

GRADUATE STUDENT HANDBOOK

2025-2026

Department of Ethnic Studies
University of California, Riverside

Welcome to the Graduate Program in Ethnic Studies at the University of California, Riverside!

This handbook serves as a guide for graduate students.

Please read carefully to understand terms, requirements, and resources.

Anthony Macias
Director of Graduate Studies
anthony.macias@ucr.edu

Robert Perez
Department Chair
perezr@ucr.edu

TABLE OF CONTENTS

Section	Page Number
I. Department Overview	3
II. Faculty	6
III. Departmental Organization	9
IV. The Masters of Arts (M.A.) Degree Requirements	11
V. The Doctor of Philosophy (Ph.D.) Program	12
VI. Policies and Procedures	21
VII. Registration	23
VIII. Funding Opportunities	29
IX. Departmental and Campus Resources	34
X. Graduate Student Life	35
XI. Ph.D. Graduation Procedures	36
XII. Dissertation/ Thesis Filing Checklist	36
XIII. TA Selection Criteria	38
XIV. Commonly Used Forms	39

Department of Ethnic Studies Graduate Program

I. Overview:

Since 2009-2010, the inaugural academic year of our Ph.D. program, we have been committed to mentoring and supporting high-caliber scholars who crucially contribute to one of the most dynamic, intellectually creative environments in the University of California system that is in dialogue with not only campus colleagues but also national networks and international contacts. We are dedicated to training students in rigorous, interdisciplinary methodologies to produce theoretically sophisticated scholarship that is relevant and accountable to everyday people, from our immediate family members and extended kinfolk to local and transnational working-class and marginalized groups. Ethnic Studies is inextricably linked to community engagement, which includes producing scholarship attuned to alternative ways of knowing, learning, and being.

Our program honors the spirit of Third World Studies—a radical educational project born of a community-campus connection and a praxis that embodies resistance, empowers communities, and transforms society—while continuing the tradition of Ethnic Studies as a field of inquiry that emerged from twentieth-century political movements inspired by decolonial liberation struggles. At the same time, our scholarly distinction is derived from our unique analytical approach to cutting-edge knowledge production and innovative teaching. We neither imitate nor replicate the paradigms and curricula of traditional academic departments. The intellectual work of Ethnic Studies at UCR encourages a comparative and relational approach while encouraging a deep engagement with Native American, African American, Asian American, and Chicano-Chicana Studies.

Our work carries forward a long tradition of sustained struggles for freedom, respect, and self-determination; this history guides our aspirations. The graduate program represents our specific vision of Ethnic Studies: a rigorous, critical analytical approach that utilizes but significantly exceeds the rubrics of race, ethnicity, culture, and identity.

You have been accepted to our competitive program because you possess the drive, focus, and motivation needed to navigate an interdisciplinary, individually tailored course of study. We will do our best to put you in a position to succeed by improving your professional prowess, strengthening your current abilities, honing new skills, and maximizing your potential for planning and executing an original research plan, as well as crafting expository prose that analyzes data or research findings via effective argumentation, advanced critical thinking, and sophisticated theoretical knowledge production.

Our faculty members, in their research, teaching, professional, and public activity, analyze the ways in which social constructs such as race and ethnicity intersect with class, gender, and sexuality, building upon the historical and contemporary paradigms through which scholars have understood colonialism and other stratified structures of power, hierarchy and difference. Informed by our respective research projects and seminar courses, the graduate program reflects the department's philosophical and ethical principles, as well as its engagement in a profound, provocative conversation across disciplinary and interdisciplinary fields. Ultimately, our collective scholarship produces a unique body of work that models the mixture of multiple methods and practices.

A. The master's degree (M.A)

Our program offers a stand-alone (“terminal”) master’s degree, which is designed for students whose goal is to complete the M.A. as their ultimate objective. While completion of the M.A. degree does not lead to automatic admission into the Ph.D. program, successful students may be encouraged to apply to the Ethnic Studies Ph.D. program at UCR or to similar programs at peer campuses. The M.A. program is ideal for students who wish to enhance their existing scholarly training and their professional qualifications, or who hope to prepare themselves to eventually pursue a relevant doctoral degree.

For those on the doctoral track, the completion of the master’s requirements is a milestone in the progress of graduate students toward degree completion with a Ph.D. Both master’s and doctoral students must complete the M.A. core curriculum and will earn a master’s degree after completing the minimum course unit requirement, which equals 36 units of course work, including the Ethnic Studies core courses, and after successfully passing their written examinations. Students are expected to complete the master’s portion of the graduate program at the end of the spring quarter of their second year. If students need additional time to complete these requirements, they must submit a plan that outlines the completion of the master’s requirements by the end of their third year.

The master’s degree allows students to explore the academic study of Ethnic Studies and gain a deeper background in theories and ideas in Ethnic Studies, methodological approaches, current intellectual debates and topics, and the historical and genealogical context of Ethnic Studies as a knowledge-making project. It facilitates students becoming better versed in the field, particularly in their desired areas of emphasis. It offers our students the ability to select an area of specialization in the graduate program broadly inspired by one of the three options: 1.) Theories of Race and Power, 2.) Cultural Politics and Production, and 3.) The State, Law, and Social Transformation. These areas of specialization offer a general theoretical framework that helps guide students to conceptualize and articulate their own original research project.

Each student in the graduate program is required to come up with three fields of study that will be the basis of their written examination. For their three-person exam committee, students will choose a committee chair from Ethnic Studies and two other faculty members—at least one must also be from Ethnic Studies—with whom they will generate reading lists in their three core areas. The written exam will consist of three essays, each of which covers one core theoretical question from each area. Questions will be devised in conjunction with the faculty who are advising the student. Students will receive their three questions on a date that they set and will spend ten days writing the examination. The exam will be evaluated by the student’s three committee members, and the chair of the examination committee will moderate the process. Students must pass their written examination to receive their master’s degree.

Following University of California regulations, students who already hold a master’s degree in Ethnic Studies are ineligible to acquire a second degree in this program. Please note that we view master’s degrees in Asian American Studies, Black Studies, Chicano/a Studies, and Native American Studies as distinct from a master’s degree in Ethnic Studies. Nevertheless, written exams will remain a prerequisite toward the next phase of degree completion.

More information on the M.A. degree is found in the section of this handbook that outlines M.A. Degree requirements.

B. The Doctorate of Philosophy Program (Ph.D.)

The Ph.D. program prepares students to enter academia as researchers and university instructors in a specific field of expertise. General background in the methods and interdisciplinary field of Ethnic Studies is expected before matriculation, as well as a strong background in a specific area of study that will form the student's area of specialization which will be the theoretical framework supporting three sub-fields of study conducted through the M.A. degree and throughout the student's own research.

Current students should carefully examine the courses offered, and the faculty specializations, as well as cognate resources throughout the College of Humanities, Arts, and Social Sciences (CHASS) to make sure that they are able to pursue their desired area of study.

Upon the M.A. degree completion, graduate students continue to develop upon their own research project leading to the Oral Qualifying Exam, which should be taken by the end of Spring Quarter of their third year. If a student needs additional time to prepare for their Oral Qualifying Exam, the student and their chair should create an outline charting their proposed progress. Drawing from three written field statements, the oral qualifying exam revolves around a dissertation prospectus. The dissertation prospectus should be written in consultation with the student's oral examination committee chair and be circulated to the committee members 2-4 weeks before the examination date, according to the committee members' preferences.

An Oral Qualifying Exam committee must consist of five members, with a chairperson from the Ethnic Studies Department. The majority of the five-person committee must consist of UCR Academic Senate members from the Ethnic Studies Department. The fifth member must be from another UCR department and serves as "oversight member." If need be, the student may include an expert from outside of the UC system as one committee member, in consultation with the Director of Graduate Studies and with detailed justification. Students should allow approximately three hours for the exam, though it will not usually take the entire time.

Upon the completion and passing of the Oral Qualifying Exam, the student will be considered a Ph.D. candidate with "all but dissertation" (ABD) status. At the time of the oral examination, students must designate their dissertation chair and, ideally, two additional dissertation committee members. The other two committee members may be officially confirmed later by submitting the "Committee Change (Dissertation or Thesis)" petition via R'Grad. For the three-person dissertation committee, the majority of members must be from the Ethnic Studies Department.

In order to complete the Ph.D., students are expected to write a dissertation that meets the academic standards set forth by the dissertation chair and the two other committee members. Upon completion of the dissertation, students are required to complete a dissertation defense that is open to members of the department (e.g., faculty and students). This presentation of their research will be followed by a Question and Answer period.

Following University of California regulations, students who already hold a doctoral degree in Ethnic Studies are ineligible for this program.

II. Faculty

The Department of Ethnic Studies currently numbers fifteen faculty members; their research and teaching interests address a variety of social questions and scholarly concerns. Their work moves between and across the social sciences and humanities; several faculty members are situated in the traditional disciplines, while others are substantively interdisciplinary in their research methods and scholarly practices.

Accordingly, UCR Ethnic Studies professors train undergraduate and graduate students in a variety of disciplinary and interdisciplinary methodologies and have been selected as research and/or postdoctoral fellows by the Ford Foundation, National Research Council, Mellon Foundation, Rockefeller Foundation, UCLA Institute of American Cultures, UC Office of the Chancellor, UC Office of the President, UC Humanities Research Institute, Spencer Foundation, CUNY Digital Humanities, the Bancroft Library, and the Huntington Library, among other institutions and foundations.

<p>Edward Chang, Professor Founding Director, Young Oak Kim Center for Korean American Studies 4025 INTN edch@ucr.edu B.A. in Sociology, UC Berkeley M.A. in Asian American Studies, UCLA Ph.D. in Ethnic Studies, UC Berkeley</p> <p><i>Civil unrest, race relations, Korean-African American relations, peace building in interethnic communities.</i></p>	<p>Gerald Clarke, Professor 4011 INTN geraldc@ucr.edu B.A. in Visual Arts, University of Central Arkansas M.A./M.F.A. in Visual Arts, Stephen F. Austin State University</p> <p><i>Native American Visual and Performing Arts, California Tribal Sovereignty, Cahuilla Tribal Culture, Contemporary Native American Issues.</i></p>
<p>Adrián Félix, Associate Professor 4050 INTN adrian.felix@ucr.edu Ph.D. in Politics and International Relations, USC</p> <p><i>Politics of migration, diaspora, transnationalism, race and citizenship.</i></p>	<p>Alfonso Gonzales Toribio, Associate Professor, Director, Latino and Latin American Studies Research Center 4007 INTN alfonso.gonzales@ucr.edu B.A. in Latin American Studies, UCLA M.A. in Latin American Studies, Stanford University Ph.D. in Political Science, UCLA</p> <p><i>Latino politics, political theory, Latino and Latin American Studies, and critical ethnic studies.</i></p>

<p>Emily Hue, Associate Professor 4030 INTN emilyhue@ucr.edu B.A. in Women Studies, Vassar College Ph.D. in Social and Cultural Analysis in the Field of American Studies, New York University</p> <p><i>Is an interdisciplinary scholar who specializes in studies of humanitarianism, Asian American Studies, visual art, performance, queer studies, Southeast Asia, and diaspora.</i></p>	<p>Wesley Y. Leonard, Associate Professor 4017 INTN wesleyl@ucr.edu B.A. in Linguistics and French, Miami University(Ohio) M.A. and Ph.D. in Linguistics, UC Berkeley</p> <p><i>Native American language reclamation, research methods, and education; linguistic anthropology; gender studies; Japanese studies.</i></p>
<p>Anthony Macías, Professor 4042 INTN anthonym@ucr.edu B.A. in History, University of California, Berkeley M.A. and Ph.D. in American Culture, University of Michigan, Ann Arbor</p> <p><i>Twentieth-century U.S. cultural history, comparative and relational race and ethnicity; Chicana@ Studies; Chicano, Latino, and African American expressive cultures; popular cultural production, circulation, and reception, especially music, dance, film, television, and theater.</i></p>	<p>Keith K. Miyake, Assistant Professor 4020 INTN keith.miyake@ucr.edu B.S. in Engineering, Harvey Mudd College Ph.D. in Earth and Environmental Sciences, Graduate Center City University of New York</p> <p><i>His teaching and research interests span political economic geography, environmental policy, racial capitalism, Asian American Studies, geographical information science (GISc), and the carceral state.</i></p>
<p>Jennifer Nájera, Professor 4013 INTN jnajara@ucr.edu B.A. in Anthropology, Stanford University M.A. in Education, Stanford University Ph.D. in Cultural Anthropology, University of Texas at Austin</p> <p><i>Undocumented students in higher education, public pedagogy, Mexican origin people and race, U.S. borderland studies, and Chicana feminisms.</i></p>	<p>Robert Perez, Associate Professor 4049 INTN perezr@ucr.edu Ph.D. in History, UC Riverside</p> <p><i>American Indian history with an emphasis on California, the U.S. southwest, Texas and northern Mexico.</i></p>
<p>William Henry Pruitt III, Assistant Professor 4038 INTN william.pruitt1@ucr.edu B.A. in Black Studies and Political Science, Amherst College M.A. in English, Harvard University M.A. in Comparative Literature, Columbia University Ph.D. in African American Studies, Harvard University</p> <p><i>Twentieth and twenty-first century U.S. literature and culture; epistemologies of racial progress, regress, and stagnation; art, popular culture, and government; interlocking systems of domination and oppression.</i></p>	<p>Charles A. Sepulveda, Assistant Professor 4021 INTN charles.sepulveda@ucr.edu Ph.D. in Ethnic Studies, UC Riverside</p> <p><i>California Indian Studies with a focus on the mission system's enslavement of Native peoples and their resistance. The environmental devastation to southern California's riparian ecosystem and the efforts to rematriate land/water into a relationship beyond heteropatriarchy.</i></p>

<p>Kēhaulani Vaughn, Associate Professor 4034 INTN kehaulani.vaughn@ucr.edu B.A. in American Studies, Occidental College M.A. in Asian American Studies, UCLA M.Ed. in Higher Education, UCLA Ph.D. in Ethnic Studies, UC Riverside</p> <p><i>Pacific Islander and Indigenous feminist theorizations of land, environment, and regeneration. Indigenous Feminisms, Pacific Island Studies, Trans-Indigeneity, Indigenous Education, Ethnic Studies, Indigenous Methodologies, Indigenous Studies.</i></p>	<p>Jasmin A. Young, Assistant Professor 4046 INTN jasmin.young@ucr.edu B.A. in Africana Studies, California State University, Northridge M.A. in African American Studies, Columbia University; M.S.c. in Gender Studies, London School of Economics and Political Science Ph.D. in History, Rutgers, The State University of New Jersey</p> <p><i>The intellectual history of Black women, state violence and resistance, and radical Black feminism. Black Studies, African American History, Black Feminist Theory, 20th Century U.S. History, Women's History, Civil Rights Movement, Black Power, Digital Humanities.</i></p>
--	--

III. Departmental Organization

The Department of Ethnic Studies is located in the CHASS Interdisciplinary North Building (INTN). Faculty offices line the hallways of most of the fourth floor of INTN. If students need to meet with a staff member after 4pm, they should contact the appropriate staff person ahead of time for availability.

The **Department Chair** is responsible for the overall academic operation of the department, including curricular and financial matters including budgeting, allocations, and approval of financial disbursements. They report to the Dean of the College of Humanities, Arts, and Social Sciences. Any matters pertaining to academic departmental policy may be directed at them.

The **Director of Graduate Studies (DGS)**, *also known as the Graduate Advisor*, is responsible for monitoring all aspects of the graduate program, including facilitating admissions, reviewing student progress, and serving as a liaison to the Graduate Division throughout the course of a student's degree program. The DGS also organizes the Teaching Assistantships and is in communication with graduate students regarding their individual progress, needs, concerns, and questions, as well as collective issues. The DGS reports to the Department Chair and to the Dean of the Graduate Division. Any questions pertaining to the graduate program may be directed at them.

The **Financial & Administrative Officer (FAO)**, Josie Ayala, provides oversight and coordination of the financial and administrative support functions of the department. They are primarily responsible for providing management, coordination, and oversight of the daily operations of the department, including financial, human resources, academic support, contracts and grants, facilities management, and other operational matters. They provide support for the department's academic personnel including ladder rank (tenure-track and tenured) faculty, lecturers, visiting professors, researchers, postdoctoral fellows, associate instructors, and teaching assistants. The FAO manages the business, accountability, stewardship, publicity, and support functions in the department to achieve department and College of Humanities, Arts, and Social Sciences (CHASS) goals and objectives in meeting the mission of the University. The FAO has significant responsibility to organize work and achieve broadly stated goals for the department, including identifying objectives, developing strategies and policies, and functions. Josie's office is INTN 4033C and she can be reached at (951) 827-6031, or josie.ayala@ucr.edu.

The **Graduate Student Affairs Officer (GSAO)**, Mariella Valdivia, is responsible for counseling and overseeing the graduate degree programs in close consultation with the Director of Graduate Studies. The GSAO assists in the scheduling of graduate courses and is responsible for graduate student employment and the interpretation of graduate student policies and procedures. They are the primary interface for all matters related to graduate student affairs, including course registration and fellowship disbursement. They prepare course proposals, program changes, and catalog reviews. In addition, the GSAO provides administrative, financial, and instructional support to the Chair, FAO, and faculty. **All questions pertaining to the graduate program should begin here.** Mariella's office is INTN 3033A, and she can be reached at (951) 827-0209, or mariella.valdivia@ucr.edu.

The **Budget Analyst**, Kasondra Lopez, provides professional support in the areas of financial/budget analysis, fiscal management, contracts and grants, and administrative matters. They serve as the primary advisor to the FAO regarding all funding sources; performs complex budget analysis; makes recommendations for expenditures; designs and creates meaningful financial reports; provides comprehensive budget information to facilitate financial strategic short- and long-range planning of resources. They monitor the grant budgets in direct consultation with the PI and FAO. They ensure that planned activities are within budget and expenditures are appropriate. They are responsible for monthly, quarterly and annual reports of financial and programmatic activity, data collection and analysis, tracking encumbered expenses and reviewing posted expenses for accuracy. Kasondra's office is in INTN 4033B, and she can be reached at (951) 827-0936 and kasondra.lopez@ucr.edu.

The **Academic Personnel and Payroll Assistant**, Dawn Viebach, administers the recruitment process for ladder-rank faculty and non-senate faculty (the latter including lecturers, visiting appointees, associate instructors, researchers, and other non-senate titles). They have thorough knowledge of recruitment procedures as contained in the Affirmative Action Guidelines and related policies. They work closely with search committee chairs, affirmative action monitors, department chairs, and the FAO in the process of faculty hiring, from creation of the recruitment plan through the completion of the appointment file. They prepare documents and ensure compliance with the Hiring Toolkit, Affirmative Action Guidelines, the Academic Personnel Manual (APM), Memorandum of Understanding (MOU), and other related policies. They also provide support to departments for a variety of personnel actions for Non-Senate appointees, including document preparation for assessments, Excellence Reviews, Merit Reviews, and Instructional Workload Course Equivalency (IWC) requests. Dawn's office is in INTN 3033B and she can be reached at (951) 827-6436, and dawn.viebach@ucr.edu.

The **Event Coordinator and Administrative Assistant**, Geneva Amador, plans and executes all events such as lectures, colloquia, conferences, luncheons, receptions, and meetings, and arranges room scheduling, set-up, media resources, catering, parking, and other event needs. Geneva is responsible for equipment inventory, space management, and copier maintenance, and serves as key custodian and Safety Coordinator. She handles purchasing, travel vouchers, check requests, honoraria, reimbursements, deposits, and other payments, and audits transactions for required receipts, proper approval, appropriateness, funding source, and mathematical accuracy as well as researches discrepancies and handles returns. Geneva also assists in office coverage, answering phones, distributing mail, and maintaining bulletin boards. **Any questions regarding class or officeresources should begin here.** Geneva's office is in INTN 4033 and she can be reached at (951) 827-1583 and geneva.amador@ucr.edu

IV. Master of Arts (M.A.) Degree Requirements

A. Course Requirement

- i. 36-unit requirement with a cumulative grade point average of a 3.0
 - **Core Courses**
 - a. ETST 200 (4 unit)
 - b. ETST 201 (4 unit)
 - c. ETST 203 (4 unit)
 - **Graduate Proseminar on Professionalization**
 - a. ETST 405 (2 unit)
 - **Other Course Work**
 - a. 24 units of other coursework
 - i. 12 units of the electives must be Ethnic Studies courses.
 - ii. ETST 297, 291, 299 do not count towards the unit requirement
 - **ETST 289 Colloquium in Ethnic Studies**
 - a. All students must be enrolled in ETST 289 in every quarter in their first two years.

B. Examinations

i. Written Qualifying Examination

Graduate students are required to successfully complete a Written Qualifying Examination. The exam will test the student's knowledge of the methodological and theoretical foundations of the field of Ethnic Studies and will cover material from the required core courses as well as courses in the student's area of specialization. This exam is evaluated by a faculty committee chosen by the student.

- For more information about the written qualifying examination please see under the Ph.D. requirements.

C. Forms

- i. To ensure that Graduate Division acknowledges your interest in earning your M.A Degree while enrolled in the Ph.D. program, please speak with the GSAO. The "Application for Candidacy for Masters of Arts in the Field of Ethnic Studies" must be filled out and signed by the student and the Director of Graduate Studies. Students should begin discussing the exam process with their chair and the GSAO at least one quarter prior the desired exam date.

D. Reserving Space

- i. To reserve a space for a student's written qualifying exam, either the student or the exam chair should contact the GSAO. They will reserve a space suitable for the examination.

E. Second Master's Degree

- i. Permission to work for a second master's degree may be approved when there is little relation in content between the two degrees. Duplication of a master's degree in a single field is not permitted, and duplication of a doctorate is rarely permitted, regardless of the field of study. Students who have earned master's degrees in similar fields will still be required to follow all Written and Qualifying Exam Guidelines.

F. Dual Enrollment of Programs

- i. If students are interested in enrolling in a different terminal Master's Program at UC Riverside alongside their enrollment in the Ph.D. Ethnic Studies degree, they must consult with the GSAO. It is important to clarify the total course requirements, policies, and procedures to proceed along two academic tracks. Please note that Graduate Division limits the number of overlapping courses for two separate degree programs.

V. The Doctor of Philosophy (Ph.D.) Program

A. Normative Time

Students are expected to move through the Ph.D. program on “normative” time, per the Graduate Division. For the Ethnic Studies Department, normative time includes: 1) the successful completion of the written exams by the end of Spring Quarter of a student's second year, 2) the successful completion of the oral examination by the end of Spring Quarter of a student's third year, and 3) the acceptance of a student's dissertation and the public presentation of the dissertation by the end of Spring Quarter of a student's sixth year.

The faculty understands that each student's path toward the completion of his/her Ph.D. might, at some moment, fall out of normative time. If at any time a student exceeds normative time to complete one of the exams or the dissertation, s/he will be required to submit a timeline and plan for the completion of the exam in question or the dissertation.

B. Ph.D. program components

- The Ph.D. program is divided into four major components:

1. *Coursework.* Students entering the Ph.D. should expect to take at least six quarters of coursework total before the written qualifying exams. A tentative schedule of coursework should be established at the beginning of the program with the Faculty Director of Graduate Studies or the student's Faculty Advisor and is subject to revision during this first stage of the program.
2. *Written Qualifying Examination.* After coursework, the Ph.D. student should expect to spend two or three quarters preparing for the written qualifying examination. The written exam will be completed no later than the spring quarter of the student's second year in the program.
3. *Oral Qualifying Examination.* After the written exam is successfully completed, the student will present a prospectus to the oral qualifying exam committee at least three weeks before the scheduled date of the oral qualifying exam. Once the prospectus is approved by the committee, the student will participate in an oral qualifying exam based on the prospectus. Once this exam is passed, the student shall become advanced to candidacy by the Graduate Division. The oral qualifying exam will be completed no later than the spring quarter of the third year in the program.
4. *Dissertation.* After advancing to candidacy, the Ph.D. student is responsible for producing a dissertation, which is the capstone requirement of the Ph.D. program. The student should expect this stage of the program to take at least two years, perhaps more depending on research and writing time. The student is also expected to participate in a dissertation defense.

C. Specific course requirements

- Part 1: Core Requirements
 - i. Two Theory courses:
 - ❖ **ETST 200:** History of Ideas in Ethnic Studies (4 units)
 - ❖ **ETST 201:** Sociocultural Theories in Ethnic Studies (4 units)
 - * *The specific topics of these courses may vary according to the instructor and, with permission from the Director of Graduate Studies, these courses may be repeated one time (assuming the syllabus varies significantly).*
 - ii. One Methodology course
 - ❖ **ETST 203:** Research Methods in Ethnic Studies (4 units)
 - Where appropriate students are encouraged to take an additional course in methodology (quantitative or qualitative) in addition to ETST 203. This course may be repeated one time.*
 - iii. Professional Development
 - ❖ **ETST 405:** Proseminar on Professionalization (2 units)
 - Graduate Division requires programs to train all graduate students in Professional Development. The Ethnic Studies department achieves this training through this proseminar. Topics discussed will typically include: professional publications, conference presentations, grants and fellowships, time management, and the academic job market.*
- Part 2: Colloquium Series in Ethnic Studies (ETST 289)
 - i. During the first two years, students must enroll in the departmental colloquium course each quarter.
 - ii. **ETST 289: Colloquium in Ethnic Studies (1 unit)**
 - a. Ph.D. students are free to take any graduate level ETST seminar offered without seeking the approval of the instructor. Students who wish to take graduate level seminars in other CHASS departments or in School of Education, or wish to enroll in Directed Studies (ETST 290), Concurrent Studies (ETST 292), or Directed Research (ETST 297) should seek the approval of the Director of Graduate Studies and the instructor with whom they wish to work.
- Part 3: Area of Specialization Coursework
 - i. Area I: Theories of Race and Power
 - ii. Area II: Cultural Politics and Production
 - iii. Area III: The State, Law, and Social Transformation

Students will select courses that are relevant to one or more areas of specialization that will help them create the three written qualifying exam readings lists and the dissertation prospectus. A grade of B or better is required in each course and an overall GPA of 3.0 must be maintained to be considered making satisfactory academic progress in the program.

D. Research and Teaching Requirement

- Students are expected to participate in at least one academic quarter of supervised research enrollment in ETST 297 and/or by working as a research assistant.

- Students are expected to work at least one academic quarter as a teacher in the college classroom. This is most often fulfilled by serving as a Teaching Assistant for an undergraduate level Ethnic Studies course and by enrolling in ETST 302. The 302 courses will be supervised by the instructor in charge of the course to which the TA is assigned.

E. Foreign Language Requirement

- There is no formal foreign language requirement. However, in certain research areas a language requirement may be required if it is deemed that the language is germane to the student's research. In those cases where foreign language is required, competency can be established either by presenting evidence of satisfactory completion of the UC Language Placement Exam, or by means of a translation administered by an expert in the chosen language.
- The determination of the language requirement as it relates to the student's area of study should be made within the first two years of the program and communicated to the Director of Graduate Studies by the student's faculty mentor.

Students wishing to submit a departmental examination (a timed translation exercise in the department with a dictionary) should notify the Director of Graduate Studies and allow a few weeks to set up the examination. The student will be given a recent, untranslated article or book chapter related to their field of interest and will be allowed three hours in a pre-determined location to translate at least three pages of text. The student may not use any computer-assisted translation software.

- Ph.D. students are also expected to develop sufficient mastery of the language(s) in which their primary source materials are written. Some of these languages may be offered at UCR, and students will be encouraged to register in the highest possible level of those language courses. Be advised that students may also have to make special arrangements, through summer travel or Intercampus Exchange Program (IEP), to study the languages needed for research.

F. Duration of Coursework

- Students will normally complete required coursework by the end of the second year of the program.
- During the two quarters preceding the examination quarter, students may combine their graduate seminars with a flexible number of units of ETST 291 (Individual Studies). The work for ETST 291 will be comprised of compiling their reading lists for exams and beginning to do research.

G. Qualifying Exams

- Advisor and Committee-
 - i. By the end of coursework (which should last from six to nine quarters), students should have a solid idea of the specific subject area they will pursue in their dissertation. It is expected that they will also have identified the faculty members in the Department of Ethnic Studies as well as faculty members outside of the department who will serve as their advisor and committee members for their written and oral examinations and dissertation. Though it is strongly recommended that students work consistently with the same chair and committee members, students may change the makeup of their exam and dissertation committee as they see fit.

- Written Qualifying Exam

- i. Committee makeup

The Written Qualifying Exam committee must be composed of three members; at least two out of the three must be ETST departmental faculty, with a professor from another UCR department possibly serving as the third member. The committee chair must be from Ethnic Studies. In some cases, it may be necessary, with justification, to invite an expert faculty member from another UCR department or an outside accredited institution to serve on the committee; this determination will be made by the student in consultation with the chair of their exam committee and the Director of Graduate Studies. Students should determine their examination committees during their second year of the program, no later than four months prior to the exam date. Students do not need to submit a petition naming their Written Qualifying Exam Committee or indicating their proposed exam date.

- ii. Exam Preparation

The student, in consultation with the three committee members, will build an extensive bibliography—comprised of at least 90 different texts—organized into three major fields of study and minor topics/fields/subfields within those three major fields. The 30 books and articles/essays/chapters in each reading list should reflect the student’s conception of their emerging fields of scholarly expertise. These reading lists should be developed approximately 5-6 months prior to the planned date of the exam to ensure enough time for the student to adequately prepare for the written exam.

Students, in conjunction with their committee chair, will have the option of organizing a meeting of their committee for approximately one hour to discuss context and timeline of the written qualifying exam. The purpose of this meeting is to ensure that all committee members are aware of the student’s progress, intellectual concerns, and overarching conception of the relationship between the written exam and the dissertation prospectus. This is not obligatory.

Whether a student chooses this option to begin their exam preparation, all students are responsible to regularly meet with their committee members to report on their progress and to prepare for the exam. The committee members may opt to develop a set of “working exam questions” that will allow the student to critically focus their study of these texts over the subsequent months or students might choose to annotate and synthesize texts independently. In both scenarios, students are expected to develop notes and drafts that form foundations for the formal written exam. Ideally, this process is designed to help the student move through the program by successfully tailoring the questions to their individual areas of expertise and research interests while still connecting the questions to the foundational and contemporary methods and theories in the field.

- iii. Taking the exam

During the week before the exam date, the chair of the committee will collect one exam question (which may be a complex, multiple-part question) from each committee member.

Formal exam questions will be communicated to the student via email from the committee chair (the student's primary faculty mentor). The final written exam response is submitted to the entire committee by the student via email within ten days. The student's formal response will be one 12-15-page double-spaced essay answer (not counting Notes) for each of the three questions. The response will be submitted as a Microsoft Word document.

Each of the three committee members will read the essay responses to their respective question and evaluate their portion of the exam, assigning one of three possible grades: Pass, Fail, or Pass Pending Revisions. Committee members may request to read the other two exam areas and provide feedback in those areas, as well. Each committee member will then submit the assigned grade, and if they wish, their annotated essay to the committee chair within two weeks. Committee members may also choose to give the student written feedback comments directly and/or meet with the student in person, or they may schedule an in-person de-briefing discussion with all committee members.

If revisions are necessary, the committee member(s) will return the assessed essay(s) to the student in a timely manner, giving the student an appropriate amount of time to revise. Once the revised essay(s) are approved, the student will have passed the exam. Students may retake the exam one time if they fail on the first attempt. Students receiving more than one committee member's "Fail" vote will fail the exam.

The chair of the student's Written Qualifying Exam committee must notify the DGS to confirm the exam results. After the successful completion of the Written Qualifying Exam, each graduate student must initiate the "Report of Exam or Degree Requirement" petition. On this form, available via R'Grad, the student will specify that the "Exam or Requirement" being reported is the "Written Qualifying Exam," and then must enter the "Date of Exam or Requirement" (the date of the exam itself, not the date that the committee responded with the grades). The form also asks for the "Final Result," for which the student may enter, from the drag-down menu: "Pass." The petition is then forwarded for "Grad Staff Approval" to make it official, after which the master's degree will be conferred.

Students who pass the written qualifying exam who do not already hold a master's degree in Ethnic Studies will be eligible to receive the M.A. in Ethnic Studies from UCR. Students who pass the written qualifying exam are eligible to move on to the Oral Qualifying Exam portion of the Ph.D. degree.

- Oral Qualifying Exam

- i. Exam committee

The majority of the five-person committee must consist of UCR Academic Senate members from the Ethnic Studies Department, with a chairperson from the Ethnic Studies Department. The fifth member must be from another UCR department and serves as "oversight member," whose role is primarily to monitor the fairness of the exam itself. If the student wishes to include one committee member from outside of the University of California system, the student must consult with the Director of Graduate Studies.

ii. Forms:

Via R'Grad, the student must submit the Nomination for Oral Qualifying Exam Committee petition, as well as the Timetable to Ph.D. Oral Qualifying Exam petition to officially establish the committee and to set a date and time for the oral exam.

iii. Space:

Students and/or their advisor should consult the GSAO to reserve a space for an In-Person or Hybrid mode Oral Qualifying Examination.

iv. Preparation for the Oral Examination

Within a year after successfully completing the written examination, students are required to compose, in consultation with their Oral Qualifying Exam committee members, three written field statements that pertain to theoretical, methodological, and substantive foci related to the preparation of their dissertation. Drawing from these field statements, the Oral Qualifying Exam revolves around a dissertation prospectus. The prospectus should generally contain the following components: an introduction to the student's research project with a clear chapter outline; a theoretical framework in the student's declared area of Ethnic Studies specialization and/or a review of the existing literature relevant to the proposed project; a methodological approach and historiographic intervention or research question(s); resources for the completion of specific proposed chapters; and a timeline for completion of the research and writing.

This prospectus must be circulated to the committee for approval 2-4 weeks prior to the exam date (depending on the committee members' preferences). Graduate students are required to successfully complete an Oral Qualifying Examination by the end of the spring quarter of their third year.

v. Taking the oral exam

Students will begin the exam by presenting an overview of their prospectus, including major research questions and significance of the project. This presentation should take no longer than 15 minutes.

Committee members will then give the student feedback on the prospectus and ask questions meant to help the student to fine-tune their research questions, theoretical frameworks, methodology, and chapter plan. This portion of the exam usually lasts between 1-2 hours.

The Oral Qualifying Exam can be taken in one of the following modes: In-Person, Hybrid, or Remote. The student and their advisor (committee chair) will discuss these three options, with the advisor making the final determination. For In-Person modality, the student is required to meet on campus with all committee members physically present. For Hybrid modality, the student is required to meet on campus in a video enabled room that supports some members physically present and others remote. The chair of the committee must be physically present for a Hybrid exam. For Remote modality, neither the committee members nor the student need be physically present on campus.

The committee and the student's advisor will take responsibility for supervising and

conducting the oral exam, and each member must attest that the prospectus/dissertation project is approved. After a successful oral examination, the student will be considered “all but dissertation” (ABD) or “in candidacy.”

After the successful completion of the Oral Qualifying Exam, students must submit the “Report of Oral Qualifying Exam” petition, which need not yet list their dissertation committee members, but which must list their dissertation committee Chair(s). If students do not assign all three of their full dissertation committee members on the “Report” petition, they will need to eventually submit a “Committee Change (Dissertation or Thesis)” petition to officially confirm their Dissertation Committee membership.

H. Dissertation

Doctoral students who have advanced to candidacy will research and write a dissertation under the guidance of a Dissertation Committee. The dissertation should focus on a specific aspect of the candidate’s fields of study and must conform to the format prescribed by the Graduate Council.

- Dissertation committee
 - i. According to UCR Graduate Division regulations, and our own departmental policy, a Dissertation Committee will be composed of three faculty members, the majority of whom must be “UCR Academic Senate members from the student’s academic program.”
 - ii. The dissertation committee does not need to be comprised of the same numbers as the either written or oral examination committee, but it must also be approved by the Graduate Advisor (at the behest of the student) and appointed by the Graduate Dean. Normally, one member of the committee will act as a Chair, assuming primary responsibility for supervising and mentoring the candidate in their research and writing. In some cases, students may choose co-chairs for their dissertation committee.
- Relationship between the prospectus and the dissertation
 - i. The prospectus should act as a guide and template for the dissertation rather than a contract. It is understood that the dissertation itself will grow and evolve during the research and writing. Major changes in the scope or direction of the dissertation should be cleared with the dissertation committee chair.
- Dissertation: Content, Time Frame, and Preparation
 - i. The dissertation should be substantial piece of original research and writing that can, with sufficient post-graduation work, be turned into a book; students should not think of it as a “long paper,” but rather as “chapters” united by an overarching thesis. The dissertation should focus on a specific aspect of the candidate’s fields of study.
 - ii. Normative time to the completion of degree and completion of the dissertation is six years. Students should count on spending roughly two years of writing and research, especially if they are also teaching or otherwise working.
 - iii. Students should check in with the members of their committee, especially the chair, regularly to show their progress, providing written chapters and drafts on an agreed-upon schedule. The dissertation, when written, must conform to the format guidelines prescribed by the Graduate Council (available at www.graduate.ucr.edu), and should

also follow the standards and protocols of the discipline.

I. Dissertation Defense, Publicity & Modalities; Graduation Procedures

- Dissertation Defense (also called the “Final Defense”)

After the Dissertation Committee approves the completed dissertation, the candidate must formally present their dissertation as part of the Departmental Colloquium series to fulfill the Dissertation Defense requirement.

- i. Publicity & Modalities

The Dissertation Defense will be a public event and will be advertised as would a departmental speaker. Room reservations must be made in advance in consultation with the Graduate Student Affairs Officer.

The Dissertation Defense can be completed in one of the following modes: In-Person or Hybrid. The student and their advisor will discuss which mode is appropriate, with the advisor making the final determination. For In-Person modality, the student is required to hold the Dissertation Defense on campus with all committee members physically present. For Hybrid modality, the student is required to hold the Dissertation Defense on campus in a video enabled room that supports some members physically present and others remote. The student and the chair of the dissertation committee must be present on campus for the Hybrid option. A departmental faculty member can represent an absent committee member by proxy.

- ii. Dissertation approval

The dissertation committee must approve the student’s dissertation and defense presentation before the public event.

- iii. Research presentation

For the final defense, students should prepare and present the argument and findings of their dissertation. This presentation should be akin to a job talk, and it is expected to last 30-40 minutes. There will be a Q&A session after the presentation is concluded.

- Forms and signatures

- i. Students must submit the Final Defense petition by the deadline as proof of completion; all committee members must sign. It is recommended that the student meet with their Graduate Student Affairs Officer to discuss all required items. Pay close attention to the intent to graduate, Signature Approval Page (which must be signed via R’Grad by all committee members), and dissertation filing deadlines and procedures to avoid paying additional fees.

For a “PhD Dissertation and Master’s Thesis Filing Checklist,” including strict deadlines, visit the Graduate Division website at

<https://graduate.ucr.edu/dissertation-and-thesis-submission>.

- ii. Forms to collect day of dissertation defense:
 - ❖ **Signature Approval Form** (*please review format guide for example*)
 - ❖ **Form 5:** Report of Final Examination for the Degree of Doctor of Philosophy

- Applying to Graduate
 - i. Students will need to review degree audit via R'Web (see Degree Audit icon under your authorized applications menu) and also review your advancement to candidacy letter that you received from Graduate Division at the time of advancement. Confirm all requirements have been or will be completed by the end of the quarter you wish to graduate. Discuss any discrepancies with Academic Advisor.
 - ii. The application to graduate will be available once registration begins for the quarter you wish to graduate. Be sure to submit the Graduation Application petition via R'Web by the Friday of Week 1, quarter of graduation.

- Commencement and Doctoral degree conferral
 - i. Commencement

To participate in commencement exercises (usually held the second or third week in June), students who plan to finish their degree in Spring or Summer quarter must submit a "Notice of Intent to Complete a Ph.D." to the Graduate Division by the published deadlines. This form is not required for graduation, but is only necessary for students who want to participate in commencement. Students who will complete the Ph.D. degree in summer and wish to participate in commencement must also complete the "Commencement Ceremony Petition." Both forms are available at www.graduate.ucr.edu along with other important information such as commencement schedule, rental or purchase of regalia, and hooding procedures.
 - ii. Degree conferral

Diplomas are not distributed at this time; they are usually available 12 weeks after graduate date. The Registrar will send a notice by mail once diplomas are ready. Students must provide postage to have the diploma mailed to them.

If graduate require proof of graduation sooner, the Registrar will upon request provide a "certificate of completion."

VI. Policies and Procedures

A. Annual Mentoring and Evaluation review of student progress

i. Purpose

- The end-of-year graduate evaluation, due by the end of Week 9 during Spring Quarter, is meant to ensure that current enrolled students are making sufficient progress toward the completion of their degree. To this end, and to encourage the alignment of graduate students' goals with those of their primary faculty mentor (i.e.; Exam or Dissertation Committee Chair), each year individual student evaluations are compiled, with input from their main faculty advisor or, for first-year students, from the Director of Graduate Studies.

ii. Content

- These evaluations are based on student progress, especially in relation to the required coursework and the successful completion of written and oral exams, which are time-to-degree milestones. Also included is information about professional activities such as fellowships, grants, or awards; research presentations at conferences; scholarly publications; service, training, and other academic accomplishments.

iii. Submission to Graduate Division

- These evaluations are ultimately submitted to the Graduate Division, with the key takeaway being a designation of "Satisfactory" or "Unsatisfactory" progress. Typically, students who complete their coursework and show advancement toward their degree goal (written exam and oral exam, dissertation research and chapter composition) following the department's Graduate Program Timeline will be considered as making satisfactory progress. Students whose GPAs fall below 3.0, who carry more than 12 units of incomplete grades, who are not on normative time, who fail to pass required exams after two attempts, or who do not progress through various stages of the degree (coursework, examinations, prospectus, and dissertation) may be considered as making unsatisfactory progress. Students making unsatisfactory progress will have their evaluation reviewed by the Vice Provost and Dean of Graduate Studies, and might be ineligible for fellowships, readerships, and TA positions.

B. GPA and Incomplete Grades Impacting Employment and/ or Fellowship

i. GPA requirements

- Students who are making unacceptable progress and become subject to dismissal when either their overall GPA falls below a 3.00 or their quarterly GPA falls below 3.00 for two consecutive quarters.
- Students will be dismissed if any student has a GPA of a 2.0 or below. Letters will go out to students notifying them of their low-grade point average. Students who have a low GPA for three quarters will automatically be dismissed as well. They can appeal this dismissal but will require a letter of support from the faculty advisor and the DGS.

ii. GPA Eligibility for Academic Student Employees

- A student has been appointed as a Graduate Student Researcher or Teaching Assistant cannot serve unless they have less than 8 units of “I” grades. Also, students must have at least a 3.0 GPA.

iii. GPA for Fellowships Holders

- Students must have a 3.5 GPA to hold fellowships. All fellowships are placed on hold when the holder has a GPA lower than a 3.5. Fellowship holders would need to provide a letter of appeal as well as a letter of support from Graduate Advisor.

iv. Incomplete Grades

- Teaching Assistants, Associate In, Teaching Fellows, GSRs, and fellowship recipients cannot have more than 7 units of “I” grades.
- Any student who is making unacceptable progress becomes subject to dismissal when they have more than 12 units of “I” or “NC” grades.

C. Residence Status

i. Residence

- All students are classified either as residents or non-residents of California.
- Student’s residency status determines whether their tuition and fees will be charged at a California resident or non-resident rate.
- UCR campus Resident Affairs Officer determines that status based on information you provide in your Statement of Legal Residence (SLR).
- New and returning graduate students are required to complete a Statement of Legal Residence.
- All new graduate students are initially assessed a non-resident tuition until the SLR is received by the Office of the Registrar and a current residency determine is complete.
- Status as a California resident is usually granted after their first year of student for students moving from out of state, by various means.
- To be “In Residence” in a given quarter, a student needs to be only enrolled in 4 units.
- *Foreign student’s policy*
 - a. Foreign students cannot establish California residency and should expect to pay nonresident tuition every quarter in addition to all other assessed fees until they are Advanced to Ph.D. Candidacy. Once advanced, foreign students do not pay nonresident tuition for three years (9 terms). After three years, foreign students are assessed the nonresident tuition fee again if their graduate program is not complete.
 - IF you have any residency questions, please contact the Residency Affairs Office in the Registrar’s Office.

VII. Registration

A. General Course Information

- *Lower division undergraduate* (course numbers 001-099): These are introductory courses, usually fulfilling undergraduate breadth requirements and populated primarily by freshmen and sophomores. (In the Department of Ethnic Studies, most of these are large lecture courses for which many of our graduate students can expect to serve as Teaching Assistants.)
- *Upper division undergraduate* (course numbers 100-199): These are more advanced disciplinary courses, principally populated by juniors and seniors. Most of these courses fulfill undergraduate major requirements. (Occasionally, depending on the size of the course, these classes may provide opportunities for graduate students to be hired as readers. A few of these courses also have discussion sections led by TAs.)
- *Graduate* (course numbers 200-299): These are the courses designed specifically for graduate study; no numerical or content distinction is made between M.A. and Ph.D. courses at UCR.
- *Professional* (course numbers 300-499): These are courses designed to give professional instruction for academic trajectories after graduate school. Some courses are worth few units, but address a range of topics crucial to academic professionalization to facilitate career success. The course units for TAs (see below) are professional course credits.
- Students should make every effort to enroll only in graduate level courses; however, students who enroll in upper division undergraduate courses in the Department of Ethnic Studies must enroll concurrently in ETST 292 (see below) and complete work sufficient to raise the course to graduate level standards. Undergraduate courses do not hold the same unit value for graduate students, so enrolling into undergraduate courses may require students to carry a higher course load to maintain full-time status. Students may also, after consultation with the Director of Graduate Studies, enroll in relevant, upper-division courses in other CHASS Departments, as long as they also enroll in a 292 (Concurrent Enrollment) course in that Department.
- Enrollment in courses offered by the Ethnic Studies department should be a priority; however, students may take graduate courses in other CHASS departments, and in the School of Education, if related to their program of study.
- Students may also enroll in graduate courses at other UC campuses, after approval of the Director of Graduate Studies, UCR faculty mentor, and faculty at the target campus. Forms for the Intercampus Exchange Program (IEP) are available through the Graduate Division www.graduate.ucr.edu/pub_forms.html, and must be filed several weeks before the quarter begins.

B. Registration Process

i. Choosing Courses

- Each student may make an appointment to meet with the GSAO before registering for the next quarter's class (new students who have not yet relocated to Riverside by registration date may confer by email or telephone). The GSAO will make sure the planned courses meet their academic needs and demonstrate progress toward a comprehensive course of study (leading, ultimately, to the written and oral qualifying exams). During this meeting, the GSAO will also discuss the student's progress toward degree and answer any questions or concerns a student may have.
- If a student wishes to take a 290-level course (Directed Studies, Individual Studies, Concurrent Studies), The Director of Graduate Studies will need to approve of the student's enrollment. Be advised that Directed Studies (ETST 290) must also be approved by the Graduate Dean and requires a petition (available on the Graduate Division's website).
- Students may also propose to register for selected upper-division ETST courses, pending the agreement of the instructor and the approval of the Graduate Advisor. The student will then register for the undergraduate course and ETST 292 (Concurrent Studies in Ethnic Studies). Not all upper-division undergraduate courses are available for Concurrent Studies and the student should keep in mind that in order to take ETST 292, an agreement must be reached between the student and the instructor of the upper division course to complete extra-graduate level work to go along with the regular coursework. The student is expected to attend all lectures and complete all work assigned in the upper-division course as well as extra work assigned to earn credit for ETST 292.
- Once permissions are obtained, it is the responsibility of the student to acquire and fill out all appropriate forms with the assistance of the Graduate Student Affairs Officer.
- First year students should expect to enroll in the course courses (ETST 200, 201, 203, 405) in Fall, Winter, and Spring quarters as appropriate. Since the Ph.D. program requires students to take courses in the area of specialization as well, students should also be thinking of how to fulfill those requirements when they register.
- During the first two years, students are expected to enroll in ETST 289 each quarter. Any exceptions must be explained in writing to the Graduate Division by the Director of Graduate Studies.
- Students may also propose to take graduate level courses in other Departments. Enrollment in courses is open during enrollment periods posted on the Registrar's

Officer website and students should refer to standard enrollment process or consult with the Graduate Student Affairs Officer for assistance.

ii. How to register for courses

- General information about enrollment, including the dates for registration, can be found at the Registrar's Office web site www.registrar.ucr.edu. All registration takes place online through R'Web at www.rweb.ucr.edu. To receive funding (fellowships, grants, TA Funding), students must be registered for a minimum course load of 12 units. If a hold has been placed on a student's account (by Graduate Division, Student Business Services, or Financial Aid), the issue must be resolved and the hold must be removed to register. If the student does not have the hold removed, students run the risk of being dropped from their registered courses.
- After meeting with the individual Director of Graduate Studies, students should use the appropriate system (R'Web). Students familiar with the R'Web system may enroll themselves during their appropriate enrollment period.
- Note: Some courses are not published in the online course listing, so students still need to consult with the Graduate Student Affairs Officer to find the call number for those courses. These will include faculty section numbers for any 290-level courses as well as ETST 302 (Teaching Practicum).
- Through R'Web, students may regularly look up grades, view financial aid status, view current billing account status, confirm courses, view/accept financial aid awards, verify Student ID, set privacy restrictions, and change the PERM PIN.

C. Student Statuses

i. Continuous Registration

- In addition to maintaining residence, graduate students must be continuously registered, that is they are expected to enroll for every academic session (Fall, Winter, Spring) for a full-time status of courses (at least 12 units, normally) until the final requirements for the degree are met (for Ph.D. students, this means the oral defense and submission of the dissertation).
- Failure to register for courses may lead to lapsed status. Even if students have paid fees, this does not mean they are enrolled; they must enroll in courses by the last add/drop date, or else petition to Graduate Division for late enrollment and pay a fee.
- Note: Students whose fees are being paid through the University (by fellowship or TA positions or other funds) should register for a minimum amount of units (at least six) during pre-registration; if they are not enrolled for at least 6 units by the time fees are due (usually two weeks prior to the beginning of the quarter), late fees can be assessed, holds can occur, and also delayed funding.

ii. Filing Fee Status

- Students who have fulfilled all but the final requirements for their degree (Ph.D. student's oral defense of the dissertation) may pay a Filing Fee in lieu of registering

for courses and paying the fees for the quarter, the filing fee is usually half of the registration fee (\$179).

- Students may only pursue this option:
 - a. In the quarter in which they intend to fulfill the final requirement of their degree
 - b. If all other requirements for the degree have been met in previous quarters. Students who pay a filing fee instead of registering for the quarter are ineligible for financial assistance, or employment as a TA or GSR. Student health insurance in that quarter must be purchased separately.
- Students must successfully complete all requirements and submit items by the deadline set forth by Graduate Division. If you do not submit all items by the deadline, you will be required to enroll in a full schedule of 12 units for the following quarter.

iii. Half-Time Status

- Although full time registration is the norm at UCR, students may petition the Graduate Division to be enrolled half time (no more than 6 units per quarter). A petition must be submitted to Graduate Division two weeks before fees are due, and a good rationale must be provided (full time work, poor health, family responsibilities). Students registered half time are ineligible for fellowship or TA funds. Students cannot register for more than 6 units to be enrolled half time, so this will typically involve one class per quarter.

iv. In-Absentia Status

- Ph.D. students who have advanced to candidacy and are actively researching their dissertation outside of California may petition to register In Absentia and receive a reduction in the registration fee. Approval of the Graduate Advisor and the Graduate Division are required.
- If a student is In-Absentia, they need to purchase health insurance outside of the university.

D. Leave of absence and withdrawal

- i. Students who cannot maintain continuous registration but who do not wish their graduate student status to lapse may petition the Graduate Division for a leave of absence. Typically, a leave of absence will only be granted for serious medical, financial, or professional reasons (for instance, if a student must work apart from their program and needs time off to do so).
- ii. Students on leave are ineligible for University services, financial assistance, and University employment reserved for graduate students (such as TA or GSR positions). Students living in University housing should check with the housing office to see if they will be required to vacate their housing during a leave.

- iii. In extraordinary circumstances, students may request that a leave of absence begin retroactively after the beginning of a quarter. Students may also petition to have a leave of absence extended beyond three quarters.
- iv. Students who have already used their leave of absence, or wish to leave the university without a leave of absence, may petition to withdraw and apply for readmission when they wish to resume graduate study. Students should keep in mind that readmission is not guaranteed and must be approved by the Graduate Division as well as the Department. Students who withdraw who have paid fees, even after the beginning of the quarter, may be eligible to get a partial or complete refund.
- v. Forms for withdrawal and leaves of absence are available from the Graduate Division website.

E. Changing major or degree track

- i. Once admitted to UCR by the Graduate Division, all graduate students have the option of changing their degree track or even their major (i.e., the department in which they are enrolled as a student). Any petition to switch major or degree track (from M.A. to Ph.D., or vice versa) should be cleared with the Graduate Advisor before being submitted to the Graduate Division. Students should be aware that switching degree track or major may result in the forfeit of any fellowship package promised at admission.
- ii. Students may also pursue the option of switching to another Department, although this privilege is granted very rarely and requires the approval of both the Director of Graduate Studies in Ethnic Studies and the Graduate Advisor of the target Department (as well as a petition approved by the Graduate Dean).

F. Transferring into the Ethnic Studies Department from another UCR Department

- i. The Ethnic Studies Department will request a copy of the transfer student's file from their home department, and Ethnic Studies may or may not request three new letters of recommendation to help assess the transfer request.
- ii. The Graduate Advisor will send a memorandum e-mail explaining the transfer process to the transfer student.
- iii. The Ethnic Studies Department sponsoring faculty member will write a Letter of Endorsement, which will include a statement of intent to serve as chair of the transfer student's dissertation committee.
- iv. Transfer students must pass the Ethnic Studies Department Ph.D. program required courses – ETST 200, ETST 201, ETST 203, and ETST 405 – preferably in sequential order, before they can take their Written Qualifying Exam, and before they can take their Oral Qualifying Exam.
- v. The Graduate Advisor must submit an Annual Review for the transfer student, once they have been in the Ethnic Studies Department Ph.D. program for at least one quarter.

- vi. The transfer process will officially be completed when the Graduate Advisor signs the Graduate Division form, “Petition for Change in Major, Credential, Degree Objective, or Add Program.”

G. Misconduct and Grievance Policies

- i. It is the responsibility of all students to be aware of the policies with respect to student conduct, including sexual harassment, cheating, and plagiarism. Students who wish to file a complaint in any of these areas can speak confidentially to the DGS, Department Chair, or GSAO. No action will be taken against a complainant; the responsible party (DGS, Chair, and GSAO) will cooperate with the proper administrative parties to resolve any conflicts. It is recommended that all students consult the most recent copy of the University's Graduate Student Handbook (available from the Graduate Division website: www.graduate.ucr.edu) to familiarize themselves with the conduct and grievance policies of UCR and the University of California.

H. Deadlines to Initiate R’Grad Petitions

- i. It is the student’s responsibility to ensure that all petitions reach UCR Graduate Division with sufficient time to proceed through the routing path. If a petition arrives in the Graduate Dean’s queue after the posted deadline, or if the student is not eligible for the requested petition at the time it is received, it will be denied. If the student becomes eligible, they must submit a new petition and have it received by the deadline.
- ii. Note that the following list represents selected petitions and internal Ethnic Studies program deadlines. For the full list of petitions, the official Graduate Academic Affairs deadlines, and more detailed information about the process, see https://graduate.ucr.edu/gaa_deadlines

Annual Mentoring and Evaluation: Week 5 of Spring quarter.

Application for Candidacy for Master’s Degree: Friday of week 1 - quarter of Master's graduation.

Committee Change (Dissertation or Thesis Committee): 15 business days prior to dissertation defense. Both M.A. and Ph.D. students use this form to update their committees.

Directed Studies (290): Three weeks before the first day of instruction (recommended) - quarter the course is taken.

Dissertation: Three weeks before the last Friday of the quarter - quarter of graduation.

Final Defense (Ph.D.): Three weeks before the last Friday of the quarter - quarter of graduation.

Format Review (Dissertation): Six weeks prior to the [filing deadline](#) - quarter of graduation.

Graduation Application: Friday of week 1 - quarter of graduation.

Leave of Absence: Three weeks before the first day of instruction - quarter of leave.

Nomination of Oral Qualifying Exam Committee: 15 business days prior to exam.

Report of Exam Result or Degree Requirement: Tuesday of week 9 - quarter the exam is taken.

Report of Oral Qualifying Exam: 1 business days after exam (recommended).

Timetable to Completion: Three weeks before the first day of instruction - quarter of hold.

Timetable to Ph.D. Oral Qualifying Exam: Three weeks before the first day of instruction - quarter of hold.

VIII. Funding Opportunities

It is the intention of the Graduate Program to admit all students, with some financial assistance so they can maintain full-time student status without having to take on significant work responsibilities outside of school. Any financial package is affirmed by the Graduate Division at the time of admission, and should be included with the original offer of admission. The financial assistance package included with the admission offer should be considered a contract by both student and Department, although continued financial awards depend on a student remaining in good standing.

Please reach out to your Graduate Student Affairs Officer to further explain your Award Letter.

A. Graduate Division Funds

- i. Every year, the Graduate Division makes available a predetermined amount of funds to each graduate program to be distributed among prospective applicants. In making admissions decisions, departments decide how to allot this money among an entering class of students for Graduate Division Fees and Stipends. Many students receive a portion of these funds in the form of fellowships and/or stipends in their first year or two. The cohort of students, entering in a particular year, will not necessarily all receive the same or similar award amounts.
- ii. Students with exceptional academic records, and desirable out-of-state students, are also eligible for additional funds directly from the Graduate Division.
- iii. Applicants should pay close attention to the type of funding received in a given year from Graduate Division outlined in the award letter. Usually a stipend will be paid out in the quarter (or quarters) in which the student is not working as a Teaching Assistant. In the first two years, most students receive a combination of stipend and Teaching Assistantship.
- iv. The goal of every award is to combine Graduate Division Funds with Department Funds so that students do not have to pay the major fees (more than \$5000/qtr.) for some quarters.
- v. The Graduate Division also awards fellowships to students nearing completion of their doctoral program in the form of dissertation grants; these grants are competitive and often limited in number. More information about funding opportunities is available at www.graduate.ucr.edu/fin_aid.html.
- vi. Some additional University funds are also available from the Graduate Student Association.

B. Department Funds

- i. At present, most of the Departmental Funds that can be allocated to graduate student financial assistance are in the form of instructional money, i.e., TAships. In better budget times, the Department granted small supplements to the stipends; if and when fiscal conditions permit, this practice will resume, with amounts awarded shown in the Financial Award Package in a separate column.
- ii. A limited amount of funds is available for smaller paid positions in the Department, such as readers for courses or part-time research assistants. These are hourly positions that, most of the time, do not carry with them benefits and payment of graduate fees.
- iii. Some faculty members may have research funds, from University or external sources, which allow them to pay for a full time Graduate Student Researcher. A GSR is a half time job (like a TAship) that pays a salary and covers fees and benefits for a graduate student. At present, there has been no guaranteed GSR for ETST.

- iv. It is possible that faculty can make research funds available for this purpose some students may have their TAship replaced with a GSR position.
- v. Students are discouraged from working an additional job if they are already TAing and receiving fellowships.

C. Teaching Assistantships

- i. The primary mode of financial assistance offered by the department is Teaching Assistantships. Teaching Assistant positions = half-time employment.

(50% employment means that you should not be working more than 20 hours per week)

- ii. Primary TA responsibilities include:

- Required lecture attendance.
- Grading essays and/or proctoring and grading exams.
- Keeping records (student attendance, grades, participation).
- Instruction of weekly fifty-minute discussion sections with enrolled students.
- Holding required weekly office hours (shared office space provided).
- Accurately claim missed work via the Time & Attendance Reporting System (TARS)

- iii. TA Contract + Description of Duties

- Once you have been selected as a TA for a course, a TA “contract” will be provided. The contract is an official TA appointment letter, which will outline the employment dates and current pay for the appointment. You will need to sign and upload it promptly upon receipt to officially accept the position.
- In addition, a Description of Duties agreement must be signed. The instructor of record is considered your “Supervisor;” they will fill out the Description of Duties form detailing the specific job duty items for their class. Then both of you will meet and discuss the required duties for the term.
- The GSAO will file the original forms with signatures. They can provide copies of the items you have signed.

- iv. TA Commitments

- Students who are guaranteed Teaching Assistant positions through their financial packages will receive priority TA assignments.
- TA commitments were outlined in your Admissions packet. If you are unsure about the amount of TA quarters you are owed, please reach out to your GSAO.

- v. TA Applicant Pool

- Students who do not have guaranteed Teaching Assistant positions will be added to a pool. These students will be assigned to any remaining discussion sections. Ethnic Studies graduate students receive priority in this pool, followed by other CHASS graduate students.

- vi. TA Preference List

- Students are given the opportunity to provide a list of preferred courses for which they wish to TA, which will be taken into consideration, along with the support and

preference of the faculty who will be supervising them, during the TA assignment process.

- Another factor considered is ensuring students gain a wide experience working with a variety of undergraduate courses.

vii. UAW, AFL-CIO

- Teaching Assistants are members of a collective bargaining agreement with UAW and the University of California.
- First time Teaching Assistants will receive the UAW Application during the onboarding process with Human Resources. You have the opportunity to review your options and elect your status with the UAW.

viii. Fee Remission/ GSHIP

- In the quarters students serve as a Teaching Assistant, they will get their UC Systemwide Fees paid by the department. Each TA will still be responsible to pay for any “miscellaneous fees” (UCR Campus Fees).
- If students are waiving from the UCR Health Insurance Premium because they have their own health insurance, students will not receive the additional funds that were reserved to pay for the health insurance.
- Once you are officially hired and your contract has been signed, your GSAO would process your Partial Fee Remission/ GSHIP.

ix. 18 Quarter Teaching Limit

- Students cannot serve any teaching title for more than 18 quarters (no exceptions).
- You are notified by Graduate Division regarding reaching the limit. Typically reports are being sent once students are completing their 15th quarter of a teaching title. It is very important to plan your teaching titles.

x. Mandatory UCR Graduate Division New Teaching Assistant Orientation

- Graduate students must complete the New Teaching Assistant Orientation before or during their first academic-year quarter as a TA, or they will not be eligible to TA in subsequent quarters. Once completed, it will not need to be taken again.
- If you will begin TAing in the Fall quarter, you must complete this required online, asynchronous training, which is offered via Canvas, between the beginning of the quarter and the conclusion of Week 5. If you fail to meet the end-of-Week 5 deadline, your certification cannot be guaranteed.
- For more information on the Orientation, as well as Continuing Training, Workshops, Programs, Awards and Certificates, see the Teaching Assistant Development Program website at: <https://tadp.ucr.edu/>
- Even if a student is “guaranteed” a TA salary in their award letter upon admissions, any University employment is predicated upon maintaining adequate progress toward degree; a lapse in GPA, too many incomplete grades, or other red flags may cause Graduate Division to put a student on probation or revoke their status as a TA.

xi. Other Departments

- Students can apply for TAships in other CHASS departments or in university programs that use TAs (such as the University Writing Program). The department

considers this a valuable teaching experience, especially once a student has advanced to candidacy.

D. Readerships

- i. The title “Reader” is given to a student employed for their ability to render diverse services as a “course assistant,” which will normally include the grading of student papers and examinations.
- ii. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.
- iii. Readers will usually be graduate students; but qualified undergraduate students may be employed, especially when graduate students are not available.
- iv. Readers should have maintained at least a 3.0 GPA in their previous academic work, and should have taken and received at least a “B” grade in the course or equivalent in which they are serving.

E. External Funding Opportunities

- i. Students are always strongly encouraged to seek outside sources of fellowship funding, particularly if they relieve students from the burden of work during their graduate program. Some of these fellowship opportunities are listed on the Graduate Division website, and the Graduate Advisor will pass any notices of fellowship opportunities on to the graduate students.

F. Lecturer Opportunities

- i. The Department is often able to hire part-time lecturers, during the regular school year and during the summer. If these positions are open to a general search, qualified graduate students in the department (normally Ph.D. students who have advanced to candidacy, but also students who have previously earned a master’s degree) are welcome to apply. Students should keep in mind these are competitively offered positions and cannot be guaranteed to graduate students. Current students hired as lecturers in the Department are given the title “Associate-Instructors” (or “Associate-Ins”).
- ii. The local community colleges also often hire part-time lecturers, and the Department will remain in close contact with them to forward job opportunities to qualified graduate students.
- iii. Students, especially doctoral candidates in the dissertation stage, should always be careful not to overburden themselves with so much outside work that their own research and writing languish.

G. Graduate Division Fellowships/Grants

There are 3 fellowship opportunities for PhD students who have advanced to candidacy. There is one link for students to apply for all fellowships. The Graduate Program conducts its own internal process to decide the nominees.

Link to apply: https://grad.ucr.edu/portal/current_fellow_apps

1. Dissertation Completion Fellowship Award (DCFA)

This award is designed to support PhD students for up to 2 quarters to complete their degree this current academic year. Programs that did not graduate previous DCFA recipients are not eligible to nominate students until all DCFA awardees have graduated. Graduate Division has 2 opportunities for students to apply for final year DCFA support:

1. **Deadline October 17, 2025**, for award in **Winter 2026**.
2. **Deadline January 16, 2026**, for award in **Spring 2026**.

Students will receive \$10,000 stipend per quarter and paid tuition.

The number of nominations for DCFAs varies and is dependent on the size of graduate programs. Applications require a 1 page max research statement, a detailed timeline and a letter of recommendation from their dissertation advisor/mentor which requires acknowledgement of the candidate's plans to graduate within the award period. The Director of Graduate Studies is expected to write a brief nomination statement supporting the student's timeline and their achievements.

2. UC-HSI DDI President's Pre-Professoriate Fellowship (PPPF)

The fellowship supports outstanding students with 3 quarters at \$12,000 stipend per quarter and paid tuition and comes with a \$10,000 grant.

Deadline January 16th, 2026, for award in Fall-Spring 2026-27.

Eligibility for these awards requires a terminal degree from a Californian HSI [Hispanic Serving Institution]. This includes UCR. For the UCOP list please see: https://www.ucop.edu/graduate-studies/_files/list-of-ca-hsis.pdf
A Master's degree obtained as part of their PhD program does not qualify.

Each program has the opportunity to nominate 1 student for this award.

3 students will receive this award.

Applications require a 2 page max research statement, a diversity statement and 2 letters of recommendation.

3. Dissertation Year Fellowship Awards (DYFAs)

These fellowships support PhD students for 3 quarters at \$12,000 stipend per quarter and paid tuition. These awards are aimed at outstanding students going into their final year of their PhD starting in the next academic year.

Deadline January 16th, 2026, for award in Fall-Spring 2026-27.

Each program has the opportunity to nominate 1 student for this award.

3 students will receive this award.

Applications require a 2 page max research statement, a diversity statement and 2 letters of recommendation.

Nominated applications are reviewed by faculty on Graduate Council. Your research statement should be understandable and convey the impact to non-specialists outside your field.

Support for students writing their applications can be found at the GradSuccess Writing Center: <https://gwc.ucr.edu/>

Additional resource-- **CHASS Grant Writing Workshop Video:**

<https://ucr.yuja.com/V/Video?v=2801304&node=9874391&a=1819800754&autoplay=1>

In addition, there are also awards that support students for travel to conferences and/or to conduct research.

These awards have an application deadline of October 16th and April 16th.

DRG – Dissertation Research Grant

Funding to help conduct particular aspects of the student's research. Students need to have advanced to candidacy. A maximum of \$2000 can be requested.

MRG – Master's Thesis Research Grant

Applicable to all non-STEM Master's students. Funding (<\$2000) provided for expenses directly related to thesis research including conference registration, travel and equipment.

- Graduate Council Fellowship Sub-Committee reviews applications in the Fall and Spring.
- Submission deadlines: October 16th; and April 16th.
- Students will be notified of awards within a month of the deadline.

All awardees will submit a report on the use of the money before the end of the following quarter.

IX. Departmental and Campus Resources

A. Libraries and Research

- The UCR library system is an ever-improving combination of paper and electronic resources, which students will get to know extensively in the first year of classes. Many of the electronic resources, including books available online and journals that are available through institutional subscription, can be accessed from home using GlobalProtect VPN, details about which can be found on the UCR libraries homepage (see: Connect from Home).
- Students should become familiar with Interlibrary Loan, which offers access to books and articles not found in UCR's collection, especially from other UC campuses.
- Please note that the Rivera Library houses special collections pertaining to the Humanities and Social Sciences.

B. Computing

- Students who do not have a functioning computer upon arrival can check-out a 2- hour portable laptop from the Rivera Library and from the first floor HUB. In addition, there are several microcomputer clusters on campus for student use; maps and information about them can be found here: www.cnc.ucr.edu/index.php?content=student_services/computer_labs

C. Photocopying

- The one photocopier in the Department office is reserved for the administrative, teaching, and research needs of the department. Students who are acting as TAs or research assistants may be given copier codes to make photocopies; otherwise, students should use the photocopiers found across campus and in the libraries.

D. GradSuccess

- GradSuccess provides a variety of services to meet the needs of UCR's diverse graduate student population. Housed in Graduate Division, GradSuccess offers programs, workshops, seminar, and consultations by appointment and drop in. GradSuccess supports graduate students at every stage of their study and is concerned with helping students become successful professionals.
- Visit <https://graduate.ucr.edu/gradsuccess> for more information about their support programs—the Graduate Student Mentorship Program, Graduate Student Resource Center (GSRC), Graduate Writing Center, Teaching Assistant Development Program (TADP), and Graduate Student Re-Orientations—and a calendar of quarterly events, including Coffee Socials and office hours held by the GradSuccess Director, TADP Manager, and GSRC Program Specialist.

UCR CONFIDENTIAL RESOURCES

C.A.R.E. Advocate (951) 827-6225
 UCR Counseling Center (951) 827-5531
 Office of the Ombuds (951) 827-3213
 Title IX (951) 827-7070

UCR NON-CONFIDENTIAL RESOURCES

UCR Police (951) 827-5222
 Women's Resource Center (951) 827-3337
 LGBT Resource Center (951) 827-2267
 Thrivers & Survivors Support Group (951) 827-3338

EXTERNAL CONFIDENTIAL RESOURCES

Riverside Area Rape Crisis Center (RARCC)

- Website: www.rarcc.org
- 24/7 Phone Hotline: (951) 686-7273 or (866) 686-7273 (toll free)

Riverside County Family Justice Center

- Website: www.rivcofjc.org
- Phone Number: (951) 955-6100 (M – F, 8 am – 5 pm)

Rape, Abuse, & Incest National Network (RAINN)

- Website: www.rainn.org
- Online 24/7 Hotline: <https://hotline.rainn.org/online/terms-of-service.jsp>
- 24/7 Phone Hotline: (800) 656-HOPE (4673)

R’Pantry located at the Bear’s Den <http://deanofstudents.ucr.edu/emergencycrisis/food.html>

No Highlander should go hungry. That’s why UC Riverside has established a food pantry.

R’Pantry is a direct response to the need among students for more resources to fight food insecurity – the lack of nutritious food. R’ Pantry aims to:

- Provide emergency nonperishable food to UC Riverside students in need
- Connect students to on- and off-campus food resources
- Improve the health and well-being of students

Students are having an increasingly difficult time juggling the rising costs of living, eating, and obtaining a university degree. Nobody should have to choose between these essentials. R’Pantry provides relief so students can complete and obtain their degrees from UCR without worry or fear from hunger.

R’Pantry is part of the campus-wide food security program, and is a partnership between ASUCR (Associated Students of UCR), Division of Student Affairs, Feeding America, and the UC Global Food Initiative.

Contact the R’Pantry Coordinator, Grecia Marquez, via email or telephone at 951-827-5643. Hours of operation are: Wednesdays 9:30am-11:30am and Thursdays 11:30am-2:30pm. For up-to-date changes in hours of operation, please visit: https://www.facebook.com/ucrpantry?_rdr=p or email rfoodpantryucr@gmail.com

X. Graduate Student Life

A. Graduate Student Association

- i. UC Riverside Graduate Student Association is dedicated to serving the needs of the graduate and professional student population. The GSA exists to advance, through advocacy and programs, the academic, social, and physical environment of current and future graduate students at the University of California, Riverside.
- ii. The Department of Ethnic Studies currently has an active “mini GSA” that works closely with UC Riverside’s Graduate Student Association. There are designated GSA Representatives that go to monthly meetings to receive updates, however monthly meetings are open to all graduate students.
- iii. The benefits of being an active GSA allows members to request Community Outreach Funds Awards, Conference Travel Funds, and hosting a conference funds.
- iv. To ensure the department continues receiving an active status, it is important that all graduate students enroll via Highlander Link.
- v. If you would like more information on the benefits of the Graduate Student Association please speak with the representatives.

B. Housing

- i. On-campus and family housing is extremely limited: first-year students may have difficulty acquiring a room in on-campus housing.
- ii. The housing office, however, does maintain lists of available apartments as well as a posting board on which students can seek roommates, available rooms, and post other queries.
- iii. UCR Housing Office home page: www.housing.ucr.edu/
- iv. UCR Housing Office information for graduate students: www.housing.ucr.edu/housing-options/default.aspx
- v. UCR Housing community living listing service (available only to enrolled UCR students): www.housing.ucr.edu/get-housing/default.aspx

C. General Information on Riverside and the Inland Empire

- i. About Riverside from the UCR website: www.ucr.edu/about/riverside.html
- ii. Information about the City of Riverside: www.riversideca.gov
- iii. Information about Riverside County: www.countyofriverside.us

D. Non – Academic Student Resources

<http://deanofstudents.ucr.edu/emergencycrisis/sexualassaultdepressionsuicidedrugabuse.html>

XI. Ph.D. Graduation Procedures

A. Step 1:

- i. Review your degree audit via R’Web (see Degree Audit icon under your authorized applications menu) and review your advancement to candidacy letter that you received from Graduate Academic Affairs at the time of advancement. Confirm all requirements have been or will be completed by the end of the quarter you wish to graduate. Discuss any discrepancies with the Graduate Student Affairs Officer.

B. Step 2:

- i. Apply to graduate via R’Web. The application will be available once registration begins for the quarter you wish to graduate. The deadline to apply is the Monday of Week 4. See chart of deadline dates below.

C. Step 3:

- i. Review the Dissertation Filing Checklist for detailed instructions regarding submission of the Dissertation for format review and finalizing the manuscript.

XII. Dissertation/ Thesis Filing Checklist

A. Advance to Candidacy

- i. Master’s students must file an application for advanced to candidacy no later than the first day of the quarter in which they plan to graduate. Candidacy forms can be found on “Advanced to Candidacy Forms” at www.graduate.ucr.edu.

B. Review the Format Guide

- i. Reviewing the format guide (located on Grad Division website) is the first step in preparing your manuscript for submission.
- ii. It explains all aspects of the submission and graduation requirements.
- iii. Please read it carefully and review the sample pages. Your preliminary pages must match the samples.
- iv. For additional formatting help and information, including templates and samples, visit: Filing Resources (Grad Division website)

C. Attend a Format Workshop

- i. The Graduate Academic Affairs office holds workshops each quarter, typically in Week 5, to help students understand the requirements. Check your R'Mail for announcements. Past workshop presentations can be found on Filing Resources (Grad Division website).

D. Review the Deadlines

- i. The last day to file is typically the last business day of the quarter. Deadlines for the current year are posted on "Deadline Dates" page. (Grad Div.). The final version of the dissertation/thesis and all additional paperwork, including original completed "Signature Approval" page and Final Defense form, must be submitted by 5:00pm on the deadline date.

E. Submit the Dissertation/ Thesis for Format Review

- i. Every student planning to file and graduate must submit a dissertation/ thesis for format review at least two weeks prior to the final filing deadline. The format review is uploaded via the "ProQuest ETD Website" (link can be located on Grad Div Website). Graduate Division staff will review your submission and identify any formatting issues. We will communicate with you via email regarding necessary changes to the document. If a second upload is required, you will be notified once the formatting has been approved and no further changes are needed. This is an important step to ensure your document is ready by the final filing deadline.
- ii. Please do not be concerned that submitting this rough draft to ProQuest will result in it being published. You will have the opportunity to submit a final version. The Graduate Division staff will submit the approved and final version to ProQuest once all graduation procedures are complete.

F. Participate in a Final Defense and Get Signatures of Approval (Form 5)

- i. If your program requires a final defense, you must submit proof of its completion to the Graduate Academic Affairs office in the Graduate Division by the final filing deadline.
- ii. The Graduate Student Affairs Officer can assist you with the Form 5: Report of Final Examination for Ph.D.
- iii. Since the Department of ETST does not require a final defense but rather a research presentation, students must have Form 5 signed with original wet signatures by the entire committee.
- iv. Your ENTIRE Committee must attend your Research Dissertation Presentation. If ONE committee member is unable to attend your dissertation research presentation they can participate through a video conference (ex. Skype). However, the chair and or co-chairperson MUST BE in attendance. If one of your members is planning to conference in, please communicate this with the Graduate Student Affairs Officer immediately.
- v. The Petition for Remote Participate must be filled out and approved in advanced.

G. Get the ENTIRE Committee and Get Signatures Approval Page

- i. The signature approval page is a critical part of your final document. On this page, your committee gives their final approval of the written dissertation/ thesis. Please make sure you allow enough time to obtain all the signatures prior to 5:00pm on the final filing deadline. **All committee members must sign on the same signature page.** Graduate Division will NOT accept signature pages that do not have all members "wet" signatures on the same page. Be aware of your committee member's schedule and plans to accommodate this requirement. This form will be submitted on paper directly to the Graduate Academic Affairs office in the Graduate Division, University Office Building 140. The signature approval page in your digital dissertation/ thesis will be blank without signatures.

H. Complete any Additional Paperwork

- i. In addition to the Final Defense form and Signature Approval page, Ph.D. students are expected to submit two exit surveys and the Acknowledgement of Previously Published Material. Both surveys can be completed online. Master's students will submit the Final Defense form, Signature Approval page, and the Acknowledgement of Previously Published Material. All additional paperwork is due by 5:00pm on the submission deadline.

I. Submit the Final Version of your Document on or before the Deadline

- i. After uploading your dissertation/thesis for a format review to the ProQuest ETDT Website, you will receive an email from the Graduate Academic Affairs Office. The email will include a review of the requirements for graduation and final submission. You should receive the email within 24 hours. If you do not receive this email, please check your junk email folder or contact Graduate Academic Affairs.
- ii. Complete any changes request in the format review and by your committee. When the document is complete, return to the ProQuest ETST Website to submit the final version of your dissertation/ thesis. When logging back in, choose the "revise" option. Once you submit the final version, you will not be permitted to make additional changes to the document.
- iii. Please be aware of filing deadlines to be sure that you file your dissertation/ thesis document, the signature page, and the final defense form in plenty of time to meet the deadline for the quarter in which you expect to receive your degree.
- iv. **Deadlines are strictly enforced.**

J. Submit the Post-Graduation Dissertation/ Thesis Submission Survey

- i. About one month after you have completed the requirements for your degree, you will be sent an electronic survey asking your opinion of UCR's dissertation/thesis resources and the submission process. Please consider participating in this survey in order to help the Graduate Division improve the system for future students.

K. Participate in the Commencement Ceremony

- i. Students wishing to walk in the commencement ceremony must be eligible and verify intent to participate. Information for graduate students regarding Commencement and the requirements for participation can be found on the Commencement Information page. The main UCR commencement page has information about the schedule of ceremonies, tickets, and much more.

XIII. TA Selection Criteria

1. Faculty members teaching classes allocated TA positions are asked for their preferences specifying Ethnic Studies graduate students they wish to work with.
2. Graduate students are asked for their prioritized course preferences corresponding with TA positions during the upcoming quarter, approximately two months before the beginning of the next term. This information is collected by the Graduate Student Affairs Officer (GSAO).
3. The Director of Graduate Studies (DGS) and GSAO meet and discuss the faculty instructor and TA preferences, vis-à-vis TA positions, taking into consideration faculty preferences, followed by graduate student preferences, and the needs of our enrolled undergraduate students. The DGS and GSAO will do their best to accommodate the preferences of the professors and try to align them with those of the TAs.
 - Students who have funding commitments are given priority

- Students who do not have funding commitments are assigned next
 - The preference for ETST Graduate Students who desire to TA outside of the department of Ethnic Studies are considered in relationship to the goal of the Department to fill TA assignments in ETST classes with ETST Graduate Students (see the Department Statement below)
 - Faculty TA preferences for non-ETST Graduate Students are considered in relationship to the course topic and the Department's goal to assign ETST undergraduate courses with Graduate Students in our own Department.
4. In the case that there remain unassigned TA positions for ETST courses a call for TA positions will circulate among UCR graduate students that includes a description of the course and a deadline for submissions of materials.
- The call for ETST TA positions will ask interested graduate students to submit: a CV, a brief statement clarifying their areas expertise with the course, evaluations from the last two quarters of TAs.
 - The GSAO will collect applications and meet with the DGS to determine the best TA candidates for positions in these courses.

Departmental Statement

The Department of Ethnic Studies Ph.D. program believes that a key part of mentoring our Ph.D. students for the job market and their eventual positions as professors in the field of Ethnic Studies and other interdisciplinary departments/programs is to provide them with a broad range of exposure teaching in areas outside their own research expertise. We understand that many postdoctoral and tenure track positions in Ethnic Studies and other interdisciplinary studies increasingly seek instructors who can teach introductory and other core courses that require experience teaching across a range of scholarship. Moreover, teaching evaluations for ETST course submitted by undergraduates reveal that they are more productive and more satisfied with what they have learned when they have worked with ETST Graduate Student TAs. The DGS and GSAO strive to assure every eligible ETST graduate student a TA position within our department.

XIV. Commonly Used Forms

I. General Petitions for Graduate Students

A. 290 Petition (Petition for Directed Studies)

- i. Petition for one-on-one independent study (not for research)

B. 291/292/297/299

Must meet with Academic Advisor to receive the form and enroll

- i. 291 Individualized Study in Coordinated Area
- ii. 292 Concurrent Analytical Studies
- iii. 297 Directed Research
- iv. 299 Research for the Thesis or Dissertation

C. Filing Fee Petition- Ph.D. Students

- i. Used for Ph.D. students to apply for Filing Fee status

D. General Graduate Student Petition

- i. Use to transfer or waive units or coursework
- ii. Extend time limit for the removal of Incomplete grades

E. Half-Time Status and Reduced Fees Application

- i. For those students who cannot attend more than half time due to a full-time job or for medical or personal reason

F. In-Absentia Registration Application

- i. For graduate students whose research or study required them to remain outside of California for the duration of a quarter.

G. Intercampus Exchange Application

- i. For those seeking to take classes at another University of California

H. Late or Retroactive Enrollment Adjustment Form

- i. Used if adding or dropping units after the deadline

I. Graduate Enrollment Adjustment Form

Form must be picked up with Academic Advisor

- i. Form must be used alongside Late or Retroactive Enrollment Adjustment Form
- ii. Used to add a course, drop a course, or change grading basis

J. Graduate Petition for Leave of Absence or Withdrawal

- i. Used by students who want to withdraw from the University or take a 1-3 temporary leave of absence

II. Ph.D. Committee Nomination Forms and Final Defense Forms**A. Nomination for Oral Qualifying Exam Committee (Form 2)**

- i. Used to nominate the oral qualifying exam committee (contact the Graduate Advisor if you want a sixth member)

B. Report of Oral Qualifying Exam & Nomination of Dissertation Committee (Form 3)

- i. Used to report the results of the oral qualifying exam and nominate a dissertation committee.

C. Nomination of Dissertation Committee

- i. Use Dissertation/Thesis Committee Nomination/Change Form

D. Report of Final Exam (Final Defense/ Presentation) for Ph.D. (Form 5)

- i. Used to report the results of the final defense/presentation of the Ph.D.

III. Timetable Forms

These forms are used when students pass their “normative” time frame. The purpose of these forms is to check on the student to ensure they have a plan to finish up their requirements. If you received notification from Graduate Division, it is important to submit the timetable petition (or a revised one) via R’Grad.

*Students who receive a timetable requirement will not be eligible to register until the timetable has been received and the hold resolved.

A. Timetable to Completion of Ph.D. Oral Qualifying Exam

- i. To be used by a Ph.D. student who has been enrolled for four years and has not taken their oral qualifying exams. First timetable submission only.

B. Timetable to Oral Exam (Revised)

- i. To be used if you already filed a timetable to your oral exams, but they have been delayed.

C. Timetable to Completion of Ph.D. Degree (1)

- i. To be used by a Ph.D. student who has been enrolled one year past their program's normative time to degree and has never filled out a timetable before.

D. Timetable to Completion of Ph.D. (2)

- i. To be used by a Ph.D. student who has been enrolled one year past their program's normative time to degree and has filled out a timetable before

