaeology and art history, Cultural heritage, Conservation, Complex societies, Cultural landscapes, Culture contact, Frontiers, Ancient technology*)

ALLISON CAPLAN Ph.D., Tulane University (*Mesoamerican art; Ancient and Colonial Latin America; Art theory and aesthetics; Materiality; Art and language*)

SWATI CHATTOPADHYAY Ph.D., University of California, Berkeley (*Modern architecture and urbanism; Cultural landscape of colonialism, British empire; Postcolonial and critical theory*)

NUHA N. N. KHOURY Ph.D., Harvard University (*Islamic architecture and urbanism, 7th - 9th centuries and 17th century; Medieval Islamic Iconography; Modern art of the Arab world; Critiques of the field*)

MARIA LUMBRERAS Ph.D., Johns Hopkins University (*16th - 17th century Spanish and Latin American art; Interactions of art, science, and archaeology; Early Modern art theory; Histories of record keeping and evidence-handling technologies; Historiographies of art*)

MARK A. MEADOW Ph.D., University of California, Berkeley (*Northern European Art, 15th - 17th century; Kunst- and Wunderkammern; History of Museums and Collecting; Early-Modern Spectacle*)

LAURIE MONAHAN Ph.D., Harvard University (*Surrealism; early 20th century French art; early European 20th century Art; American and European Post-WWII Art; Visual Culture; Critical Theory*)
Department Chair

CLAUDIA MOSER Ph.D., Brown University (*Roman Republican sanctuaries; Altars; Ancient rituals; Cults and burial practices*)

SYLVESTER O. OGBECHIE Ph.D., Northwestern University (*African and African Diaspora Arts and Visual Culture; Contemporary Art; Cultural Patrimony Research, and Critical Theory*)
Undergraduate Student Advisor, 2021-22

GABRIEL RITTER Ph.D, University of California (*Modern and Contemporary Art; Japanese Art, Korean Art; Museum Studies*)
Director, Art, Design & Architecture Museum

JENNI SORKIN Ph.D., Yale University (*Contemporary art; material culture, craft, and design; Gender and artistic labor; art criticism; Feminist historiographies and theory; Alternative spaces; Art school pedagogies; Global exhibition practice and history; Queer culture and theory*)

PETER C. STURMAN Ph.D., Yale University (*Chinese Painting and Calligraphy, Early to Modern; Intersections of texts, theories, and images*)

VOLKER M. WELTER Ph.D., University of Edinburgh (*Modern architecture; Domestic architecture; patronage; histories of modernist, revival styles; and, sustainable architecture*)
Graduate Admissions Advisor, 2021-22

RICHARD WITTMAN Ph.D., Columbia University (*Cultural history of European architecture and town planning, 17th - 19th centuries; Theory and historiography of architecture*)
Graduate Student Advisor, 2021-22

CONTINUING LECTURERS (Non-Senate Faculty)

CAROLE PAUL Ph.D., University of Pennsylvania (*17th- and 18th-century art and architecture in Italy; history of collecting and museums*)

JEREMY WHITE Ph.D., University of California Berkeley (*Architecture of the United States; Contemporary architecture*)

AFFILIATED FACULTY

GERARDO ALDANA Department of Chicana and Chicano Studies
COLIN GARDNER Department of Art
CONSTANCE PENLEY Department of Film and Media Studies
BHASKAR SARKAR Department of Film and Media Studies
SVEN SPIEKER Department of German, Slavic and Semitic Studies

HAA EMERITI FACULTY

C. EDSON ARMI Ph.D., Columbia University

ANN BERMINGHAM Ph.D., Harvard University

MARIO del CHIARO Ph.D., University of California, Berkeley

HERBERT M. COLE Ph.D., Columbia University

RAMÓN FAVELA Ph.D., University of Texas, Austin

ULRICH KELLER Ph.D., University of Munich

MIRIAM WATTLES Ph.D., Institute of Fine Arts, NYU

JEANETTE FAVROT PETERSON Ph.D., University of California, Los Angeles

E. BRUCE ROBERTSON Ph.D., Yale University

ABIGAIL SOLOMON-GODEAU Ph.D., Graduate Center, City University of New York

FIKRET K. YEGÜL Ph.D., Harvard University

GRADUATE PROGRAM ADMINISTRATION

GRADUATE ADVISING

The **Graduate Advisor** is the official faculty representative of the Graduate Dean in matters concerning graduate students or graduate programs in academic departments. The Graduate Advisor is an administrative appointment, made directly by the Dean of Graduate Division in consultation with the Department Chair. Only the signatures of the Graduate Advisor and the Department Chair are officially recognized on forms and petitions presented by graduate students. The Graduate Advisor counsels students on their course load and academic program plan, addresses questions or concerns regarding their academic progress, advises them on the timing of minor and major exams and advancement to candidacy, monitors student progress, and considers student petitions, including those to drop/add courses, take leaves of absence, and constitute examination and thesis or dissertation committees. The Graduate Advisor also chairs the departmental Graduate Committee, the governing body for policy and procedures related to the graduate program.

The Graduate Advisor is also the primary advisor for all students in relation to departmental financial affairs. All first-year and second-year students in the program are required to meet with the Graduate Advisor to work out a timely schedule for the completion of their degree requirements, which includes filling out a study plan for the coming academic year. All students should plan to meet with the Graduate Advisor at least once per academic year until they advance to candidacy.

The **Graduate Admissions Advisor** is responsible for administering all recruitment and admissions procedures and is usually the primary contact point for all graduate student applicants during the admission process.

Note: The departmental Graduate Advisor should not be confused with your thesis/dissertation advisor (the chair of your thesis/dissertation committee, also referred to as your “primary advisor”).

2021-2022 Academic Year

Graduate Advisor: Professor Richard Wittman

Graduate Admissions Advisor: Professor Volker Welter

THE GRADUATE COMMITTEE

The Graduate Committee is chaired by the Graduate Advisor and includes as members the Department Chair, the Graduate Admissions Advisor, and two other members of the faculty. The Graduate Committee is responsible for establishing policy for the graduate program; reviewing M.A. theses and Ph. D. dissertations for the department; nominating students for extramural and intramural fellowships; recommending students for departmental financial support; recommending students for admission into the graduate program; and conducting an annual review of all students' progress.

THE GRADUATE PROGRAM MANAGER

The Graduate Program Manager is a staff appointment and provides administrative support for the graduate program, assists the faculty Graduate Advisor in monitoring students' progress toward their degrees, and provides information about department and Graduate Division policies and procedures. The Graduate Program Manager coordinates the admissions process, the hiring of teaching assistants (appointment processing), and matters

regarding department fellowships and financial assistance. The Graduate Program Manager maintains graduate student records.

2020-2021 Academic Year

Graduate Program Manager: Erin Rooney

DEADLINES, ENROLLMENT AND REGISTRATION

2020-2021 COVID-19 Extension for Time-to-Degree

Graduate Division has extended time-to-degree by one year for all graduate students enrolled in the 2020-21 academic year should students need additional time because of the pandemic. For further information on Graduate Division's policy updates, see [UCSB FAQs on Provision of Campus Services 2020-21](#). For additional information please consult the UCSB Graduate Division website.

Degree Deadlines and Time-to-Degree Standards

The number of years considered to be reasonable for completion of the doctoral degree sets the **Time-to-Degree-Standards (TTDS)**. These progress standards relate to the milestone of advancing to doctoral candidacy, and completion of the Ph.D.

Please note that the earlier normative time and time-to-degree have been merged into one standard that reflects varying expectations across disciplines. Academic departments each set doctoral advancement and completion time standards specific to their graduate program, which takes into consideration the appropriate amount of time needed to prepare for independent research (advancement to candidacy), and to produce an original work of scholarship (conferral of the doctorate).

Advancement to candidacy occurs once a student has *completed* the required coursework, language requirements, passed the department's written minor and major exams, formed an acceptable Ph.D. faculty committee, had their dissertation prospectus approved, and passed the oral qualifying exam, thereby becoming a "Doctoral Candidate" or "ABD" ("all but dissertation"). Prior to completing those requirements, all students in the Ph.D. program are known as "doctoral students."

History of Art & Architecture has the following time-to-degree-standards:

Entering M.A./Ph.D.: 5 years (15 quarters) to advance to candidacy; 8 years (24 quarters) to completion of the dissertation.

Entering Ph.D.: 3 years to advancement to candidacy (9 quarters); 6 years (18 quarters) to completion of the dissertation.

These progress and timing standards were proposed by the Department and approved by Graduate Council and can be found at Graduate Division's [HFA Time to Degree](#) website. Please note that the time-to-degree standards are in effect for students entering Fall 2010 and thereafter.

Expanded Master's & Doctoral Time-To-Degree for Parenting Demands from Graduate Division

This policy is designed to assist students who have parenting responsibilities while maintaining continuing student status by formally extending their time-to-degree to keep them in good academic standing through the extension period.

A *Master's* student with parenting demands (as defined at the link below) of 50% or more responsibility for a child may receive an extension of up to one additional year for completing the Master's degree. The total extension of Master's time-to-degree granted under this policy is one year per child, up to a total of two years.

A *doctoral* student with parenting demands (as defined at the link below) of 50% or more responsibility for a child may receive an extension of up to one additional year for passing preliminary examinations and qualifying examinations or an extension of up to one additional year between advancement and completion while in

candidacy. The total extension of doctoral time-to-degree granted under this policy is one year per child, up to a total of two years.

More information can be found through the Graduate Division: [Academic Parenting Accommodation Policies](#).

Academic Probation

To avoid being placed on academic probation, students who are beyond a degree deadline must commit to a plan of action to address the tasks to be accomplished to advance or complete the Master's or doctorate, along with a timetable for completion of each task agreed upon by the student and mentor.

A student may be placed on academic probation if:

- the individual faculty advisor and/or the Graduate Advisor determines that the student is not making satisfactory progress toward their degree objective.
- no degree progress plan has been filed by the middle of Fall Quarter, following failure to meet a degree deadline (i.e., completing the M.A. degree or advancing to doctoral candidacy).
- inadequate progress is made in meeting the goals and deadlines of the progress plan: e.g., two or more quarters of unmet goals.

Students placed on academic probation are *not* eligible to receive any centrally administered fellowship support, any TA or GSR (Graduate Student Research assistantship) appointments, effective the quarter following student notification of academic probation. As long as a student remains on probation, university funding of any kind is prohibited. This is a UC-wide policy.

Full-time and Part-time Enrollment

Full-time enrollment for graduate students is *twelve units* per quarter, and no fewer than *eight units* per quarter. Part-time graduate student status requires a maximum of *six units* per quarter, and is granted at the discretion of the Dean of Graduate Division for one (or more) of the following reasons: health, occupation, family responsibilities. All full-time graduate students are assessed full fees no matter how many units they take. All part-time students pay half of the resident or non-resident supplemental tuition fee, if applicable; half of the professional fee; part-time students are responsible for paying in full the campus-based and UC SHIP fees (for more information, see Graduate Division's [Part-Time Tuition Status](#)). All registered students are considered to be "in residence" at UCSB regardless of their actual physical presence on campus. Eight successfully completed units are the *minimum* required for a full-time student to be considered making adequate academic progress.

Registration

Consult the [Office of the Registrar](#) website for important registration instructions, deadlines and the Schedule of Classes for course enrollment codes and instructor codes.

Independent Study Courses

Independent study courses can be used *only* for the elective requirements for your degree objective. The **Graduate Student Independent Study Petition** ([HAA Forms/Petitions](#)) must be filled out and signed by the student, instructor, and Graduate Advisor *to ensure that the course will be eligible for credit as an elective toward your degree objective*. This departmental petition is used for all independent studies courses (ARTHI 295 and ARTHI 596 courses) within the department and becomes part of your student file. Add codes to register for ARTHI 295 or 596 are dispensed by the Graduate Program Manager upon submission of the completed petition. If a student wishes to take an independent study outside of the department, she/he/they must complete the HAA [Graduate Student Independent Study Petition](#) to ensure course credit eligibility toward the degree objective, but should register for the appropriate graduate-level independent study under the supervising instructor's name in the corresponding department.

ARTHI 295: Seminar – Advanced Readings in Art History (4 units)

Graduate Advisor approval required. Applicable to History of Art & Architecture offerings only. Independent reading and research in connection with an undergraduate upper-division History of Art & Architecture lecture course *can only fulfill the elective requirements for your degree objective*. In order to receive graduate credit, all graduate students who wish to enroll in an undergraduate upper-division History of Art & Architecture lecture course *must* enroll in ARTHI 295 for a letter grade with the relevant instructor number. Students taking upper-division courses are expected to write special term papers or do comparable graduate-level research work in order to earn graduate credit. The instructor will determine requirements or projects. *Each student must submit a departmental petition to request graduate credit, and the request must be accompanied by a syllabus and bibliography demonstrating graduate-level work to be accomplished.*

ARTHI 500: Apprentice Teaching (4 units)

All teaching assistants are required to enroll in ARTHI 500. This course includes directed readings, instruction in use of visual aids, pedagogical techniques, design of materials for discussion sections, and methodological analyses, and can only be taken S/U. Attendance at lectures in the course to which the teaching assistant is assigned is a requirement. Graduate students should sign up for ARTHI 500 using the instructor number corresponding to the instructor for the course for which you are TAing. This will count as 4.0 units of your quarter course load, but *will not count as unit credit toward your degree*. If hired as a TA in another department, *after* consulting with the Graduate Advisor, you may sign up for ARTHI 500 using the Graduate Advisor's instructor number.

ARTHI 502: Graduate Symposium in Art History (4 units)

Credit for preparation and participation in the Annual AHGSA Graduate Student Symposium. Sign up using your primary advisor's instructor number. This will count as 4.0 units of your quarter course load, but *will not count as units toward your degree*.

ARTHI 550: Art History Research (4 units)

Credit for auditing courses in other departments that are needed to build a knowledge base for graduate research or for extra curricular work such as a museum internship. This will count as 4.0 units of your quarter course load, but *will not count as units toward your degree*.

ARTHI 595: Group Studies (1-12 Units)

Informal reading and discussion. Each student must submit a brief description of the proposed work and written reports must be submitted for ARTHI 595. This will count as 4.0 units of your quarter course load, but *will not count as unit credit toward your degree*.

ARTHI 596: Independent Study (1-8 Units)

Individual tutorial. A student must submit a written proposal signed by the faculty supervising the tutorial. To count these units toward the degree the student *must take the course for a letter grade*, it *must* be approved by the Graduate Advisor, and the request *must* be accompanied by a syllabus and bibliography demonstrating the graduate level work to be accomplished.

ARTHI 597: Reading for Exam (1-12 units)

Preparation for (qualifying M.A. exam -- rare) Ph.D. exams. *No credit allowed toward degree.*

ARTHI 598: Master's Thesis Preparation (1-12 units)

Master's Thesis research and preparation. *No credit allowed toward degree.*

ARTHI 599: Ph.D. Dissertation Preparation (1-12 units)

Dissertation research and preparation. *No credit allowed toward degree.*

Grades/Incompletes

Letter grades assigned at UCSB are A, B, C, D and F. Non-letter grades are S (Satisfactory) for graduate courses only; this may only be assigned if the quality of the work was of B or better; U (Unsatisfactory); P (Pass) for

undergraduate courses, assigned only if the quality of the work was of C or better; NP (No Pass). Consult the [Office of the Registrar](#) website for the quarterly [Schedule of Classes](#) and *Calendars & Deadlines* for course add/drop deadlines for graduate students.

To obtain an **Incomplete grade**, a student must fill out the [DocuSign PowerForm](#) on the [Office of the Registrar](#) website. Students *must* file a petition *prior* to the last day of the quarter to receive an Incomplete grade. If this petition is not filed, a grade of F, NP, or U will be recorded. *Incomplete grades must be completed by the end of the subsequent quarter, or the grade will be changed automatically to an F, NP, or U.* Automatic Fs are permanent scars on a student's academic record and should be avoided. To obtain an *extension or an incomplete*, the student must confer with both the instructor and the Department Chair. The Department must then submit a request for an extension to the Office of the Registrar.

The policies that follow are imposed by the Office of the Registrar:

- Students will be allowed to carry No Grades (NG) and No Records (NR) for only one quarter past when the course was originally undertaken before the NG or NR automatically reverts to a failing grade. A NG or NR will appear on the student's record when the instructor does NOT report a grade at the end of the quarter on grade sheets. This brings the grade notations of NG and NR in line with the policy governing Incomplete grades, except that a student will not be able to petition for extensions of NG and NR as they can with an Incomplete.
- Coursework numbered 597, 598, 599 is subject to the one-quarter deadline established for completion of Incompletes in all other courses. Any course undertaken by a graduate student resulting in an *Incomplete will automatically revert to a failing grade unless the work is completed and a grade reported to the Registrar by the end of the subsequent quarter.*

To **change a grade** of any type, the **instructor** must use the online grading system to submit a new grade. TAs who are changing a grade for a student are authorized to use the system pending approval of the instructor. If an instructor is out of town the Department Chair can access the system to submit the grade.

Registration Status Requiring Special Approvals

See [Graduate Division Forms & Petitions](#) or click on the links below to learn more about the requirements pertaining to specially approved registration status (e.g. *in absentia* and leave of absence) and the potential impact [on time to degree](#):

- [Leave of Absence](#)
- [Reinstatement](#)
- [In absentia](#)
- [Intercampus Exchange Program](#)

Leaves of Absence

Graduate students are expected to maintain continuous registration. Leaves of absence may be granted only in extraordinary circumstances. Extraordinary circumstances include:

- Leave for medical/health difficulties (automatically extends time to degree)
- Leave for pregnancy and/or parenting needs up to the age of 12 months of the child or up to the first 12 months of adoption placement in the home (automatically extends time to degree)
- Leave to deal with family emergencies; Leave to perform military duties required by the government of the student's home country (automatically extends time to degree)
- Filing Fee quarter of Leave for terminal Master's students or doctoral students who intend to file the thesis or dissertation the quarter of the leave request (this *does not* extend time to degree).

Students on leave are restricted to minimal use of university facilities, faculty and staff time. Students apply for leaves for a specific length of time and for a specific reason, both to be discussed with the student's advisor and the Graduate Advisor. To qualify for a leave, the student must have been enrolled at UCSB for at least one quarter prior to petitioning and must be in good standing (3.0 GPA or better). Petitions for leaves of absence may be obtained

from the [Graduate Division Forms & Petitions](#) and must be signed by the Graduate Advisor and approved by Graduate Division. Depending on the type of leave being requested, certain documentation may be required.

Note: It is the student's responsibility to designate a representative to retrieve and forward any mail or campus information delivered to the student's graduate mailbox.

Returning from Leave

To return from a leave of absence, Graduate Division *must* be notified in writing of your intent to return *approximately four weeks before the expiration of an approved leave of absence*. Registration and the preparation of billing materials will then be initiated.

In Absentia Registration

Graduate students whose research or study requires them to remain outside California for at least one quarter, but who need to be registered as a full-time student, may be able to take advantage of *in absentia* registration which permits a reduction in fees. Students whose research keeps them in California but *outside* of the Santa Barbara area are eligible to petition Graduate Division for *in absentia* status, but the process requires extra documentation, including a letter from the student's primary advisor. Historically, students who are able to work without using UC resources have better success with these petitions.

Reinstatement from Unregistered (Lapsed) Status

Students who fail to pay fees and/or register by the *third* week of the quarter will lose student status, i.e. *lapse*. If a student lapses, she/he/they may petition for reinstatement; however, reinstatement is at the discretion of the Department and Graduate Division Dean. Considerations for reinstatement include the student's performance in terms of meeting academic requirements prior to lapsing; the availability of department resources to support the student's area of interest; the availability of faculty who worked with the student prior to lapsing. Students who wish to reinstate and have exceeded the time limit for completion of the Master's and/or doctoral degree must also submit a plan and timetable for degree completion to the Department and Graduate Division.

FEES/TUITION

Consult the [Office of the Registrar - Fees](#) website for the latest fee information.

Fee Deferral

Students may defer the payment of a quarter's fees by filling out a "promise to pay" agreement with the BARC (Billing Accounts Receivable Collections) Office. Depending on the student's circumstances, fees may be divided into three equal monthly installments, or come due in a lump sum at a specified date. For more information please visit [BARC Office Payment Plans](#). A fee deferral or promise to pay obligates the student to register. If, after signing a promise to pay, the student decides to take a leave of absence rather than register, she/he/they must inform the BARC Office; and the student will return from a quarter's leave owing two quarter's fees.

DEPARTMENT GUIDELINES FOR THE EVALUATION OF WRITTEN WORK

We recognize three levels of written interaction worth addressing here:

- Student recommendations
- Seminar papers and short theses
- Dissertation chapters

In general, both students and faculty should remember that there should be no expectation of immediacy with respect to responses to or evaluations of written work. In every instance, timeliness is essential but this may vary depending upon the quantity and quality of the work to be evaluated. Students and faculty should work from the outset to establish a schedule for the production and evaluation of work and adhere to it as closely as possible,

mutually agreeing to changes as necessary. It is advisable that this be put into writing for future reference and guidance.

Recommendation letters

Requests should be made promptly, using the following guidelines: at least three weeks for a first-time letter of recommendation, two weeks for a new version of a recommendation. If you fail to alert faculty within a reasonable amount of time (i.e., less than three weeks), then faculty cannot be faulted for failing to write the letter promptly.

Seminar papers

Faculty should return seminar papers, with comments, no later than two weeks into the following quarter.

Dissertation chapters

This is a complex issue as there are several intertwined matters: the differential between first chapters and last; the need to circulate the dissertation to the committee; the pressures of normative time and the job market. But there are some basic rules of thumb:

- First, students should expect a chapter to be read and returned with comments in one month or less; multiple chapters or a complete draft should be read and returned with comments in two months (in other words, slightly less than a quarter).
- Second, the advisor needs to make every effort so that the student can get the draft to the acceptable point at which it can be circulated to the other members of the committee as soon as possible.
- Third, while pressures of the job market need to be taken into account, you should never expect that the turnaround time for reading, commenting, revising and final approval will take less than two months.
- Finally, it is the student's responsibility to keep the faculty informed about when to expect chapters, just as it is the faculty member's responsibility to notify students when faculty workload prohibits prompt turnaround.

MASTER OF ARTS PROGRAM

The purpose of the M.A. Program is to ground students in the history and methods of art and architectural history, and to train them to conduct original scholarly research in the field. Because most academic and museum positions now require a doctoral degree for employment, the Department emphasis in the M.A. Program is to prepare students for Ph.D. work. Students are *not* admitted to the program for an M.A. degree alone. The Department does not offer a terminal M.A. The entering student and her/his/their principal advisors are encouraged to create an individualized curriculum that will offer both a sound general understanding of her/his/their intended area of specialization and the conceptual tools necessary to conduct original research. The program is designed to allow for a high degree of initiative and responsibility on the student's part; she/he/they is expected to take advantage of the department's broad diversity of subfields, instructor expertise, and theoretical and methodological approaches.

Course/Unit Requirements of the M.A. Degree

Students are required to follow M.A. Plan 1 (Thesis). In *rare* circumstances, students who do not continue on to the Ph.D. program can earn the M.A. under Plan 2 (Comprehensive Examinations) as established by the Graduate Division. The department must approve the study plan of every Master's student and a completed M.A. thesis is required to continue to the Ph.D. program.

Plan 1 (Thesis): This plan requires completion of a minimum of 32 units of coursework (normally eight courses) for a letter grade, as well as the submission of an acceptable thesis presenting an original contribution to the field and demonstrating both mastery with the subject and lucid presentation. Students are required to take the Proseminar in art historical methods (ARTHI 200A) and five additional *departmental* graduate seminars (20 units) for a letter grade. Of these five "core" department seminars, at least *three* of the following fields covered by department offerings must be represented: Western Art to 1750, Modern Art, World Art, and Architecture. The remaining 8 units may be taken in the form of additional seminars in the department or outside the department, upper-division History of Art & Architecture undergraduate lecture courses (graduate students must enroll using ARTHI 295) or independent research (ARTHI 596). If any portion of the 8 units of coursework is taken outside the department, students must petition the Graduate Advisor in order to count those units towards their degree (see [HAA Forms/Petitions](#)).

A paper already written for a departmental seminar or reading/research course can be proposed as the basis for the thesis. The thesis must be a well-crafted and polished document, conform to high standards of research and writing, represent an original contribution to the field, and meet with faculty approval. In addition, the thesis must be presented in a form acceptable to the UCSB Library and meet the filing requirements of the Graduate Division. For details, see the Graduate Division publication for [Filing Your Thesis, Dissertation, or DMA Supporting Document](#).

When the thesis is completed and submitted to the department, it must be accompanied by reports from the three M.A. thesis committee members evaluating its content for review by the Graduate Committee. Please refer to "Master's Committee" on page 15.

Plan 2 (Comprehensive Examinations): In *very rare* circumstances, and only with Graduate Advisor approval, students may take a comprehensive examination in lieu of writing a Master's Thesis. This course of action would result in the confirmation of a terminal M.A. degree and would prohibit the student from continuing to the Ph.D. program. In addition to the successful completion of comprehensive examinations, this plan requires completion of a minimum of 36 units of upper-division and graduate coursework, taken for a letter grade, of which at least 24 units must be at the graduate level (excluding courses numbered 597 or 598, units for teaching assistant duties or training, or service as a graduate student researcher). A maximum of 12 units of the required 24 graduate units may be in 596 coursework. The three-hour comprehensive examination should demonstrate a student's general proficiency in two areas of study represented by two ladder faculty members within the department. The questions will be prepared and graded by the appropriate faculty specialists and the Graduate Advisor.

Non-Departmental Units: Students are allowed to petition up to 8 units of non-departmental graduate courses, taken for a letter grade, to count towards their degree (see [HAA Forms/Petitions](#)). *Petitions must be approved prior*

to course enrollment. In some circumstances, a memo from the thesis advisor to the Graduate Advisor may be required.

ARTHI 200A Proseminar

Introduction to art-historical methods, with emphasis on the historical development of current practices, critical theory, debates within the field, and cross-disciplinary dialogues. **This course is required for all entering graduate students.** This course will count as 4.0 units towards the degree, but **will not count towards satisfying the 20-unit "core" seminar credit requirement.** Currently the Proseminar is offered every other academic year.

Deficiencies

Entering students are expected to be familiar with the history of art and architecture, and have a general knowledge of the field that prepares them for graduate level work. If either the student's primary advisor or the Graduate Advisor detects deficiencies in the student's training, she/he/they may be required to do remedial work. Such work may consist of taking regularly scheduled upper-division course work, graduate seminar work, or individual tutorial(s) or any combination of these designed to satisfy the faculty specializing in the designated field(s). Such corrective work will not be counted as part of the minimum requirements for the degree.

Foreign Languages

Foreign Languages (1 language required for M.A.; 2 for Ph.D.)

Every student must demonstrate the ability to read at least one foreign language (related to the area of intended research) by the end of the third quarter of residency. Students will enroll in language courses in the first quarter of residency unless they have been exempted by passing an optional departmental language examination administered during the first or second week of Fall quarter (with approval of the Graduate Advisor, language exams may be offered during Spring quarter). In accordance with Graduate Division policy, the language requirement can be satisfied in one of the following ways:

1. **Elementary Language Courses (UCSB):** One year (three quarters) of an appropriate language with a grade of 'B' or better in the third quarter. Previous language courses taken before the student has been admitted to graduate standing at UCSB may not be counted as fulfilling this requirement, unless completed at UCSB not more than two years prior to enrollment in the graduate program. All exceptions will require the Graduate Advisor's approval.
2. **Language Courses for Graduate Students (UCSB):** A grade of 'B' or better in French 11B, German 2G or Chicano Studies 249(Spanish) will satisfy the requirement in these languages.
3. **Departmental Reading Exam:** By request to the Graduate Advisor, the department will administer reading exams in French, Italian, German, Chinese, Japanese, Arabic, Dutch, and other languages. Students will be asked to translate, with a dictionary if needed, approximately two pages (500 words) of an art/architectural historical text to be completed in two hours. Exams will be graded pass/fail by a member of the History of Art & Architecture faculty.
4. **Foreign Literature Course at UCSB:** Pass an upper-division foreign language literature course with a 'B' or better.
5. **A Bachelor of Arts Degree** in a foreign language, i.e.: French, German, Spanish or other relevant language major.
6. **A Masters of Arts Degree that required passing a foreign language.** An entering Ph.D. student who can provide documentation that an M.A. degree earned at another institution required satisfaction of competency in an acceptable foreign language can have that language count as one language satisfied for the Ph.D.
7. **A student's native language,** other than English, relevant to a student's research, is acceptable (see [HAA Forms/Petitions](#)).

Note: Any exceptions to the above policy must be requested in writing to the Graduate Advisor for their approval.

Year-End Review

Each year, the entire faculty are called to evaluate students' progress towards the degree. The review consists of an assessment of academic performance in course work (faculty are asked to evaluate students at the end of their graduate seminars), completion of the language requirement, and progress towards completion of the thesis. A student's performance as teaching assistant may also be addressed. This review will take place every May/June. The student and her/his/their faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see [HAA Forms/Petitions](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program.

Master's Committee

A Master's thesis committee consists of a **minimum** of three ladder-rank faculty members, of which at least two must be members of the History of Art & Architecture Department. The third member may be a ladder faculty member from the department, another UCSB department, or another UC campus. The fourth and additional members, including non-ladder and non-UC faculty, may be added at the department's or student's discretion. Ladder faculty from non-UC campuses may be added by petition to the Graduate Advisor and the UCSB Graduate Council. The Chair of this committee advises the student on a course of study and usually directs the thesis research. The formation of the committee requires the approval of the Graduate Advisor, the Department Chair, and the Dean of the Graduate Division. (A form is filed with the Graduate Division to officially name/change a committee; see [Graduate Division Forms & Petitions](#)). Any changes to an existing committee require the approval of these three authorities. See the Graduate Division website for [requirements of degree committees](#). The Graduate Dean will consider written requests from the Department for exceptions to thesis committee policy. Final drafts should be submitted to the Master's committee at least six weeks prior to filing.

Campus Residency Requirement

Students in the Master's Program must spend *a minimum of three quarters* in full-time residence at UCSB. In addition, every entering student is classified as a resident or nonresident of California for tuition purposes. U.S. citizens and permanent residents who have come to UCSB from outside the state of California are reminded to take steps to establish California residency *as soon as possible*. Domestic nonresident students *must* establish California residency by the beginning of their second year. That process is described in detail on page 28.

Post-Master's Assessment and Continuation with Ph.D. Course Work

This is an in-house procedure a student follows to proceed with Ph.D. level course work in History of Art & Architecture (this process is independent of filing the M.A. thesis with the Graduate Division).

To begin Ph.D. course work, students must complete the M.A. program requirements under Plan 1 (Thesis). The department will conduct a Post-Master's Assessment intended to evaluate the student's overall progress in graduate study. For the Post-Master's Assessment students must submit the following to the Graduate Program Assistant **four weeks prior to the quarter in which the student intends to begin Ph.D. course work**:

- **Letters of endorsement from two ladder-rank faculty** indicating their willingness to work with the student in the Ph.D. program, one of whom must be willing to sponsor the student's Ph.D. work and act as Ph.D. dissertation advisor.
- **An electronic Master's thesis** submitted with **three written reader's evaluations** (the M.A. committee members), and a digital copy of any images [for further information about images and copyright please refer to the information provided below for "Dissertation and Thesis Illustrations and Copyright" on pages 22-23].
- **An electronic file** of the thesis abstract, title page, and approval page is to be given to the Graduate Program Assistant to be placed in the student's file.

A written evaluation of the faculty assessment of the student's development, the student's promise for independent, innovative, and original research, and the completion of doctoral study is submitted by the Graduate Committee. Please note that beginning Ph.D. course work is *not* equivalent to advancing to candidacy. A Ph.D. student becomes a Doctoral Candidate only after successfully completing minor, major and oral exams, and receiving approval of the dissertation prospectus.

Note: This process is independent of the requirements of the filing of the M.A. thesis with the Graduate Division. Students who choose Plan 2 for their M.A. degree, thereby **not** continuing to the Ph.D. program do not need to complete the above process.

Carrying over seminar units for fulfilling Ph.D. course requirements

A maximum of two seminars (8 units) beyond fulfillment of the M.A. unit requirements may carry over and be counted toward Ph.D. coursework requirements. A petition must be submitted to the Graduate Advisor for approval when the student begins the Ph.D. program (see [HAA Forms/Petitions](#)).

DOCTOR OF PHILOSOPHY PROGRAM

The department's Ph.D. Program is designed for mature and broadly educated students who have a sound foundation in the general field of art and architectural history. These students will also have demonstrated the ability to use art and architectural history methodology both in conducting research and in presenting the results of their research in the form of a scholarly paper or thesis. The entering student and her/his/their principal advisor(s) are encouraged to create an individualized curriculum that will offer a sound understanding of her/his/their intended area of specialization and the conceptual and methodological tools necessary to conduct original research. The program is designed to allow for a high degree of initiative and responsibility on the student's part; she/he/they is expected to take advantage of the department's broad diversity of instructors, approaches and fields, as well as faculty expertise and resources campus-wide.

Requirements of the Ph.D. Program

The Ph.D. program is to be planned around **one minor** and **one major field**.

The major field consists of the student's primary area of research expertise, and a minor field consists of a secondary area of research expertise. The major and minor areas may be disparate or related, but must be distinctly separate fields.

Course Requirements

The student is required to complete 28 units in graduate courses taken for a letter grade (above M.A. course work), of which 20 units must be in History of Art & Architecture *graduate seminars* (200-series *except* 200A and 295); the remaining 8 units are electives, usually History of Art & Architecture independent study courses (ARTHI 596). However, a student may find it desirable or necessary to take courses in other departments in preparation for the minor or major examinations or for research. Students may petition the Graduate Advisor for up to 8 units of non-departmental seminar credit to count towards their degree through [HAA Forms/Petitions](#); these should not substitute for the required 20 units of History of Art & Architecture seminars). Students must petition all non-departmental courses to count towards their degree.

ARTHI 200A Proseminar

The Proseminar is an introduction to critical theory and methodology in art history, with emphasis on historical development of current practice, debates within the field, and cross-disciplinary dialogues. *This course is required for all entering graduate students.* This course will count as 4.0 units towards the degree, but *will not count towards satisfying the 20-unit seminar credit requirement.*

Transfer of Credit

Students who completed the M.A. in History of Art & Architecture at UCSB and took seminar units beyond the required number of graduate units (32), may petition (at the time of matriculation to the Ph.D.) to have a maximum of two seminars (8 units) counted toward the Ph.D. requirements (see [HAA Forms/Petitions](#)).

Students transferring to UCSB from another graduate program may petition to transfer a limited number of credits for graduate coursework only if the student was enrolled in a graduate program when the courses were completed and they have *not* been applied toward a degree already awarded. The student must submit a departmental approved *general Graduate Student Petition* to the Graduate Division (see [HAA Forms/Petitions](#)). Students must take the Proseminar (200A) regardless of previous coursework elsewhere.

Deficiencies

If either the student's primary advisor or the Graduate Advisor detects deficiencies in the student's training, she/he/they may be required to do remedial work. Such work may consist of taking regularly scheduled upper-division course work, graduate seminar work, or individual tutorial(s) or any combination of these in order to satisfy the specialists in the fields involved. Such supplemental work will not be counted towards satisfaction of the minimum requirements for the degree.

Foreign Languages - Ph.D.

Adequate reading skills in two languages essential to the field of specialization are required. It is generally expected that incoming Ph.D. candidates have appropriate command of at least one foreign language. If documentation can be presented that proficiency in an appropriate language was required as a condition of the student being awarded the M.A. in History of Art & Architecture, then this will be recognized as meeting one language requirement for the Ph.D. Incoming students with adequate reading skills in one or both required languages can demonstrate these skills in the optional departmental reading exam(s). Usually, incoming Ph.D. candidates will be able to meet at least one language requirement in this way; they should meet the second language requirement by the beginning of the second year of residency, using one of the methods outlined (see page 14). If a student's advisor considers a third language essential for research, it can be made a prerequisite to the Qualifying Examination. Any exceptions to the methods of fulfilling the language requirement must be requested in writing to the Graduate Advisor for approval.

The Dissertation Committee

A Ph.D. Dissertation Committee must be composed of at least three UC ladder-rank faculty members. Two of the members must be ladder-rank faculty from the UCSB History of Art & Architecture department, one of whom is appointed Chair. The third member may be a ladder-rank faculty member from the department, another UCSB department, or another UC campus. Additional members may be added at the discretion of the department (ladder-rank faculty from non-UC campuses may be added by petition to the Graduate Advisor and the UCSB Graduate Council). The Chair of the committee will be the director of the dissertation research. This committee should be named at least one month in advance of the major/oral qualifying examinations, both via an internal departmental form and an official Graduate Division Form. To name the committee officially the student must submit a Ph.D. Form I, *Nomination for Qualifying Examinations for the Degree of Doctor of Philosophy*, to the Graduate Division. Any changes to the thesis committee must also be made by petition (see [Graduate Division Forms & Petitions](#)). *Note that all incoming and outgoing members of said committee must be notified of changes to the student's dissertation committee at the time changes are made, and any changes must be registered with Graduate Division.*

Year-End Review

Each year, the entire faculty are called to evaluate students' progress towards the degree. The review consists of an assessment of academic performance in course work, completion of the language requirement, and progress towards completion of the dissertation. Students' performance as teaching assistants may also be addressed. This review will take place every June. The student and her/his/their faculty advisor are required to complete a year-end evaluation form and submit it to the Graduate Advisor (see [HAA Forms/Petitions](#)). The Graduate Advisor will send letters of evaluation, as necessary, to students regarding their progress in the program. Students are responsible for completing their portion of the form and forwarding it to their faculty advisor.

General Information on Qualifying Examinations

Written Major and Minor Field Examinations and an Oral Qualifying Examination must be successfully completed before the student may be advanced to candidacy (the designation indicating that requirements have been completed, with all but the dissertation remaining, or "ABD"). Students must be enrolled when taking exams, i.e., not lapsed or on leave. The student's exam committee, including the Committee Chair, must be established prior to preparing for exams. The examination committee must convene with the student prior to exam preparation, in which the parameters of the examination are decided, including the date of the exam, the responsibilities of the committee members and the exam format. In preparation for exams students should develop a bibliography in the area of focus, and work on questions/themes drawn from the bibliography in consultation with all committee members at least two months prior to the exam, with a follow up with all committee members a month prior to the

exam. These questions/themes are designed to help frame the student's response to the questions presented on the exam but they should not be identical to the questions posed on the exam. Exam questions related to the larger themes developed during the student's preparation and area concerns will be produced by the primary advisor and circulated to all committee members for input at least one week prior to the written exam.

In the cases of minor exams, the primary examiner should be a faculty member other than the dissertation advisor, although the dissertation advisor may serve on the Minor Exam Committee. The minor and major exams may be taken in either disparate or related but distinctly separate fields.

In general, students will meet to discuss readings with the chair of their exam committees weekly or biweekly during the period of exam preparation. Exam preparation will typically last for two to four months for the minor exam and two quarters for the major exam.

Students are responsible for coordinating the schedule for the exam with their committee members, and for reserving rooms if necessary. After the date(s) are determined, it is recommended that the student remind all members of the committee of the upcoming date a day or two before the exam.

Students are permitted to use their own computers for these exams, but must sign a departmental honor pledge acknowledging that the exam is closed-book.

The Minor Field

Students are encouraged to diversify their course of study. A minor field is a secondary field of expertise, and is designed to support and extend the student's primary research expertise. A minor field can be related to, but not identical to the major field (see below). It can also be a completely different area of interest (e.g., a student may choose to develop a minor field in Medieval Art while their major field is Contemporary). Students should decide the scope of the minor field in consultation with the Minor Exam Committee (see below). To develop a sufficient background in the minor field, students are encouraged to take seminars, or independent studies in the form of ARTHI 295 or 596 (Note: 295 courses cannot be used toward the minimum 20 unit ARTHI Graduate Seminar requirement). A departmental form to take the minor exam, providing time and date of exam, as well as signatures from the committee members, must be submitted to the department in advance of the exam (see [HAA Forms/Petitions](#)).

Minor Field Examination

The goal of the minor exam is to test the student's mastery of the key materials, intellectual debates and research trajectories in the minor field, and to determine whether the student has acquired sufficient expertise for teaching purposes. The Minor Exam Committee consists of two ladder-rank UC faculty members (the Chair and Second Reader), one of whom must be ladder-rank faculty in the Department of History of Art & Architecture. Please note that *both* members of the Minor Exam Committee should be consulted and involved in the development of the subtopics of the minor field to be studied, the bibliography that covers these, and the general questions that frame the study of the key materials. These general questions will be used by the Minor Exam Committee to develop the specific question appearing on the Minor Exam. These preparatory questions should not be identical to the exam questions, but should be connected thematically and topically. In preparation for the Minor Exam, the student should also be preparing a syllabus for a 10-week course based on the materials relevant to the minor field. This should be prepared in advance of the actual exam. The Chair of the Minor Exam Committee may not be the Chair of the student's Dissertation Committee. All exceptions, such as inclusion of non-Senate faculty, must be requested and pre-approved by the Graduate Advisor after consultation with the Graduate Committee. The Minor Examination is a three-hour, written closed-book examination consisting of two questions. One question will ask the student to explain the course rationale, based on the syllabus developed in preparation for the written exam. The second question, for which the Exam Committee may offer the student two options, will pertain to the subject areas determined by the Minor Exam Committee and the student. Questions should be emailed to the Graduate Program Manager the day before the exam for distribution to the student at the appropriate time. Responses must be emailed to the members of the Minor Exam Committee, copying the Graduate Program Manager, for review at the conclusion of the allotted exam time.

The Minor Exam should be passed before the Major Exam is scheduled. The minor field and the Minor Exam Committee should be named in the departmental petition to take the Minor Field Examination. Petitions to Take the Ph.D. Minor Exam must be completed at least two weeks prior to taking the examination (see [HAA Forms/Petitions](#)).

Students joining the M.A./Ph.D. program during the 2017-18 academic year and thereafter will take the Minor Exam no later than the 8th week of spring quarter of their second year in the Ph.D. program. Students should plan their coursework and preparation accordingly.

Major Field

The major field is the student's primary field of expertise and the field in which the dissertation will be written. Students should define their major field to suit their research interests in consultation with the student's primary advisor and the members of the Major Exam Committee/Dissertation Committee. The major field should be named in the departmental petition to take the Major Field Examination.

Major Field Examination

The Major Examination will be in the student's major field of study and will be determined by her/his advisor and other faculty members of the Major Exam Committee. The goals of the major examination are for the student to demonstrate general command of her/his/their primary field, including broad familiarity with its scholarship and primary sources, and to prepare the student for the advanced research necessary to complete a dissertation. The Major Exam Committee consists of three ladder-rank UC faculty members and usually includes members of the Dissertation Committee. All exceptions, such as inclusion of non-Senate faculty, must be requested and pre-approved by the Graduate Advisor. Please note that *all* members of the Major Field Examination should be consulted and involved in the development of the areas of the major field to be studied, the bibliography that covers these areas, and the general questions that frame the study of the key materials. These general questions will be used by the Major Exam Committee to develop the specific questions appearing on the Major Exam; they should not be identical to the preparatory questions.

The Major Exam consists of a six-hour, written closed-book examination with a one-hour break. Normally the exam is administered in the department, but the student, in consultation with the student's advisor, may petition the Graduate Committee via the faculty Graduate Advisor for an exception. The exam will consist of two or three questions determined by the Major Exam Committee.

The Major Exam must be passed before taking the Oral Qualifying Examination, which should be completed within one month of passing the Major Exam. The Major Exam Committee must inform the student within one week of completion whether she/he/they has passed the examination. An internal departmental petition to take the Major Exam must be completed at least two weeks prior to taking the examination (see [HAA Forms/Petitions](#)).

Dissertation Prospectus

Prior to the student's Oral Qualifying Examination, the student will prepare a dissertation prospectus (approximately 10-15 pages), which should consist of a narrative account of the proposed dissertation topic, address the scope and depth of existing literature, and defend the originality and significance of the topic. The prospectus should include a research plan (research questions, methodology, sources, research schedule), proposed chapter outlines, and a bibliography. Students should consult with their Dissertation Committee members as the proposal and prospectus are developed.

The student must submit the final dissertation prospectus to the Dissertation Committee for review before the oral exam can be scheduled. Scheduling of the oral exam is contingent on committee members' availability and review of the submitted prospectus. The student should expect the Committee to require at least a week or more to review the prospectus. The student should consult with individual committee members to determine how much review time is required. All members of the student's Dissertation Committee at the Oral Qualifying Exam must approve this prospectus; it will become a part of the student's file.

Oral Qualifying Examination

The purpose of the Oral Qualifying Examination is to address the performance of the student on the Major Exam, and to discuss the viability of the dissertation topic. The Oral Qualifying Examination, lasting three hours, will comprise (1) a 10-20 minute presentation of the dissertation prospectus; (2) responses to questions posed by the Dissertation Committee on the Major Exam; and (3) a discussion of the dissertation prospectus, including responses to questions posed by the Dissertation Committee on the viability of the proposed dissertation.

The Oral Qualifying Exam Committee consists of the members of the Dissertation Committee. The student and her/his/their individual advisor (not the Graduate Program Manager) will make arrangements for the examination. The Graduate Advisor and Program Manager are to be notified of the date at least two weeks in advance. Immediately after the examination the members of the committee will notify the student of their conclusion and sign the Ph.D. Form II (see [Graduate Division Forms & Petitions](#)). If the committee is not satisfied, the student will be permitted to sit for the examination a second time.

The student will **advance to candidacy** (see below) when the Dissertation Committee is satisfied that the Major and Minor Examinations have been passed satisfactorily, and when the dissertation prospectus is approved at the Oral Qualifying Exam.

Timing of Major Examination and Oral Qualifying Examination

In keeping with the time to degree requirements, students are expected to complete their Major Examination and Oral Qualifying Examination by the end of their third year in the Ph.D. program.

Advancement to Candidacy

A student must be registered to advance to candidacy. In addition to passing the qualifying examinations the student must have satisfied the following requirements to advance to candidacy:

- Achieved a cumulative GPA of at least 3.0 with no Incompletes on the transcript.
- Registered for three consecutive quarters prior to the qualifying examinations.
- Paid the [Graduate Division Advancement to Candidacy Fee](#) (the student pays the Cashier and takes the receipt to the Graduate Division along with the completed Form II from Graduate Division).

Following advancement to candidacy, the student will normally devote full-time effort to carrying out the research for, and writing of, the doctoral dissertation. At this stage of the Ph.D. program, a student is labeled “ABD,” an abbreviation for **All But Dissertation**, and known as a “Doctoral Candidate.”

Dissertation

The Candidate will work directly under the supervision of her/his/their individual advisor, and consult other members of the Dissertation Committee on dissertation research. Major changes in the topic and the substance of the dissertation require Dissertation Committee approval. Following the completion of doctoral research, the student will prepare a dissertation which must be approved by each member of the Dissertation Committee and conform to the rules and regulations of the Graduate Division and the Library. After receipt of a draft of the Ph.D. dissertation, the Ph.D. committee shall evaluate the content. Students should allow at least **six weeks lead time** for faculty to adequately review their dissertation. The Committee may require that the Candidate undertake further work prior to approval of the dissertation. Once the dissertation has received final approval from the committee, the student must file the dissertation at Graduate Division according to the [Graduate Division Filing Tutorial](#). Additionally, the student must file a Dissertation Defense Waiver Form titled Ph.D. Form III-A with the Graduate Division. Copies of the dissertation’s title page, signature pages, and abstract must be filed with the Graduate Program Manager. During the COVID-19 pandemic Graduate Division has made an exception to their “wet” signature policy which requires *original* documents with original signatures. As of this writing (9/2021), students can submit the signature pages using DocuSign or a pdf file that includes the electronic signatures of the members of your Dissertation Committee. Be sure you check to see if this accommodation is current – see Graduate Division’s [Filing Your Dissertation or Thesis](#). Otherwise the signatures on these forms *must* be original – Graduate Division will not accept scanned copies. If a member of your committee is not on campus, be sure to consider the

time required for them to mail their signed form to the Department. See additional filing guidelines below (pages 23-24).

Teaching Requirement

All Doctoral Candidates must teach (usually in the capacity of a Teaching Assistant) a minimum of one quarter at some time before being granted the Ph.D. degree. TAs are awarded based on available resources and by standards that the department uses to assess degree progress (e.g., exams, grades, coursework and timely progress toward the degree).

Optional Ancient Mediterranean Studies Emphasis

Ancient Mediterranean Studies (AMS) is an Interdisciplinary Ph.D. Emphasis program that offers graduate students the opportunity to bridge the traditional disciplinary borders of fields constituting this area of Study. AMS embraces scholars from the departments of Anthropology, the History of Art & Architecture, Classics, History, Philosophy, and Religious Studies. The focus is the Mediterranean world from roughly the Bronze Age to the early Middle Ages. There are optional lectures and 2-credit lecture-series seminars that accompany the emphasis.

Optional Feminist Studies Emphasis

The [Department of Feminist Studies](#) coordinates the emphasis program. Visit their website for additional information on faculty interests, course offerings, and program requirements.

Optional Interdisciplinary Ph.D. Emphasis in Medieval Studies

The [Doctoral Emphasis in European Medieval Studies](#) has been developed primarily for Ph.D. candidates whose dissertations focus to a substantial degree on some aspect of medieval European or Mediterranean culture. The faculty in the Medieval Studies Program firmly believe that while our graduate students should continue to pursue degrees within traditional disciplines, the emphasis will enhance their prospects for academic positions by affirming that they have analyzed medieval society from a multidisciplinary perspective, that they have approached its society and culture through original sources in more than one language, and that they have received formal training in technical skills that are necessary for research with archival or manuscript materials. Visit their website for additional information on faculty interests, course offerings, and program requirements.

THESIS and DISSERTATION GUIDELINES

Proposal for Thesis or Dissertation

A tentative outline for the thesis or dissertation should be submitted and approved by the Chair and other members of Thesis or Doctoral Committee at least a quarter prior to the student's advancement to candidacy. At the time of the Oral Qualifying Exam a more fully developed dissertation proposal should be submitted (see "Dissertation Prospectus" on page 19).

Preparation

The candidate will work under the supervision of the Chair of the Doctoral Committee, but other members of the committee should be asked to give advice. Before writing, the candidate should consult the "Notes for Contributors" published annually in the March issue of the [Art Bulletin](#), the "Style Guide for Theses and Dissertations" available through the UCSB Library Reference Desk, and the University of California Style Manual's "Bibliography" and "Footnotes" by Peyton Hurt. Preparation of final copies must follow formatting requirements enforced by the Graduate Division. For requirements and information on filing the thesis or dissertation see the [Graduate Division](#) website.

Graduate Division requires that all dissertations and theses be submitted electronically. An electronic dissertation or thesis (EDT) must be submitted to ProQuest, which provides online access to dissertations, newspapers, cultural archives, and other aggregated databases. This must be done *before* the filing deadline. You must email your dissertation/thesis approval page to academics@graddiv.ucsb.edu; this is your *signed signature page* and should include electronic signatures of your dissertation committee. You can submit this via DocuSign or as a pdf file. This must also be submitted prior to the filing date. For more information on the requirement to submit a thesis to ProQuest, see below.

Dissertation and Thesis Illustrations and Copyright

Laws concerning fair use and the copyright of digital images and other materials are rapidly changing at this writing so be sure to verify the current policies with Graduate Division. It is the student's responsibility to ascertain and follow all university guidelines and requirements concerning the format and filing of theses and dissertations. This takes advance planning so there is adequate time for the student to comply fully. The department cannot approve any deviations from the filing requirements and will not make appeals to do so on a student's behalf. Check the [Graduate Division Filing Tutorial](#) *early and often*. Inquire about any updates as you near your filing deadlines. Graduate Division has an extensive guide to formatting and electronic submissions that can be found on the [Filing the Dissertation or Thesis](#) page. The following standards are a summary of the ways in which copyright and reproductions have been established at this writing but *it is the student's responsibility to assure that all formatting and copyright regulations are current*. Reproductions for images or other materials that are not within the public domain and are not the property of the student author can only be included in a thesis or dissertation if the student has received written permission to use such material. This applies to any material for which a person, persons or institution retain copyright. If for financial, logistical or other reasons the student cannot acquire these permissions, Graduate Division recommends either providing an appendix that contains a list of the visual material with sources in which reproductions may be found, or a set of pages with captions that omit the images, but again include sources in which reproductions may be found.

Keep the following points in mind as you prepare the reproductions in your thesis or dissertation:

- Logistically: it takes considerable time to write permission requests for reproductions, especially if you plan on using a large number of images for your work.
- Financially: individuals or institutions may charge fees for reproduction permissions. Even if these fees are modest, they can quickly add up.
- You retain rights to photographs you have taken yourself, so the copyright question is usually not an issue if you are using your own images.
- Many, perhaps most, institutions such as museums are willing to waive any fees for reproduction rights for dissertations or theses. Inquire about this well in advance of your filing deadline, as you

acquire the images. Similarly, many institutions also waive such fees for scholarly publications so be sure to characterize it as such when you make your request (i.e. not-for-profit academic journals).

- If your reproductions can be found in [Artstor](#), which is available through the UCSB Library, the site often includes reproduction information for its images.
- Reproducing illustrations from books and journals is more likely to create problems than acquiring photographs from a museum or archive.

There are three basic options for treating illustrative material in which copyright is an issue:

- Secure written permissions from the institutions or individuals who hold the copyright to each image for which copyright is a question.
- OR: Include your illustration pages, but leave out the copyright questionable images, and replace them with references indicating where your readers may find them reproduced elsewhere. THIS APPLIES ONLY TO THE COPIES GIVEN TO THE UNIVERSITY. See the departmental guidelines below.
- OR: Replace all illustration pages with a list at the end of the thesis/dissertation that provides the same caption information, as well as references indicating where your readers may find them reproduced elsewhere. THIS APPLIES ONLY TO THE COPIES GIVEN TO THE UNIVERSITY. See the departmental guidelines below.

In most cases, it will require less time and work to produce a list of your objects can be found in reproduction than it would to secure the photographs, especially if you need to secure reprint permission as well. In professional terms, however, it is usually a good idea to acquire photographs and reprint permissions as you are working on your project, with later publications in mind. Whatever route you and your committee choose, make sure that you budget in the time it will take to secure images and permissions or produce the list.

Electronic Dissertation or Thesis (EDT): Open Access and ProQuest

The University of California is a public institution that is committed to distributing knowledge to the public. In keeping with this mission, your dissertation or thesis must be deposited with ProQuest and UC's Institutional Repository (IR), which provides open access to all materials. Under particular circumstances you may wish to delay or "embargo" the release of your EDT. You may embargo your EDT with ProQuest for an unlimited period of time; your dissertation can be embargoed in UCSB's IR for up to two years. Requests for more than two years require the approval of the Thesis/Dissertation Chair and the Dean of Graduate Division. More information is available at Graduate Division's [Copyright, Coauthorship & Reprint Permissions](#) page.

Departmental Guidelines

- Regardless of the policies of Graduate Division and Graduate Council, the Department of History of Art & Architecture *requires students filing theses or dissertations to submit all digital images to the members of your M.A. or Ph.D. committee.*
- Many students will publish articles in the course of working on their dissertations. If you have published material from your thesis or dissertation, prior to filing, or are planning to do so, again refer to the [Graduate Division Filing Tutorial](#). Wherever and whenever possible, make sure that you retain the right to reuse and republish your own scholarship when you submit to journals or other publications.
- Students working on material where fair use is not an issue should continue to include images in the versions of the thesis or dissertation that are filed with the university.
- In principle, dissertations transform into publications and the same is true of many M.A. theses. For this reason, it is generally advisable to acquire high quality digital images (and also reproduction permissions where possible) of your objects whether or not they are to be included in what is submitted to the university.

Approval

It is the responsibility of a candidate to ascertain whether any members of her/his/their Thesis or Doctoral Committee require an opportunity to make criticisms or suggestions for improvement of the thesis or dissertation *before* the final copy is prepared. Each member of a Thesis or Doctoral Committee must receive a complete and

illustrated copy of the work *no less than six weeks* prior to the last day of classes of the quarter in which the degree is sought. Committee members may recommend changes or require that the candidate meet with them to discuss the dissertation or thesis. When all are satisfied each member of the Thesis/Dissertation Committee will sign the approval page. Ph.D. candidates are not required to defend their dissertations and submit a Form III-A to the [Graduate Division](#). *One photocopy each of the dissertation abstract, title page, and approval page must be given to the Program Assistant.* All questions regarding the filing process should be addressed at [Graduate Division Academic Services](#).

The Filing Fee

All students must pay fees to the University in the quarter that the dissertation is filed, that is, either registered or using the filing fee. The filing fee is a one-time only, reduced registration fee (usually ½ of the registration fee) in the quarter of which a student is completing the last requirements for a degree. Paying the filing fee **terminates graduate status**; therefore, only Ph.D. students and terminal Master's degree students (those not planning to continue into the Ph.D. program) may use it. If you *are* enrolled during the quarter in which you plan to complete the thesis/dissertation no filing fee is required. Spring fees cover summer up until fall quarter begins. Students who lapse out of the program, i.e.: are on unapproved leave of absence and not registered must return to registered status in order to file. Registration in summer session is currently the least expensive quarter (requiring as little as 4-unit registration for normal graduate load, with no non-resident tuition charge) during which filing requirements can be completed. Students returning for a fall, winter or spring filing from lapsed status will be required to register as a full-time student and pay appropriate fees. Students returning from lapsed status are required to file a petition with Graduate Division requesting reinstatement to the graduate program. Approval of this petition triggers assessment of quarterly fees and reinstatement of registration privileges.

Students who miss the end-of-quarter filing deadline (see the *Schedule of Classes*) by even a day will be placed on the next quarter's degree list. *There are no exceptions.* If requested, the Graduate Division will provide a letter certifying the actual date of completion of requirements and guaranteeing that the degree will be awarded the last day of the next quarter.

FINANCIAL SUPPORT

All students must complete the online ([FAFSA](#)) every year before 2 March.

The financing of your graduate career is *your* responsibility. The department offers some financial support in the form of Teaching Assistantships (TAs). TAs and other forms of financial support are contingent upon the annual departmental budget as determined by the University of California. The continuance of any awarded multi-year support packages is contingent upon a student's remaining in good academic standing. Investigating intramural and extramural avenues of financial assistance should be a top priority for every student. The Department maintains a list of fellowship opportunities on its website: [Continuing Student Funding](#). Students should go to the [Graduate Division Student Financial Support](#) website for information on UCSB Central Fellowships for Continuing Students.

Funding Search Databases

Office of Research Resources for Graduate Students

The [Office of Research](#) offers free access to a number of funding search databases if students are connected to the UCSB network or if they sign up for an account with a ucsb.edu email address. One of these, Pivot, offers a searchable database of 25,000 records representing over 400,000 individual funding opportunities from numerous sponsors across all disciplines. Students can create accounts and sign up for personalized email funding alerts. For more information, visit [Office of Research Find Funding](#).

Extramural Fellowships Requiring Departmental Nomination

See [Continuing Student Funding: External Sources](#) for application deadlines (usually around October 1). By application to the Graduate Committee; consult with your advisor prior to applying.

Attention ABD students: To be eligible for fellowships that require departmental nomination (Kress, CASVA, Dedalus), you must respond to the call put out by the Department. You must submit to the Graduate Advisor and the Graduate Program Advisor a statement of research status, a brief CV, and a proposal by the indicated deadline; in some instances, a letter from your advisor may be required. Note that each extramural fellowship requiring nomination has different submission deadlines, but the Department will be requesting your materials on the same date. It is strongly suggested that you contact your advisor if you are thinking of applying for a nomination. *Do not leave this to the last minute!* A winning proposal is one that has gone through *several* drafts in consultation with your advisor. The Graduate Advisor will make an effort to announce the timeline and instructions for submission for each fellowship, however students should also do their own research to investigate these funding opportunities.

Departmental Research Travel Awards (Pre-ABD, ABD)

By Application to the Graduate Committee -- Deadline: TBA (one quarter before planned travel)

Applications for departmental research travel fellowships are considered any time during the academic year (fall, winter or spring quarters). Students should apply at least one quarter before the planned travel; awards are made as stipend payments during the academic quarter after approval. The availability of departmental funding is contingent on current budget allocations. All students interested in applying for any research-based departmental assistance must complete the department application form and submit it with required information to the Graduate Committee (via the Graduate Program Assistant). Students' applications will be judged on the basis of the quality of previous academic work, support of their research advisor, on the evidence of the ability to do research and other creative accomplishments, and on the promise of becoming a productive scholar.

Financial award stipends are paid through the Graduate Division. To receive a stipend a student must be in an approved student status (registered). In planning your budget, be aware that stipends paid directly to you will be subject to tax withholdings. For more information regarding taxation please refer to the [Graduate Division Tax Information and Resources](#).

Teaching Assistantships

Application Deadline: TBA (for those students who do not have a funding package guarantee.)

Teaching Assistantship appointments for the following academic year will be made in the Spring quarter, pending HFA approval. Continued progress towards the degree is required of all students in order to be eligible. Students beyond normative time are not usually considered for TAships. TA appointments are determined by the Graduate Advisor, the Department Chair and the Graduate Committee.

The faculty take into consideration the following when making awards and assignments:

- The student's overall performance in the program to date or (if used for recruitment) the student's potential to do excellent work.
- The student's past performance as a teaching assistant.
- The needs of the individual instructor requesting TA support
- The student's art historical areas of interest and expertise.
- The amount of available TA support provided to the Department from the College of Letters and Science Budget Office.

The department believes that teaching experience is a valuable part of graduate education and strives to provide each student some TA experience. At least one quarter of teaching assistantship or equivalent experience is recommended for all Ph.D. students.

A student employed as a TA will be paid once a month on the first of the month, for service rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1st. A student employed as a Graduate Student Researcher will be paid once a month on the fifth working day of the month. Students employed in either of these titles may borrow up to the amount of their first paycheck when the quarter begins through the TA/GSR loan program (see the Office of Financial Aid).

In addition to the salary, a TAship of at least 25% time or Graduate Student Researcher of 25-34% time qualifies the student for a partial fee offset which covers the registration fee and educational fee components of quarterly charges. Local campus-based fees are not covered (as of this writing, 9/2021, these fees were approximately \$270). Appointment as a TA/GSR also provides payment of the health insurance fee each quarter. The offset and health insurance payment will be credited to the student's BA/RC (billing) account. In History of Art & Architecture, TA's are generally employed at 50% time (20 hours/week) and usually teach two discussion sections. A 25% TA appointment requires that only one section (10 hours/week) be taught. In the event that a student wishes to teach a third section (employed at 75%), this must be approved by the student's advisor and the Graduate Advisor prior to receiving the additional 25%. Optimally the Department supports students with TAships in order to provide funding while permitting them to make progress through the program, which is why 50% appointments are generally preferred. Note that international students may have additional restrictions on their employment, depending on their visa status. TAs are responsible for preparing section plans on a rotating basis, usually based on a topic determined by the instructor. TAs meet once a week with all TAs and the instructor to discuss the lesson plan for the subsequent week. TAs are responsible for grading all assignments and exams for students in their sections and for teaching their sections once per week, based on the agreed-upon section prep, for the duration of the quarter.

Head TA

In lower division courses with projected enrollments of more than 200 students, a Head TA is appointed. The Head TA receives a 50% appointment, but teaches only one section (25%). The remaining 25% is used to fulfill administrative duties including scheduling sections, reserving rooms for reviews, or TA meetings, acting as a liaison between students and TAs, and TAs and the instructor. The Head TA provides photocopies or other materials for teaching as prompted by the course instructor, and if there are readings that need to be scanned the Head TA is responsible for producing those.

Internships

Graduate Enrichment Fund Museum Internship: This internship sponsored by the Graduate Enrichment Fund are organized with the following *participating* museums when possible: The Huntington Art Gallery and Virginia Steel Scott Gallery; Fowler Museum at UCLA; the Los Angeles County Museum of Art; and the Santa Barbara Museum of Art. Graduate students who are ABD and making good progress toward the Ph.D. are given priority for these positions when they become available. Usually the internship is for one academic year at 20 hours per week, and is compensated at the approximate rate of a full-year Teaching Assistantship. Fees and health benefits are also covered. Calls to apply for this internship are made when participating museums have committed to a cost-sharing arrangement with the Department. Applications must include a letter of intent, a letter of recommendation from your advisor, and a copy of your CV.

Note: Internship placements are dependent on the willingness of the museums to participate and *may not be available every year.*

Image Resource Center Internships: The Image Resource Center occasionally offers graduate internships. Calls to apply for these internships are made throughout the year. Contact [Jackie Spafford](#), IRC Curator.

Readers

Readers are hired for professors who have upper-division classes that exceed 30 students. For each student in excess of 30, the reader works one (1) hour. For example, a class of 42 students would provide *twelve* reader hours at approximately \$17.78/hour (rate as of 10/01/2021). Readers do not hold office hours or lead sections, and they are *not* required to attend lectures. With grading guidelines provided by the instructor, readers grade exams/papers in upper-division courses within their allotted readers' hours. Readers *may not* be currently enrolled in the course for which they are reading. Readers must be currently enrolled at UCSB; have a cumulative GPA of at least 3.0; and ideally, should have taken and received at least a 'B' in the course or its equivalent in which they are serving. Readers are not paid for attending the class for which they are reading.

Note: It is *imperative* that the prospective student reader *obtain a reader form from the instructor*, return it to Christian Brown, Financial and Budget Coordinator, and sign employment papers *before* work is begun. Readers **WILL NOT** be paid for work done prior to signing employment papers.

Those AHGSA members who may be interested in serving as a reader should answer the call from the Graduate Program Advisor rather than responding to individual faculty requests, in order to assure equitable hiring practices. This will be issued at the start of every quarter; reader hours are not awarded to individual faculty until the 3rd week of class.

Summer Sessions Employment

Teaching for Summer Sessions is an option for ABD students, and TAing is an option for any graduate student. The call to apply to teach or to TA for the summer session usually comes at the end of fall quarter, however assignments are not given until Spring quarter. The Department Chair proposes to Summer Sessions a selection of classes, TA assignments, and teaching schedule. Teaching Assistant assignments will be made by the Graduate Advisor in consultation with the Department Chair and Graduate Committee as per guidelines used during the regular academic year.

Employment – Documentation and Eligibility

Federal law requires employers to certify that everybody hired is legally entitled to work in the U.S. This law applies to everyone - native-born American citizens as well as immigrants, foreign visitors, and naturalized citizens.

If you intend to work for pay for any employer, either on or off campus, you must provide documentation of your eligibility to work before you can be hired or re-hired. No one will be hired or re-hired at UCSB for any position, including academic appointments (teaching assistants, research assistants, etc.) *without proof of eligibility to work.* To avoid delays in hiring dates, late checks, etc. be prepared to show appropriate papers as soon as you arrive on campus.

The Federal Immigration Reform and Control Act of 1986 requires you to show both identity and proof of employment eligibility. Form I-9 must be completed before the appointment start date.

Establishing California Residency for Domestic Nonresident Students

Every entering student is classified as a resident or nonresident of California for tuition purposes. U.S. citizens and permanent residents who have come to UCSB from outside the state of California are reminded to take steps to establish California residency *as soon as possible*. Domestic nonresident students *must* establish California residency by the beginning of their second year.

To be considered for a resident classification, students must:

- Complete and submit a Statement of Legal Residence (SLR) immediately after submitting the Statement of Intent to Register (SIR), and
- Provide clear and convincing evidence that they have satisfied all UC residence requirements.

Note: Students who fail to submit the SLR will be classified as a nonresident for tuition purposes and will be responsible for all nonresident tuition.

For residency requirements and further information see [Office of the Registrar - Residency](#). There are four general categories that must be met: 1) physical residency; 2) intent to remain in California; 3) Financial Independence and 4) Immigration Status. Details on qualifications required to meet these categories can be found at [UCOP Residency Requirements](#). All international doctoral students in good standing receive the International Doctoral Recruitment Fellowship (IDRF) at the start of their fourth quarter of residency (usually the start of their second year). Since all international students are required in their first year of residency (3 quarters) to pay the non-residential supplemental tuition fee (see "Graduate NRST" at Office of the Registrar - Fees/Expenses) the IDRF covers these supplemental fees from their fourth quarter onward. Once an international student advances to candidacy, she/he/they receive a waiver of non-residential supplemental fees for up to nine registered quarters. For further information see Graduate Division's [International Doctoral Recruitment Fellowship](#) (IDRF) page.

The Office of the Registrar has an appointed Residency Officer who has sole authority over assessing student residency status. Questions should be directed to the Registrar's Office.

Department Travel Conference Support

Graduate students who are presenting a paper at a scholarly conference may request support toward travel costs from the Department of History of Art & Architecture.

The department has a limited amount of money to support conference travel. In most cases, the department will only be able to provide partial funding for transportation. Please note that students may only apply to the department for support for travel to only one conference per year.

Please note: [Academic Senate Doctoral Student Travel Grant](#) Program will support one trip (in a graduate student's career) for ABD students to present a paper at a conference. All ABD students seeking funding for this purpose **must** first apply to this program. The Academic Senate invites applications into two pools: Pool 1 covers conferences occurring between July 1 and December 31 of any given year, and Pool 2 covers conferences between January 1 and June 30 of the following year. Students who are ABD may only apply for departmental aid if their application for this program is denied, or if they have previously received funding for a prior conference. The [Graduate Student Association Conference Travel Grant](#) offers travel reimbursement grants up to \$200 for conference fees and travel. Applications must be made in the quarter immediately following the conference travel. GSA travel grants are available only for those expenses that are not covered by other sources of financial support. Please see the individual websites for further information.

All other students invited to present papers at conferences may apply to the department for support funding for travel. The department has a limited amount of money to support travel to conferences. The award guidelines are: \$150 for CA conferences; \$400 for all other states; \$600 for travel outside the U.S.

Only one reimbursement award per year can be made to a student. Applications can be submitted at any time during the academic year. (A year is considered all travel from July 1 of current year to June 30 of the next year). Allowable expenses are the actual cost of the airline ticket or equivalent ground transportation to and from the conference or meeting. Original receipts may be required.

Applications should include a copy of the formal invitation to present, an abstract of the paper/project to be presented, a letter to the graduate committee explaining why and how attending this conference is important and useful, and a budget of estimated travel expenses. The student's research advisor must also sign the application indicating approval. Please note that students may only apply to the department for support to travel to one conference a year. Students who are ABD may only apply for departmental aid if their application for an academic senate doctoral student travel grant has been denied.

Extramural Funding

A number of governmental and private-sector fellowships are available to graduate students. Students can begin by visiting the [Graduate Division Funding Options](#) for links to financial support information.

Need-Based Financial Support

Graduate students may apply for need-based loans and work-study awards through the Office of Financial Aid. The process is initiated by completing the [FAFSA](#) that can be filed online. The programs are based entirely on demonstrated financial need. Questions should be directed to the [Office of Financial Aid](#).

Eligibility

Only **U.S. citizens and eligible non-citizens may apply for funds administered by the Office of Financial Aid**. The Office of Financial Aid uses a standard student budget for the initial calculation of your eligibility for various programs. Students' eligibility for any financial aid program is determined by comparing their resources to their budget. The Office of Financial Aid does its best to meet student needs after taking into account other financial resources, including teaching and research assistantships, fellowships, veterans' benefits, etc. Assistance is usually offered as a combination package.

International Students

For more information on financial aid for international students, consult with the [Office of International Students and Scholars](#).

“Good Academic Standing”

All students who receive central fellowships (including “block grant” funds) administered by the Graduate Division must maintain continuous enrollment and remain within normative time to degree. Students who are not in academic good standing because their cumulative GPA is below 3.0 or they have excessive units of unfinished coursework – defined as 12 or more units of Incomplete (I), No Grade (NG), or No Record (NR) – may not hold centrally administered fellowships. Students who have exceeded the time limit for completion of the Master's degree (four years plus one-quarter grace period) are also not eligible to hold centrally administered fellowships.

HEALTH INSURANCE

UC SHIP Insurance

Mandatory health insurance is a component of quarterly fees. Students with their own insurance plans can apply for a waiver of this mandatory fee.

HOUSING

University Owned Housing

The University owns a variety of housing units available to graduate students through [UCSB Campus Housing](#). You can [access contracts and apply on line](#). There are typically active waitlists for campus housing, so both early action and patience are advised.

Off-Campus Housing

The [Community Housing Services](#) office, located in the University Center, Room 3151, will assist you in finding a room or a roommate through their listings of available housing.

EMAIL

Setting Up a UCSB Email Account

A majority of departmental business is conducted via email. In order to conduct official university business, each student is required to have a university email (U-Mail) address. The email system allows students to forward their university email to another address if desired. All graduate students sign up for a free U-Mail account through the University and are eligible for activation about a week after the Registrar's Office has processed your Statement of Intent to Register. See [U-mail Student Collaboration Services](#) to set-up a U-Mail account.

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