

UCSB DEPARTMENT OF PHYSICS

Graduate Student Handbook 2016-17



Broida Hall, Building 572, University of California
Santa Barbara, CA 93106-9530
Main Office Phone number: (805) 893-3888
Main Office Fax number: (805) 893-4646
Graduate Student Advisor: (805) 893-4646

www.physics.ucsb.edu

Physics Department Graduate Student Handbook

The Physics Department Graduate Student Handbook is intended as an overview of the policies and procedures regarding graduate students in the Department and will answer the majority of questions you may have. However, as in all UCSB Departments, many policies and procedures are established and administered by the Graduate Council. For detailed information on policies regarding graduate students at UCSB, the Graduate Division Student Handbook should be consulted. The Graduate Division Student Handbook is available online at www.graddiv.ucsb.edu.

Student Handbook updated 10/2016

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**UCSB Physics Department
Graduate Student Handbook**

Introduction

Who's Who in the Physics Department

Department Chair:	Professor Donald Marolf Broida 3001, x4685 marolf@physics.ucsb.edu
Vice-Chair:	Professor Claudio Campagnari Broida 5119, x7567 claudio@physics.ucsb.edu
Faculty Graduate Advisor:	Professor David Berenstein Broida 6133, x6120 dberens@physics.ucsb.edu
Staff Student Advisors:	Jennifer Farrar, Graduate Advisor Broida 3019D, x4646 jennifer@physics.ucsb.edu
	Jean Dill, Undergraduate Advisor Broida 3019C, x4567 dill@physics.ucsb.edu
Department Manager:	Shilo Tucker Broida 3019A, x2740 shilo@physics.ucsb.edu
Payroll Questions:	Jennifer Farrar, TAs and Graders Broida 3019D, x4646 jennifer@physics.ucsb.edu
	Cristina Wilson, GSRs Broida 3019G, x3270 cristina@physics.ucsb.edu
Head Teaching Assistant:	Peter Dotti hta@physics.ucsb.edu
Physics Storeroom:	Daniel Stack, Supplies & Keys Broida 1301, x2747 dstack@physics.ucsb.edu
	Erin Ferguson Broida 1311, x2540 erin@physics.ucsb.edu
Building Manager:	Mike Deal, Building/Office Maintenance Requests Broida 1301, x3701 deal@physics.ucsb.edu
Physics Computer Services (PCS):	Rick Barber, Glenn Schiferl and Elizabeth Strait Broida 5223, x8366 pcs@physics.ucsb.edu

PHYSICS FACULTY

Astrophysics (Experimental and Observational)

Robert Antonucci ski@physics.ucsb.edu

Broida 2015K x4350

Carl Gwinn cgwinn@physics.ucsb.edu

Broida 2015E x2814

Philip Lubin lubin@deepspace.ucsb.edu

Broida 2015C x8432

Crystal Martin cmartin@physics.ucsb.edu

Broida 2015D x8760

Ben Mazin bmazin@physics.ucsb.edu

Broida 2015A, x3344

Astrophysics (Theory)

Lars Bildsten bildsten@kitp.ucsb.edu

KITP 2313 x3979

Omer Blaes blaes@physics.ucsb.edu

Broida 3001 x7239

Joe Hennawy (information pending)

Siang-Peng Oh peng@physics.ucsb.edu

Broida 2015J x7254

Biophysics

Frank Brown fbrown@chem.ucsb.edu

Chem 4126 x5494

Deborah Fygenson deborah@physics.ucsb.edu

Broida 2419 x2449

Everett Lipman (Experimental Biophysics)

lipman@physics.ucsb.edu

Broida 2409 x8875

Philip Pincus** fyl@mrl.ucsb.edu

MRL 3005 x4685

Cyrus Safinya**safinya@mrl.ucsb.edu

MRL 2204, x8635

Joan Emma Shea shea@chem.ucsb.edu

Chem 4130, x5604

Boris Shraiman Shraiman@kitp.ucsb.edu

KITP 2317 X2835

(** and “soft” condensed matter physics)

Condensed Matter Physics (Experimental)

Ania Bleszynski Jayich ania@physics.ucsb.edu

Broida 4105 x8089

Dirk Bouwmeester bouwmeester@physics.ucsb.edu

Broida 4123 x8358

Elisabeth Gwinn bgwinn@physics.ucsb.edu

Broida 4131 x2564

Alan Heeger ajhe@physics.ucsb.edu

Broida 4415 x3184
Andrew Jayich (information TBD)
John Martinis martinis@physics.ucsb.edu
Broida 4111 x3910
Mark Sherwin sherwin@physics.ucsb.edu
Broida 4119 x3774
David Weld weld@physics.ucsb.edu
Broida 4119 x7634
Andrea Young andrea@physics.ucsb.edu
Broida 4113 x5465

Condensed Matter Physics (Theory)

Leon Balents balents@physics.ucsb.edu
Kohn 2315, x6381
Jean Carlson carlson@physics.ucsb.edu
Broida 6123 x8345
Matthew Fisher mpaf@kitp.ucsb.edu
Broida 6105, x3247
Andreas Ludwig ludwig@physics.ucsb.edu
Broida 6119 x3223
Chetan Nayak nayak@kitp.ucsb.edu
Elings 2241, x8829
Cenke Xu xucenke@physics.ucsb.edu
Broida 6137 x4029

High Energy Physics (Experiment)

Claudio Campagnari claudio@hep.ucsb.edu
Broida 5119 x7567
Joseph Incandela incandela@hep.ucsb.edu
Broida 5105 x3962
Benjamin Monreal bmonreal@physics.ucsb.edu
Broida 5123, x3440
Harry Nelson hnn@hep.ucsb.edu
Broida 5103 x8612
Jeff Richman richman@hep.ucsb.edu
Broida 5111 x8408
David Stuart stuart@hep.ucsb.edu
Broida 5113 x5147

High Energy Theory (String Theory)

David Berenstein dberens@physics.ucsb.edu
Broida 6133 x6120
Steven Giddings giddings@physics.ucsb.edu
Broida 6229 x4750
David Gross gross@kitp.ucsb.edu
KITP 1219 x3687
Joseph Polchinski joep@kitp.ucsb.edu
KITP 2319, x3126

High Energy Theory (Other)

* *Phenomenology:*

Nathaniel Craig ncraig@physics.ucsb.edu

Broida 6113, x6112

* *Mathematical Physics:*

David Morrison drm@physics.ucsb.edu

Broida 6135, x8369

* *Quantum chaos:*

Mark Srednicki mark@physics.ucsb.edu

Broida 6221, x2165

* *Numerical studies of field theory:*

Anthony Zee zee@kitp.ucsb.edu

KITP 2321 x4213

Quantum Computing

Chetan Nayak nayak@kitp.ucsb.edu

Elings 2241, x8829

Wim Van Dam vandam@cs.ucsb.edu

Engr.1, 5109 X5211

Gravity

Douglas Eardley doug@kitp.ucsb.edu

KITP 2329, x2280

Gary Horowitz gary@physics.ucsb.edu

Broida 6239, x2742

Donald Marolf marolf@physics.ucsb.edu

Broida 6131, x5205

Relativity Astrophysics

Douglas Eardley doug@kitp.ucsb.edu

KITP 2329, x2280

Important Locations in the Physics Department

	Room	Phone
Physics Administrative Offices:	Broida 3019	x3888
Physics Conference Room (Large)	Broida 3302	
Physics Conference Room “Library”(Small)	Broida 3340	
Faculty/Staff Mailboxes	Broida 3014	
Undergraduate/Physics Study Room (PSR)	Broida 1019	
Graduate Student Mailboxes	Broida 5019	
Graduate Student Computer Room	Broida 5019	
Graduate Student Copy Machines	Broida 6019	
Community Science Center	Broida Room 1015	x1018
Physics Computing Services	Broida 5233	x8366
Physics Electronics Shop	Broida 2509	x2669
Physics Machine Shop	PSB-S 1719	x8638
Physics Storeroom	Broida 1301	x2747

First Year Student Orientation

Housing Your first priority when planning your move to Santa Barbara is to secure housing. Visit the housing office located in the University Center for information on available community housing. Also, the department may know of a few roommate openings from students finishing and leaving before the new quarter begins. You will probably be required to pay first and last months rent plus a cleaning deposit.

Fees It is essential that you review your BARC statement each month for charges incurred that you will be responsible for. There is a fee deadline for all “now due” charges on your statement at the beginning of each quarter (the deadline date is listed on the Registrar website at www.registrar.ucsb.edu). If you have any questions regarding your statement, please see the Staff Graduate Advisor or contact the Billing Office prior to this deadline. **NOTE:** A \$50.00 late fee will be charged to your account if there is a balance of \$2.00 or more after the “now due” deadline. TAs in their second year and beyond are responsible for the miscellaneous fees, currently amounting to \$318.27 per quarter (check Graduate Division website for any updates). *However, this amount will be waived if domestic students complete the FAFSA by the March 2nd deadline and check the box accepting Federal Work Study support.* The miscellaneous fees are paid for GSRs as a benefit of the appointment, however it is beneficial to the department for students with GSRs to also complete their FAFSA by the deadline and accept Federal Work Study support.

Fee Deferral For an additional \$10, you may defer your fees and pay over the course of the quarter. This is done through the Billing Office in the Student Affairs and Administrative Services Building (SAASB).

Registration Registering for classes is done on-line (GOLD). Instructions for registering for classes are located in the *Schedule of Classes*. When you receive your registration materials, check the deadline date, as you will be registering for next quarter’s classes during the current quarter. Please note that for Fall registration, the deadline is typically in mid-August. If you do not register for classes by the deadline, you will be assessed a \$50.00 late registration fee. **NOTE:** Graduate Students have until the **15th day of instruction** to add classes to their schedule without approval from the Graduate Division. After this deadline, schedule adjustment petitions are required to be sent to the Graduate Division.

Departmental requirements for first quarter of registration Graduate students are encouraged to enroll for a minimum of 12 units per quarter. You should obtain approval from the graduate advisor before enrolling for or dropping below 12 units. **First year Ph.D. students** should enroll in the course schedule listed below or otherwise discussed with the Faculty Graduate Advisor.

New Student Orientation Meeting The Campus-wide and Physics Department orientations will be held during the week before classes begin for all new students on campus. For more information on the Campus-wide Graduate Student Orientation, click on the following link: <http://www.graddiv.ucsb.edu/profdev/new-students>. Please click on the following link for more information on the Campus-wide TA orientation: <http://oic.id.ucsb.edu/ta-training-programs/ta-orientation>.

Miscellaneous Department Information

Employment If you are to be appointed as either a Graduate Student Researcher (GSR) or Teaching Assistant (TA), there are several forms that need to be filled out, including eligibility for employment in the U.S., which require that you present proof in the form of two identifications—Driver's License or Passport, Birth Certificate or Social Security card. Foreign students must provide visa information.

Your first paycheck will arrive the month following that for which your employment began. In Fall Quarter, this will be the first of November. Incoming students who work as Teaching Assistants may make arrangements with the Staff Graduate Advisor to have the first quarter salary divided over four months rather than three so that they may receive an early paycheck on October 1.

TA Loan: If you are appointed as a TA, you may apply for a TA loan up to the amount of your first month's salary beginning two weeks before classes start through the Office of Financial Aid. The loan will then be repayable in three installments by the end of the quarter (1/3 per month).

Offices: All graduate students will be assigned desk space either in an office or in the laboratory in which they are working. Keys will be assigned during the first week of classes.

Computer Accounts: Each student should have an email account set up. Please visit: <http://www.physics.ucsb.edu/~forms/>.

Mailboxes: Each student has a mailbox for messages and mail. Mail is delivered each morning, around 9:00-10:00 a.m. The outgoing mailboxes in the main office are for departmental use only. The campus mail service **will not** take personal mail and/or any mail with stamps affixed. Outgoing personal mail must be deposited in U.S. mailboxes or taken to the Post Office on the ground floor of the UCEN. U.S. mailboxes are located near the Materials Research Lab (MRL), the Coral Tree Café, the bus loop, and the Post Office.

Copy Machines: A copy machine is available in Broida 6019 for departmental business. Personal copies should be made at Alternative Digital Printing, located in the UCEN, or at the library.

Computer Room: Computers and printers are available for your use 24 hours a day in the graduate student computer room located in Broida 5019. The door may be opened with your personal doorcode.

Storeroom Codes for TAs:

The storeroom is located in Broida 1301 (just north of the elevator lobby). You may obtain supplies there for your TA or research work, but supplies you charge out **MUST** be related to your work. The storeroom code for TA-ing undergraduate courses is 07. The storeroom code for graduate courses is 0R. Ask your research advisor about the code to use for research supplies.

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Academics

Outline of Academic Progress: Year 1

Quarterly

- ◆ Complete the core course requirements with a minimum grade of B

For the regular Physics PhD these are:

- Classical Mechanics (Phys 205) or Galactic Dynamics (Phys 237).
Physics 237 with a grade of B or better may be substituted for Physics 205 if the student has an official verification of demonstrated competency in Lagrangian Mechanics submitted by the Phys 205 instructor before enrolling in the course. If Physics 237 is used in this way as a substitution, it cannot be used as an elective.
- Electromagnetic Theory (Phys 210A-B)
- Quantum Mechanics (Phys 215A-B-C)
- Statistical Mechanics (Phys 219)

Alternatively, for students undertaking the Astrophysics Emphasis the core courses are:

- 5 of the following 6 courses: Stellar Structure and Evolution (Phys 232), The Interstellar Medium (Phys 233), High Energy Astrophysics (Phys 234), Extragalactic Astrophysics (Phys 235), Cosmology (Phys 236), Galactic Dynamics (Phys 237).
- Quantum Mechanics (Phys 215A)
- 2 of the following 4 courses: Electromagnetic Theory I & II (210A-B), Quantum Mechanics II (215B), Statistical Mechanics (Phys 219)

- ◆ Enroll in the Graduate Seminar (Phys 260G) each quarter.
- ◆ Enroll in 12 units per quarter. *Do not drop below 12 units without approval from the Grad Advisor.*
- ◆ Complete an academic progress review with the Faculty Graduate Advisor each quarter.
- ◆ Explore different areas of research taking place in the Department by attending seminars in the 260 series, Special Topics, and brown bag lunches. Begin to focus on your field of interest and explore research opportunities with faculty in that field. Begin thinking about which faculty you might like to have on your supervising committee.
- ◆ Enroll in courses that contribute to meeting the following requirement before graduation:
Theoretical Students: 5 advanced graduate courses with a minimum grade of B. One of these courses should be in an area clearly distinct from your field of specialization.
Experimental Students: 3 advanced graduate courses with a minimum grade of B. Courses taken to satisfy the core course requirements cannot be used to satisfy this advanced course elective requirement.
Astrophysics Emphasis: 4 electives for theorists (with one in an area clearly distinct from your field of specialization) or 2 electives for observers/experimentalists.

Fall

- ◆ Enroll in the Teaching Assistant Seminar (Phys 500) Fall Quarter. Be sure to sign the attendance sheet for credit.
- ◆ Take steps to establish California residency; non-residents incur higher fees. Visit <http://www.registrar.ucsb.edu/> for instructions. Contact the Residence Deputy at (805) 893-3033 or at regresid@sa.ucsb.edu.
- ◆ Register for Winter quarter courses during Fall.

Winter

- ◆ Domestic students must complete the Free Application for Federal Student Aid (FAFSA) by March 2. Please accept Federal Work Study support; it is beneficial to the department.
- ◆ Apply to Graduate Division for Continuing Student Central Fellowships. Deadline: April 1st. For more information, check out <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>.
- ◆ Register for Spring quarter during Winter
- ◆ Submit the Petition for Resident Classification to the Registrar's Office to ensure classification as a California resident before the start of Fall Quarter.
- ◆ Think further about forming your Supervising Committee, choosing a research advisor, whether you might begin a research project in the near future, and finding funding for the coming summer.

Spring

- ◆ Work with the Faculty Graduate Advisor to finalize your Supervising Committee and hold your first Annual Update meeting with your committee. You should inform them of your progress thus far, and they will give you advice on how to proceed with your studies, solidifying a relationship with a research advisor, and so forth.
- ◆ Look into finding a summer research project (ideally with GSR support), a summer reading course, or some other activity to further the pursuit of your PhD. The time over this summer is an important opportunity to launch your research; take time to plan it carefully.

Summer

- ◆ Register for Fall quarter.
- ◆ Accept Federal Work Study from the Financial Aid Office for the next academic year; pick up the referral form from the Financial Aid Office and bring to the Physics Department Office. Doing this will allow the Department to pay for your miscellaneous fees for the next year, even if you apply for work study and don't receive it.
- ◆ If you are a domestic student, take steps to establish the Reclassification Residency Procedure by the end of Spring Quarter to become a California resident for Fall Quarter. Go to: <http://www.registrar.ucsb.edu/>. Eligible students must establish residency their first year. *The student will be responsible for non-resident tuition if California residency is not established at the end of the first year.*
- ◆ Starting Fall 2015 for only the newly recruited student beginning in that quarter, the International Doctoral Recruitment Fellowship (IDRF) will pay for the Non-Resident Supplemental Tuition (NRST) to international doctoral students beyond their first year of residency who have not yet advanced to candidacy. The IDRF does not apply to current students who began graduate studies prior to Fall 2015. Please contact the Staff Graduate Advisor for details.

Outline of Academic Progress: Year 2

Quarterly

- ◆ Complete an academic progress review with the Faculty Graduate Advisor.
- ◆ Enroll in 12 units per quarter. *Do not drop below 12 units without approval from the graduate advisor.*
- ◆ Continue to enroll in courses that will meet the following course requirements:
Theoretical Students: 5 advanced graduate courses with a minimum grade of B. One of these courses should be in an area clearly distinct from your field.
Experimental Students: 3 advanced graduate courses with a minimum grade of B.
- ◆ Complete any core course requirements that were not met with a minimum grade of B in year one.

Fall

- ◆ Continue the process of establishing and solidifying your relationship with a research advisor. If you are still at an early stage of this process, consider enrolling again in the Graduate Seminar (Phys 260G) for information on current topics of research.

Winter

- ◆ Domestic students must complete the Free Application for Federal Student Aid (FAFSA) by March 2. Please accept Federal Work Study support.
- ◆ Apply to the Graduate Division for Continuing Student Central Fellowships. Deadline: April 1st. For more information, check: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>.

Spring

- ◆ In order to advance to candidacy on time in year 3, you should be well established with a research advisor at least by the end of the summer. Consult with your supervising Committee and the Faculty Graduate Advisor for guidance if you have concerns about this timetable.
- ◆ Work with the Faculty Graduate Advisor to make any desired changes in your Supervising Committee. Hold the 2nd Annual Update meeting with your committee to inform them of your progress. They will advise you on how to proceed with your studies, how to prepare to advance to candidacy during year 3, and so forth.
- ◆ Review procedure for advancing to candidacy next Winter.

Summer

- ◆ Accept Federal Work Study from the Financial Aid Office for the next academic year; pick up the acceptance letter from Financial Aid Office and bring it to the Staff Graduate Advisor in the Physics Department Office.
- ◆ Register for Fall quarter.

Outline of Academic Progress: Year 3

Quarterly

- ◆ Complete an academic progress review with the Faculty Graduate Advisor.
- ◆ Continue to enroll in courses that will meet the following requirements:
 - Theoretical Students:** 5 advanced graduate courses with a minimum grade of B. One of these courses should be in an area clearly distinct from your field.
 - Experimental Students:** 3 advanced graduate courses with a minimum grade of B.
- ◆ In order to advance to candidacy on time, you should be well established with a research advisor by the start of year 3. If you have any concerns about this timeline, be sure to consult with your Supervising Committee and with the Faculty Graduate Advisor.

Fall

- ◆ *Prepare to Advance to Candidacy by the end of Winter Quarter. Notify the Department of your intention to do so, in order to help reserve a conference room.*

Winter

- ◆ Domestic students must complete the Free Application for Federal Student Aid (FAFSA) by March 2. Please accept Federal Work Study support.
- ◆ Apply to the Graduate Division for Continuing Student Central Fellowships. Deadline: April 1st. For more information, check: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>.
- ◆ Advance to Candidacy by the end of Winter Quarter. The advancement exam can take the place of this year's meeting of your Supervising Committee, but if so the committee must complete the Annual Update form.
- ◆ Once Advanced, notify the department that pays you that you have advanced; you will be eligible for a salary increase.

Spring

- ◆ If you did not successfully advance to candidacy in Winter, retake the advancement exam. Unless you get a special exemption from the Faculty Graduate Advisor, you *must* pass this exam by the end of Spring quarter.

Summer

- ◆ Register for Fall quarter.
- ◆ Accept Federal Work Study from the Financial Aid Office for the next academic year; pick up the acceptance letter from Financial Aid Office and bring it to the Physics Department Graduate Office.
- ◆ Be sure that you have held a meeting with your Supervising Committee at which the Annual Update form was completed. **This form must be turned in to the Staff Graduate Advisor by July 15 in order for your employment paperwork to be processed for the coming Fall quarter.**

Outline of Academic Progress: Years 4+

- ◆ By the fourth year the majority of your course units will be in Phys 596 (Advanced Reading & Research) or Phys 599 (Dissertation Preparation). Physics 599 is reserved for a quarter or two before defending and has a unit limit.
- ◆ The fourth year is the last year the Physics Department will guarantee funding through Departmental funds. The assumption is that by the fourth year all students will have secured a research advisor who will support them in the final years of study as a Graduate Student Researcher (GSR).
- ◆ The final period of graduate study should be directed toward individual research and the preparation of your dissertation.

Winter

- ◆ Domestic students must complete the Free Application for Federal Student Aid (FAFSA) by March 2. Please continue to accept Federal Work Study support.
- ◆ Apply to Graduate Division for Continuing Student Central Fellowships. Deadline: April 1st. For more information, check: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>.

Spring/Summer

- ◆ Hold an Annual Update meeting with your Supervising Committee. Turn in the completed Annual Update form to the Staff Graduate Advisor by July 15 so that your employment paperwork can be processed for the coming fall.

Advising

All students who have not advanced to candidacy are required to meet with the Faculty Graduate Advisor 3 times per year (roughly August, January, April) to discuss the students' progress to date, course selection, establishing a relationship with a research advisor, progress toward advancement, and other issues.

In addition, it is the student's responsibility to assemble a Supervising Committee (see below) to provide advice on how to proceed at each stage of your graduate studies. The student should hold an Annual Update meeting with this committee at least once a year, during which an Annual Update form will be completed. For first year graduate students, this meeting should occur during the Spring quarter. In later years, the student should consult with the chair of the committee to determine the best date for a meeting (probably Spring or Summer). The completed form is due by July 15.

The Supervising Committee

During the first year of graduate studies, the student should work with the Faculty Graduate Advisor to assemble a supervising committee of 3 faculty members. One faculty member must agree to serve as chair. The chair, and at least one other committee member must hold at least a partial ladder faculty (tenure track, not adjunct or lecturer) appointment in the UCSB Physics department. However, one member of the committee can be faculty from another department, adjunct faculty, etc., so long as this choice is approved by the Faculty Graduate Advisor. If this committee member becomes your primary research advisor, they will be listed as co-chair. The student should consult the Faculty Graduate Advisor before officially contacting faculty about serving as committee members or chair.

Note that agreement to serve as chair of a supervising agreement does not constitute a promise to become the student's research advisor. The student and prospective chair are encouraged to explicitly discuss their mutual expectations in this regard when the committee is formed.

The members of the committee and the choice of chair can be changed at any time, if the changes are approved by the Faculty Graduate Advisor and by the new members/chair of the committee. The Staff Graduate Advisor can provide you with the appropriate form. After advancement to candidacy, the supervising committee will consist of 3 members from the student's Dissertation Committee.

The regular Annual Update meeting with this committee is not an exam; it is informal and advisory in nature. However, holding this meeting is an official requirement. Students who do not turn in the completed Annual Update form to the Staff Graduate Advisor by July 15 may not be considered to be in good standing, and their employment paperwork for the coming Fall may not be processed. This may in turn result in financial penalties for the student.

Furthermore, in some cases the Graduate Advisor may ask the Supervising Committee to hold a special meeting to review the student's progress and issue official recommendations to the department. The student will be notified at least two weeks in advance if such an official review is to occur. At the student's discretion, the Annual Update form can also be completed at such a review, so that it takes the place of the usual Annual Update meeting.

The Annual Update Meeting

The regular Annual Update of the Supervising Committee is informal and advisory in nature. It is not an exam. First year graduate students should hold their meeting during Spring quarter. In later years, the student should consult with the chair of the committee to determine the best date for a meeting (probably Spring or early summer). However, the deadline for turning in the completed Annual Update form to the Staff Graduate Advisor is July 15. (Students are not required to submit this form during a year when they advance to candidacy or defend their PhD.) After establishing times and dates when the committee members are available, the student may contact the Staff Graduate Advisor for help in finding and booking an appropriate room.

At the meeting, the student will briefly (in 5-10 minutes) explain their progress to date, after which the committee and student will discuss future plans and make recommendations. The committee will generally also hold a short closed-door discussion during which the student is not present. Finally, the committee will work with the student to complete and sign an Annual Update form, which the student will return to the Staff Graduate Advisor.

In the first year, the student's summary should describe coursework completed to date, steps the student has taken toward finding a research advisor, and an overview of any research in which the student has participated thus far. The student should also propose a tentative plan for how they would like things to proceed over the next year, including sources of support (e.g. fellowship, GSR, TA, etc.). This tentative plan should be viewed as a starting point for a conversation with the committee who will help to refine the plan. Finally, the student is encouraged to report any difficulties or problems they have faced in their search for a research advisor and project and to solicit advice from the committee.

In succeeding years, the student's summary should focus on progress since the last annual meeting and on proposing a tentative plan through either advancement or completion of the dissertation as appropriate. Senior students may wish to present a more detailed description of their research. Nevertheless, the student is encouraged to keep their summary brief and to avoid giving a full research seminar unless specifically requested by the committee. The student should consult with the committee chair as to particular topics to be addressed. However, in all cases the student and committee should explicitly discuss plans for the student's future support (e.g. fellowship, GSR, TA, etc.).

Non-synchronous meetings: Students who have a solid research advisor, i.e., "Yes" on question 3 below, have the option to meet separately with each member of their committee rather than scheduling a group meeting, *only if all members of the committee agree to this procedure*. In this case, the student should meet first with the research advisor to complete the form, then discuss the answers with each other member of the committee and collect their signatures.

While the annual Update Meeting is not an exam, it is an official requirement that must be completed by July 15 of each year, except in years the student advances to candidacy or defends a PhD. **The responsibility to schedule the exam and to complete and submit the paperwork falls on the student, not the committee chair.** Students who do not complete this requirement are not considered to be in good standing. They may be placed on academic probation, and any GSR or TA appointments may be blocked until the meeting has been held and the Annual Update form has been turned in. If this continues for too long, it may result in financial penalties for the student.

Normative time to Degree:

Normative time is the number of twelve-month years which a department's faculty consider to be a reasonable time for completion of a particular Ph.D. program by a full-time student who matriculates with no deficiencies. Normative time in Physics is 6 years (5 for students who enter with a master's degree in physics). Normative time, however, is a departmental statement of ideals, not actual averages or individual possibilities. For this reason, some students will advance to candidacy and/or graduate before the normative time, and some will take longer. Students who require more time to advance or graduate will need to petition the Department for an extension to the degree deadline. In practice, roughly 75% of UCSB Physics PhDs are awarded within normative time.

In the first year past normative time, Graduate Division will place the student on "warning" status. The only penalty is that the student is not eligible for central funds. This means that they cannot receive Central Fellowships and that certain fees (roughly \$300/quarter in 2013) can no longer be paid by the department.

In the 2nd year past normative time, Graduate Division will typically place the student on Academic Probation. While this does not appear on the student's final transcript, it does prohibit receipt of central funds or academic employment. However, Graduate Division states that exemptions for GSR employment will be granted on a regular basis.

After one year or more on probation, the department will be asked (quarterly) to recommend either continued employment or dismissal.

P3 Status:

Students more than 3 years past their ATC who have not yet received their PhD are said to be in P3 status. UCSB does not receive funds from UC for such students. As a result, P3 students are not eligible for central funds (see above).

Most importantly: International students in P3 status must pay *full* non-resident tuition.

Probation and Dismissal Only the Dean of Graduate Division may dismiss a student from graduate standing. This is done on the recommendation of departmental faculty. Graduate students are required to maintain a minimum grade point average of 3.0 in all upper division and graduate courses. In addition, students are required to make continual progress towards the degree. Students who fail to meet either requirement may be placed on Academic Probation by Graduate Division. Probation is intended to provide students whose performance is less than satisfactory a period of time in which to make up their deficiencies. The department and Graduate Division will notify students who are being placed on Academic Probation. The department will provide written notice to the student indicating the work that the student must complete in order to attain minimum standards and set a reasonable time limit within which that work must be completed.

The consequences of Academic Probation include loss of academic student employment and the corresponding benefits of that employment (payment of fees and health insurance).

Degree Requirements

Ph.D. Degree:

- Satisfy Departmental advancement to candidacy procedures including core course requirement and electives. (See the following section on Advancement to Candidacy in the Physics Department)
- Complete a minimum of 36 units of graduate course work, which consists of a program of study approved by the Supervising Committee.
- Pass Candidacy Exam – proposal and defense of dissertation topic (See Advancement to Candidacy Procedure).
- Submit and orally defend the dissertation.
- Student must be registered and in residence for six quarters to satisfy residency requirement.
- International Students must satisfy the requirements for English as a Second Language (there is no foreign language requirement).

Selecting a Research Advisor

The choice of a Research Advisor is one of the most important decisions you will make as a graduate student. The decision should be made by the third year, and it is reasonable to devote significant thought to who your advisor will be.

There are three formal mechanisms in Physics for distribution of research information to help you with this choice: The Departmental website; the seminar series, in particular the Graduate Seminar 260G; and the special topics seminars and brown bag lunches coordinated by research groups and the Faculty Graduate Advisor.

The 260G series of short, informal talks are designed for the faculty to inform graduate students about their respective research. First year students are required to attend Graduate Seminar (260G) because this is perhaps the only time students will be able to obtain a comprehensive idea of the overall breadth and activity of the work in the Physics Department.

Following these seminars, it is in the student's best interest to meet individually with each faculty member to discuss projects and areas of research. It is also a good idea to attend the department colloquia to find out more about research groups at UCSB. Meeting the faculty and attending seminars is essential to selecting a Faculty Advisor.

You should also pursue informal information gathering mechanisms. Talk to existing students and postdocs in prospective groups to learn what the working environment is really like and what financial and other support can be expected. Your more senior grad student colleagues are a wealth of information. Contact the Faculty Graduate Advisor for advice if you have difficulties in finding an appropriate research advisor.

Advancing to Candidacy in the Physics Department

Physics graduate students must advance to candidacy by the end of Winter Quarter of their third year. Starting Fall 2010, students who enter with a master's degree must advance in their second year. A description of what the advancement exam entails and how to prepare for it follows. The Ph.D. program is structured such that your basic coursework will be completed in the first two years, giving you the foundation necessary to focus on directed research in your field beginning in year three. The objective of the advancement exam is not a measure of your research. Rather, the purpose is to determine whether you have gained sufficient knowledge of your particular field and whether you are progressing at an appropriate rate toward completion of your PhD.

The Department regulates advancement to candidacy. When a Ph.D. candidate completes his/her oral candidacy examination, the Ph.D. form II is completed by the Staff Graduate Advisor and forwarded to the Graduate Division. **Note: Students must be registered during the quarter that the candidacy exam is taken unless it is taken during summer quarter.**

To be eligible for advancement, the student must have registered for three consecutive quarters, have a GPA of at least 3.0 with no incomplete grades, and satisfy the Department advancement requirements. These requirements include completion of the core courses and electives. (Three electives are required for observational/experimental students and five electives are required for theoretical students for the regular Physics PhD. For the Astrophysics Emphasis, the elective requirement is two for observational/experimental students and four for theoretical students. For theory students, at least one elective must be in an area clearly distinct from your field.) All courses and electives must be taken for a grade and passed with a grade B or higher.

After passing the ATC exam (see below), the student pays a \$50 advancement to candidacy fee to the BARC Office (SAASB 1212) and brings the receipt to the Graduate Division. The student is then formally advanced to candidacy. Note that the student does not advance until the fee is paid.

Advancement to candidacy has several benefits:

1. The candidate is eligible for faculty privileges at the library. To receive a new library card, the candidate takes a validated receipt from the Graduate Division to the library.
2. Candidates appointed as a GSR are automatically eligible for an increase in GSR salary from step 8 to step 9, which corresponds to an increase from \$2,456 to \$2,653 per month for a 49.99% appointment. TAs and students on fellowship support are not eligible for an increase in pay. There are the salaries for 2016-17. The dollar amounts of the step get adjusted for inflation.
3. Beginning the quarter following advancement to candidacy, foreign students will receive a 100% reduction of the nonresident tuition for nine quarters. If the degree is not completed by the end of the ninth quarter, nonresident tuition will again be assessed at the full rate.

Advancement Exam Deadline:

All students must take the exam by the end of Winter Quarter of the third year. If the exam is not passed, it must be retaken by the end of Spring Quarter of the third year. Students who do not take the exam on schedule and have not received an extension are subject to withdrawal of financial support by the department or dismissal from the program on the grounds of not making adequate progress toward the degree. Students who fail the exam for the second time will be dismissed from the program on the same grounds.

If a student fails the exam, the advancement committee must provide a written account of what they found to be lacking, along with suggestions for how to remedy the problems. The student must then retake the exam by the end of spring quarter of the third year.

Contact Jennifer Farrar at extension 4646 to schedule the exam and prepare the forms.

Extension to ATC Exam Deadline:

An extension to the Winter quarter deadline may be granted due to personal, medical or family circumstances, or to an approved research related absence that sets the student back in their academic progress. The Faculty Graduate Advisor and the faculty mentor/research advisor must be informed of the circumstance when it arises and would grant an extension in a written academic progress report outlining the extended advancement timeline.

The Nature of the Exam:

Students should demonstrate that they understand the overall situation in the field: what are the established results and what are the most important problems that are currently being addressed? Students should also propose a possible line of research and justify its potential significance. To ensure that the student and the committee agree on what constitutes an acceptably broad definition of *field*, the student will submit a brief synopsis (see ATC synopsis form below) at the time the exam is scheduled. The synopsis must be approved by both the chair of the committee and the Wiseperson. Advancement exams are closed exams, which means that only the student, committee members can be present. (The thesis defense, by contrast, is an open exam.)

Students should give a presentation that is not more than 30 minutes in length. At least one third should be devoted to reviewing the overall situation in your field.

Students will be evaluated on whether:

- a) the presentation addresses the underlying physics issues of the field and shows a reasonable understanding of the important problems;
- b) the student is able to respond adequately to questions from the committee;
- c) the student is progressing at an appropriate rate toward completion of a PhD.

Students must do well in all areas in order to pass.

The Advancement Committee:

Your committee must include at least three ladder (tenure track) UCSB faculty members (not lecturers, adjuncts, etc). Your committee chairperson and at least one other member must hold ladder faculty appointments in Physics. Other members can be from outside the physics department or be non-ladder faculty. If your primary research advisor is not Physics ladder faculty they will be considered a co-chair. If you are a theorist, you will need at least two theorists and one experimentalist on your committee. If you are an experimentalist, you will need at least two experimentalists and one theorist.

One of the members of your advancement committee will play the role of Wiseperson. This needs to be a Physics ladder faculty member, and cannot be your thesis advisor. The Wiseperson is usually the committee member outside your area of study. For example, if you are a theorist, your Wiseperson will be the experimentalist on the committee.

Exceptions to the above policy can be granted only by the Graduate Division. If you believe such an exception is in order, be sure to allow time for such an exception to be processed. You should also have a back-up plan in mind in case it is not approved. If you wish to request an exception, contact the Staff Graduate Advisor for details on how to proceed.

The committee that administers the exam will (normally) be the same committee that guides the student's research and administers the final dissertation defense. At the time of the advancement to candidacy exam, the committee will either approve the dissertation topic, or, if there is not enough information to do that, the committee will arrange for a future meeting of the Supervising Committee to decide the question.

The Role of the Wiseperson:

A Wiseperson is present at every exam to ensure the appropriate level of difficulty. The Wiseperson is a regular committee member and advises the committee on how the student compares with others who have been examined. The Wiseperson can require the exam to be redone if he/she feels that the exam does not conform to the guidelines given above. The Wiseperson also helps in drafting the ATC synopsis form in consultation with the student and the thesis advisor.

ATC Synopsis Form

Instructions:

This form is to be completed during a joint meeting of the student, committee chair, and wiseperson. Handwritten entries are fine. You may continue on the back. It should be signed and returned to the Staff Graduate Advisor ***at least one week before*** the ATC exam. It is preferable if this form is signed one month ahead of the exam in order to help prepare for it. Any concerns from the committee should be addressed ***immediately***.

The wiseperson will lead the committee through a brief review of this synopsis during a closed-door discussion held at the beginning of the ATC exam begins.

Field of Research:

(It may be useful to define both a broad field and a more specific subfield, which will be the main focus.)

Scope of Presentation:

Scope of Possible Questions:

Signatures

ATC Candidate: _____ Date: _____

Committee Chair: _____ Date: _____

Wiseperson: _____ Date: _____

ATC Checklist

This checklist summarizes the steps in setting up an ATC exam.

Note 1. : Departmental policy requires students to advance by the end of Winter quarter of their 3rd year. Contact the Faculty Grad Advisor if you need an extension. Extensions through Spring quarter are common.

Note 2: UC-wide policy requires students to complete their Ph.D within 3 years of advancing to candidacy. Students failing to meet this requirement enter P3 status.

___ 1. Discuss ATC with your research advisor and make sure that the time is right for you to advance, keeping in mind both Note 1 and Note 2 above. Contact the Faculty Grad Advisor if you need additional advice. Consult with your advisor as to whom to include on the committee. **Remember:** If you are a theorist, you will need two theorists and one experimentalist on your committee. If you are an experimentalist, you will need two experimentalists and one theorist. Your committee must be made up of at least three ladder (tenure track) UCSB faculty members (not lecturer, adjunct, etc.).

___ 2. Read the ATC section of the Physics Graduate Handbook (available on-line).

___ 3. At least **2 weeks before** the exam is to be held, contact the Staff Graduate Advisor to receive additional instructions and to confirm your Wiseperson.

___ 4. After establishing a committee, time, and date, send the following information to the Staff Graduate Advisor: names of committee members, date and time of exam (schedule a two hour block of time), location of exam (the graduate or undergraduate advisor may schedule a room for you), area of study, tentative title of dissertation.

___ 5. At least **1 week before** the exam is to held, meet with the wiseperson and ATC committee chair to complete the synopsis form. Turn in a copy of this form to the Staff Graduate Advisor.

___ 6. **One or two days before the exam:** Remind each member of the committee as to the time and date of the exam.

___ 7. Complete the exam and return the forms to the Staff Graduate Advisor.

___ 8. After advancing to candidacy you are required to pay a \$50 advancement to candidacy fee at the [Billing/Cashier's Office](#). The Billing Office will give you two copies of your receipt. Take one to [Graduate Division](#) and tell them this is your advancement to candidacy fee. Take the other receipt to the [Library](#) to get a faculty library card

Master of Arts Degree in Physics

Current graduate students are eligible for the MA degree when they have met the following requirements:

- Passed the Advancement to Candidacy Exam
- Completed the core course requirements with a minimum grade of B
- Completed a minimum of 36 units in graduate level physics courses. These may include core course units, and 12 of the 36 units may be from 596 (directed reading and research) or 599 (dissertation preparation) courses.

When the above requirements have been met, students should complete the Graduate Student Petition indicating they wish to add the Master's Degree objective and remain in the Ph.D. objective. The Graduate Student Petition is available at: <http://www.graddiv.ucsb.edu/docs/default-source/academic-services-documents/reinstatement-petition11-15.pdf?sfvrsn=0>. A \$20 petition fee must be paid to the Billing Office (this is in addition to the \$50 advancement to candidacy fee) and the receipt and completed petition taken to Graduate Division. There is an additional \$19 charge for mailing the Master's diploma. If you apply for a MA degree, please notify the Staff Graduate Advisor (extension 4646) so that she can be sure the process is completed.

Terminal Master's Degree

Students who decide not to complete the Ph.D. program may leave with the terminal Master's degree in Physics upon completing the following requirements:

- Passed the Oral Master's Exam
- Completed the core course requirements with an average grade of B and a minimum grade of B in at least 5 of the 7 core courses (6 of 8 for the Astrophysics Emphasis).
- Completed a minimum of 36 quarter-units of work, with a minimum of 32 units of graduate-level courses. These may include core course units, and 12 of the 36 units may be from 596 (directed reading and research) or 599 (dissertation preparation) courses.

The oral master's exam is similar to the advancement to candidacy exam in the sense that students must have a committee of three Physics Department faculty members, one of whom will chair the committee. A Wiseperson is necessary and will be one of the three committee members. The object of the Master's exam is to establish that the student has acquired sufficient knowledge of the material covered in the core graduate courses. While the purpose of the advancement exam is to determine whether the student has sufficient knowledge of physics to begin research in a particular area, the objective of the master's exam is to ensure that the student will leave the program with a solid understanding of the material covered in the following areas: Statistical Mechanics, Classical Mechanics, Quantum Mechanics, Electromagnetic Theory. The master's exam lasts for approximately 1.5 hours and students should be prepared to answer questions and give examples on these subjects.

Students who take the terminal master's degree must complete the Graduate Student Petition indicating they are adding the master's degree and removing the Ph.D. objective. They must then pay a \$20 petition fee to the Billing Office, and an additional \$19 processing fee for the mailing of the diploma.

In either of the above cases, any course with an I or U grade must have a grade assigned or, if allowable, dropped, before the degree may be awarded.

Registration and Coursework

Graduate Student Status/GPA Requirement

Maintaining graduate student status requires paying all fees, registering each quarter, maintaining an overall GPA of **3.0** and maintaining timelines set by the department and Graduate Division for obtaining a research advisor, advancing to candidacy, and graduation. Failure to maintain academic standards results in probation or dismissal; failure to pay fees and register (unless on approved leave of absence) results in lapse of status as a graduate student. Only work taken when in good standing as a graduate student may be counted toward a graduate degree.

Have you:

- Registered for 12 units?
- Paid all necessary fees?
- Maintained a GPA of 3.0 or higher?
- Made significant progress?

Students who fail to pay fees and register for classes by the third week of classes each quarter lapse status as graduate students and must either petition for reinstatement (\$70 for domestic students or \$90 for international students) or reapply for admission (\$105 for domestic students or \$125 for international students). For details, see the following section on petitions in this handbook and the Graduate Division Student Handbook at <http://www.graddiv.ucsb.edu/handbook>.

Registration as a graduate student in the Spring Quarter maintains graduate student status until the beginning of Fall Quarter. A student who registered in spring may therefore take examinations or file a dissertation during Summer without additional fees. A student who did **not** register Spring Quarter will owe a filing fee to take the terminal master's examination or file a thesis dissertation. If a student who did not register for Spring Quarter wishes to take their Candidacy Exam during the Summer, they must register for Summer Sessions and pay all Summer Sessions fees. Go to: www.summer.ucsb.edu for more information.

Registration and Full-time Status

For purposes of reporting graduate enrollment to UC Systemwide, registration in 12 units is considered full-time status. **Students should not drop below 12 units.** If there are extenuating circumstances, please contact the Faculty Graduate Advisor.

There is no upper limit on the number of units a graduate student may take in their graduate courses, but it is recommended that students not exceed 12 units per quarter when employed. It is advised that students who have not yet advanced to candidacy take at least one 200-level course per quarter. Almost all the 500-level courses will be graded S/U only. There is no upper limit to the number of 500-level units students may take.

Part-Time Graduate Status

At present there is no provision for part-time graduate status: *All graduate students are assessed full fees no matter how many units they take.* Students who are physically elsewhere are

considered “in residence” at UCSB if they pay fees and register for classes. Students doing research outside the state of California may be eligible for fee reductions through “in absentia registration.” Please see Graduate Division for more information on “in absentia” regulations.

Course Units and Employment

If an employed student is enrolled in 12 units and wishes to drop a class toward the end of the quarter due to poor grades or any other reason, they may not drop the course if doing so will bring them below 8 units. Falling below 8 units may result in loss of health insurance and student employment, and may require the student to pay the university back for fees, tuition, and even salary received earlier in the quarter.

Leaves of Absence

Continuous registration is expected of all graduate students. Leaves of Absence may be granted under special circumstances and must be approved by the Faculty Graduate Advisor prior to petitioning Graduate Division. Complete information on the types of leaves of absence and the ramifications of taking a leave will be found in the Graduate Division Student Handbook. Go to: <http://www.graddiv.ucsb.edu/docs/default-source/forms-and-petitions/academic-documents/loapetitionacademic-3-15.pdf?sfvrsn=0>

Department Requirements for Registration

Graduate students are to be enrolled for a minimum of 12 units per quarter. **First year Ph.D. students** must enroll in the course schedule suggested by the graduate advisor except in special circumstances. After the first quarter, the 12 units may be made up of core courses, other academic courses, 596 (Directed reading and research) or 599 units (thesis/dissertation research and preparation) as to maintain full-time status. Be sure to use your research advisor’s instructor number listed in the *Schedule of Classes* to register for courses requiring instructor numbers and 500 level courses. All first year students must register for the Physics seminar course, Physics 260G every quarter.

Miscellaneous Registration Information All information, including deadlines, is listed in the front of the *Schedule of Classes* online at <http://registrar.sa.ucsb.edu/soc.aspx>; please refer to it often.

- Continuing students register in the middle of the current quarter for the following quarter (including Fall). For Fall, the deadline is usually in August.
- **New students and those returning from a leave of absence register shortly before the quarter begins.**

Fees need not be paid until the first day of classes. Don’t forget to register! Students who do not register by the deadline will be assessed a \$50 late registration fee.

- Schedule adjustment takes place during the first week of the quarter. Students may add and drop courses without a fee. Graduate Students have until the **15th day of instruction** to add classes to their schedule without approval from the Graduate Division. After this deadline, Schedule Adjustment Petitions signed by the Dept. Chair, Instructor, and Faculty Graduate Advisor are required to be sent to the Graduate Division and you will

be assessed a \$3.00 fee per course added and/or dropped. Forms are available in the Registrar's Office. Please see the following link for calendar and deadline information: <http://registrar.sa.ucsb.edu/calinfo.aspx>.

- Classes may be added and dropped via GOLD by using add approval codes that are issued by instructors. If approval codes are not available, add petitions can be picked up from the department office. Petitions are to be taken to the Registrar's Office once approval has been given to add by the instructor, and the Graduate Advisor. If after the deadline, Graduate Division approval is required.

The Fly America Act (a warning about travel reimbursement): In the course of your graduate studies you may engage in international travel to conferences, summer schools, or for research. Most of the funding sources that might reimburse you for such expenses come from the U.S. Federal government and are subject to the [Fly American Act](#) of the U.S. Congress. This means that a U.S. Flag air carrier must be used if at all possible (even if they are significantly more expensive than non-U.S. Flag air carriers). If you book a ticket on a non-U.S. flag air carrier, it may not be possible to reimburse you. It is therefore critical that you discuss this with your advisor, or with the departmental financial staff, before booking your ticket. One common source of funding that is *not* subject to this restriction is the UCSB doctoral student travel grant.

Petitions

Leaves of absence - \$20.00 Students leave school for all kinds of reasons and for varying lengths of time. Those who seek and receive approved leaves of absence are guaranteed that their department will take them back when they are ready to return. Those who simply drop out will have to reapply and be evaluated with new applicants should they decide to return and register.

Continuous registration is expected of all graduate students. Leaves of Absence may be granted under special circumstances and must be approved by the Faculty Graduate Advisor prior to petitioning Graduate Division.

Students should think carefully about the timing of leave requests. A “student” is one who pays fees and registers. Persons on leave are not, technically speaking, students. Student loans, visas, university housing, access to career and counseling services, student health, financial aid, etc., are either unavailable or available only on fee-for-service bases to unregistered persons. See Graduate Division Student Handbook for ramifications of taking a leave. Go to: <http://www.graddiv.ucsb.edu/academic/leave-of-absence>.

Returning from leave To return from a leave of absence, the student notifies the Department and Graduate Division in writing of his/her intent to return approximately 4 weeks before the beginning of the quarter in which s/he wishes to register. This action triggers the preparation of registration and billing materials. To register, students returning from leave follow instructions for “new and returning” students in the *Schedule of Classes*.

Reinstatement from lapsed status Students who fail to pay fees and/or to register by the third week of the quarter lose student status. They may petition for reinstatement if their lapse was for three quarters or less (\$70 for domestic students or \$90 for international students). For lapses of longer than three quarters, students must reapply for admission. Re-application is not a guarantee of re-admission. Graduate advisors will evaluate a reinstatement petition with the same care they give new applications. Petitions for reinstatement are available at: <http://www.graddiv.ucsb.edu/docs/default-source/academic-services-documents/reinstatement-petition11-15.pdf?sfvrsn=0>.

Withdrawal Leaving the university after the quarter begins constitutes “withdrawal.” Students must file a withdrawal petition with the Registrar or all the classes in which they registered will be recorded as “F” grades. In emergencies where students cannot process petitions for themselves, the Dean of Students Office will handle withdrawals. Call ext. x3176. Early in the quarter, speed is important to assure maximum refund of fees. If a student intends to return to UCSB in subsequent quarters, s/he can file a leave of absence petition to make returning easier. Contact Academic Affairs, ext. x2559, in the Graduate Division to discuss timing and strategies.

Drop/add & change of grading option - \$3.00 Adjustments to a student’s schedule are made by GOLD or by petitions, which originate in the Registrar’s office. During the first week or two of classes, schedule adjustments are made without charge. After the 15th day, the fee applies.

Graduate students may petition to change grading options or to drop classes up until the last day of classes. Classes may be added until the 15th day of instruction. From those deadlines until grades are posted, students may still petition but must seek the Dean of Graduate Division’s

approval in addition to the usual approvals. Once grades are posted, retroactive changes to the permanent record require Graduate Council approval.

Incompletes Students must file a petition in the Registrar's office to receive an Incomplete grade. If this petition is not on file, and an instructor submits an "I" grade, the Registrar's computer will enter the grade as "F." Automatic F's are permanent scars on the student's record and should be avoided when possible. Submitting no grade at all will result in a blank space on the transcript, but not in an I or an F. After one quarter, a NC turns to an F or U.

Incompletes convert to F's at the end of the quarter following the original class, unless the instructor submits a grade to the Registrar. An instructor may extend the Incomplete for additional quarters by requesting the extension in writing directly to the Registrar's office.

Degrees are not awarded to students carrying Incompletes. When a student lifts an Incomplete while on leave or during summer, without registering again, the Graduate Division is unaware that they should initiate another degree check. Students who are through with course work, but carrying Incompletes, must inform the Graduate Division when they wish another degree check to be carried out.

UCSB Extension credit Only Extension courses approved in advance and taken while a student is in graduate standing will be accepted for graduate credit. The student must petition before enrollment for approval and then petition again for transfer of credit when the class is completed. The second petition must be accompanied by an Extension transcript showing the grade earned. Please contact extension x4200 for details on fees.

Transfer of credit - \$20.00 Upper division and graduate courses may be transferred to UCSB if the student was in a graduate program when the courses were completed. With approval from the Physics Department and the Graduate Division, up to 8 quarter units of credits for courses completed with a grade of B or better may be transferred from an accredited college other than another branch of the University of California. Up to 12 quarter units may be transferred from another UC campus. Such transferred units will be treated as Pass/Not Pass, upper division units, and will not be computed into the UCSB grade point average. Units counted for a degree awarded by another institution are not transferable.

No credit will be allowed for any course taken as an undergraduate or as a graduate in non-degree status, nor will credit toward an advanced degree be given for courses completed in a teaching credential or translator-interpreter program before the student was admitted to a degree program.

After students have been in residence at UCSB for at least one quarter, they may petition to transfer credit under the limitations described above. Before approving a transfer of credit, the Graduate Advisor should be satisfied that the courses being transferred are in fact equivalent to the department's own offerings, particularly if they are substitutions for required or core courses.

Intercampus Exchange Program for Graduate Students (IEPGS)

Occasionally UCSB graduate students wish to study temporarily on another UC campus. If a student desires to take a course not offered at UCSB, wishes to study under the guidance of a specialist in residence at another UC campus, or needs to have continuing access to library holdings or facilities not available at UCSB, s/he may apply to the Intercampus Exchange Program. Approvals are required from the department chairs and the graduate deans on both campuses. Applications are available in the Graduate Division.

Separate applications are required for each quarter and must be filed with the Graduate Division at least four weeks before the beginning of the quarter in which the student wishes to make the exchange.

The student pays fees at UCSB and files registration materials at both campuses. This procedure maintains academic residence at UCSB even though the student is not physically present. Classes taken on the other campus appear on the UCSB transcript, and are figured into the UCSB grade point average. Ordinarily, the Graduate Division will not approve an intercampus exchange petition until the student has completed at least one quarter satisfactorily on this campus. Go to <http://www.graddiv.ucsb.edu/academic/intercampus-exchange-eap> for more information.

Finishing

Degree checks

Ph.D. The Graduate Division initiates degree checks for Ph.D. students when the student turns in a dissertation and/or when the department notifies them on Ph.D. form III that a student has defended the dissertation.

Incompletes Except for “thesis preparation” or “dissertation preparation” units, which are obviously completed when the document is accepted, *no Incomplete grade may appear on the transcript of a graduate degree award.* Lifting Incompletes in future quarters sometimes causes problems with fees, and will not automatically trigger a second degree check. Students with Incompletes must persist until they are sure the degree is awarded, since at present there is no fail-safe mechanism to initiate another degree check.

Fee status A student must be in a fee relationship (i.e., either registered or paying the filing fee) with the university the quarter s/he finishes all degree requirements. Fees paid for one quarter cover activities undertaken until the next quarter begins. Payment of Spring fees cover summer up until Fall quarter begins.

Degree status Degrees are granted four times a year, the last day of each quarter including summer session. The student must have finished all requirements by the final day of the quarter in order to get a degree dated that quarter. A dissertation filed between quarters (in late August, or during Christmas break, for example) will not cost the student additional fees if s/he was enrolled the previous quarter; but the degree will be dated as of the end of the next quarter.

Thesis and dissertation preparation

Acceptable format for theses and dissertations is outlined in The Filing Guide available online at the Graduate Division website (www.graddiv.ucsb.edu). Please contact the Graduate Division for additional information at gradacademics@graddiv.ucsb.edu or at 805-893-2277.

Deadline problems Students who are pushing hard to file a thesis or dissertation by the end of a particular quarter should be encouraged to take samples of their manuscript to the Graduate Division ahead of time to be sure the format is acceptable and the print dark enough to microfilm well. They should also call ahead to ascertain whether a dissertation advisor will be available on the day they intend to file.

Students who miss the end of the quarter filing deadline by even a day will be placed on the next quarter’s degree list. If requested, the Graduate Division will provide a letter certifying the actual date of completion of requirements and guaranteeing award as of the next date.

Graduation ceremony The Graduate Division’s graduation ceremony is one of seven coordinated by representatives of the colleges and the Chancellor’s office. It is traditional for a student’s PhD thesis advisor to accompany the student at the ceremony and join the Chancellor in placing the hood regalia as a symbol of the bestowed degree. Students are eligible to participate or “walk” in the June ceremony even if they have not yet completed all of the requirements for the degree, provided that both they and their departments really expect them to complete all requirements within the near future.

Diplomas and transcripts After the Graduate Division finishes a degree check, it notifies the Registrar, who posts the degree to the transcript and orders diplomas. Degree checks and posting take 6-8 weeks from the end of the quarter. Students wishing to order transcripts showing the degree awarded should mark their order form “hold for posting of degree.”

As part of the degree check process, Graduate Division notifies the student through GOLD of the degree awarded and sends an order form by which the student can inform the Registrar where to send the diploma when it arrives, several months into the future. There is a \$19.00 processing fee. Students who are staying in the Santa Barbara area may pick up their diplomas in person from the Registrar’s office.

**UCSB Physics Department
Graduate Student Handbook**

Finances

Tuition, Fees and Health Insurance

Tuition: Domestic Students (Citizens and Permanent Residents of the US)

All students who are not California residents are charged tuition, currently \$5,034 per quarter. In most cases, the Physics Department provides a one-year tuition fellowship to first year graduate students who do not have an external tuition fellowship. First year domestic students must take the necessary steps to establish California residency during their first year so that they will not be charged tuition in following years. The Department will not pay tuition for domestic students beyond the first year. Students with central fellowships from the UC Regents and from government agencies such as NSF and NDSEG should be aware that these fellowships also will not pay tuition for domestic students after the first year, and that some fellowships have a cap on the amount of fees they will cover. Check your fellowship for details.

Domestic students must begin to establish California residency as soon as they arrive in Santa Barbara and follow the procedures for establishing California residency outlined on the Registrar's Office webpage (www.registrar.ucsb.edu). These steps include, but are not limited to:

- Continuous residence in California for one year
- Registering vehicles in California
- Applying for California drivers license / ID Card
- Applying for California voter registration
- Paying California state taxes
- Establishing a bank account in California
- Establishing a permanent residence in California as evidenced by a California address on all documents including educational and employment records, utility bills, bank statements, vehicle registration records, etc.

In the spring quarter preceding the 2nd year domestic students must complete the application for residency, which is available on the Registrar's website, and submit it to the Residency Office by the application deadline in early September. Please contact x3033 for more information.

Tuition: International Students

International students are not eligible for California residency. Starting Fall 2015, the International Doctoral Recruitment Fellowship (IDRF) will pay for the Non-Resident Supplemental Tuition (NRST) to international doctoral students beyond their first year of residency who have not yet advanced to candidacy. The IDRF applies only to newly recruited graduate students who began their graduate studies in Fall 2015. Please contact the Staff Graduate Advisor for details.

However, upon advancement to candidacy, the tuition for international students will be reduced by 100% for three years provided the student maintains continuous enrollment and progress toward the Ph.D. degree. For newly recruited international student starting in Fall 2015, after a year, an international student is able to establish residency. Please contact Jennifer Farrar for more information. This does not apply to current graduate students who entered prior to Fall 2015.

For this reason, it is particularly important that international students are aware of the Departmental advancement to candidacy deadline and that they take steps to ensure that they have advanced by the winter quarter of the third year.

Fees: Domestic and International Students

All students are assessed fees which are separate from tuition. The fees are itemized in the quarterly *Schedule of Classes*.

Fees and TAs:

Students employed as a TA at 25% or more will have the educational and registration fees paid for them as a benefit of the TA appointment. The fees remaining after the educational and registration fees are the miscellaneous campus based fees, which are listed in the *Schedule of Classes* and currently amount to \$318.27 per quarter. In most cases, the Department will award a fee fellowship to first year students employed as TAs to cover the miscellaneous fees if they have filled out the FAFSA by the March 2nd deadline of the year before. From the second year and beyond, TAs pay the miscellaneous fees unless they complete the FAFSA.

Fees and GSRs:

Students employed as a GSR at 35% or more will have all fees (educational, registration and miscellaneous) paid for them as a benefit of the GSR appointment. They are still encouraged to fill out the FAFSA by the March 2nd deadline and accept work study support.

Health Insurance:

All students must have evidence of being covered by Health Insurance while enrolled at UCSB. Upon enrollment, graduate students will be covered by the Graduate Student Health Insurance Plan (GSHIP) offered through UCSB Student Health and charged the health insurance fee (currently \$681.00/quarter) on their billing statement. **If a student maintains insurance from another provider, they must provide the UCSB Health Insurance office evidence of the other insurance and sign a GSHIP waiver form every quarter.**

Students who are employed as a TA at 25% or more, or as a GSR at 35% or more, and who do not have an external fellowship which covers the cost of health insurance, will have the GSHIP health insurance paid for them as a benefit of their student employment. Students who choose to maintain another insurance provider and waive the GSHIP will not be reimbursed for the cost of their other health insurance; they will simply have chosen to decline the GSHIP benefit.

GSHIP is automatically paid for TAs and GSRs at the beginning of each quarter. Spring quarter health insurance covers students throughout the spring and summer quarters provided the student was enrolled in a minimum of 8 units and was employed as a TA or GSR during spring quarter.

Students who lapse registration status are at risk of losing their health insurance coverage for the quarter during which the lapse occurred.

GSHIP coverage dates are available at the following link:

<http://studenthealth.sa.ucsb.edu/gaUCHO-health-insurance/ghi-2016-17>

For specific information on health insurance coverage, please contact the Student Health Office located in Bldg. 588 or visit: <http://studenthealth.sa.ucsb.edu/>. Email: insurance@sa.ucsb.edu. Phone: 893-5361.

Graduate Student Employment

Students who are making satisfactory academic progress are:

- Maintaining a minimum 3.0 GPA.
- On track to complete the Departmental and Graduate Division requirements in a timely manner. These include:
- Completion of the core courses within the first two years with a minimum grade of B.
- Foreign Students: passing the written and oral English Language Placement Exams by the end of the first year.
- Securing a research advisor and advancing to candidacy by the winter quarter of the 3rd year.
- Completion of the elective course requirements (3 for experimentalists, 5 for theorists) within the first 5 years with a minimum grade of B (no S/U grades will be permitted unless that is the only grading option for the approved elective).
- Successfully defending the written dissertation by the 6th year of graduate study. (If a student entered the program with a master's degree, the student is expected to defend by year 5.)

Satisfactory TA Evaluations

Another condition of the TA appointment is satisfactory TA evaluations. Students should always review their TA evaluations at the end of each quarter. Evaluations are kept in the main office and available for review there. Students will receive a copy of their ESCI scores in their mailbox at the end of each quarter, and may request a personal photocopy of their written evaluations from the Staff Graduate Advisor.

Students who receive consistently negative evaluations will be asked to review the comments and take steps to address the problems. If the student continues to receive negative evaluations the following quarter, the Department may require them to attend TA training again the following Fall quarter and/or may not employ the student as a TA for the Department in following quarters.

Academic Student Employee Maximum Working Hours

Academic Student Employees (GSRs and TAs) may not exceed 50% time during the academic year. In special circumstances, domestic students may petition the Department to work up to 75% time maximum for one quarter. **International students may not exceed 50% during the academic year for any reason.**

Salaries and Benefits: Teaching Assistants (TAs)

TAs are hired by the Department and supervised by the Head TA and the Staff Graduate Advisor. TAs are generally hired in 50% appointments (20 hours/week), but occasionally are placed in one 25% appointment (10 hours/week) or two 25% appointments for a total of 50%. For current salary scales, please visit

<https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/18.pdf>.

The benefits of a TA appointment include:

- Payment of Health Insurance
- Payment of Educational and Registration Fees

Students employed as a TA are responsible only for the miscellaneous fees, which currently amount to \$318.27/quarter.

Salary and Benefits: Graduate Student Researcher (GSR)

GSRs are hired by a faculty member (usually the student's Research Advisor) and are supervised by that person. GSRs are generally hired in 49.99% appointments (20 hours/week). The current salary scales are listed at

<https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/22.pdf>. Unadvanced students working as a GSR who advance to candidacy between the 1st and the 14th of the month, will receive the increase effective the 1st of that month. If a student advances between the 15th and the 31st of the month, the increase will be effective the following month. An unadvanced student employed as a GSR is at Step 8. An advanced student employed as a GSR is at Step 9.

The benefits of a 49.99% GSR appointment include:

- Payment of Health Insurance
- Payment of all fees
- Payment of tuition (for international students)

Departmental Employment for students in their 5th year and beyond:

In the event the Department does not have enough TA positions available in any given quarter to employ all the students requesting a TA appointment, the appointments will be made in the following order:

1. First through fourth year students without fellowships or other sources of funding
2. Fifth year plus students without fellowships or other sources of funding
3. Physics students with fellowship funding (provided the fellowship allows employment)
4. Graduate students from other departments who have participated in TA training

All Academic Student Employees (GSRs, TAs, Graders) MUST be enrolled in a minimum of 8 units per quarter in order to maintain employment.

Central Fellowships and Other Funding

Information on central fellowships may be found on the Graduate Division web page at: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>. Please contact the Staff Graduate Advisor for more information.

Taxation of Graduate Fellowships and Assistantships

(This information is copied from the Graduate Division's website and further information may be found there <http://www.graddiv.ucsb.edu/financial/tax-information>).

Note: The information provided below is not a substitute for professional/government tax counseling or for reading Internal Revenue Service and California Tax Board publications. The University is unable to provide tax advice to individuals.

Key Reference: [Tax Benefits for Education Information Center](#)

Fellowship Support

The Internal Revenue Service (IRS) and the California Franchise Tax Board (FTB) consider graduate fellowships taxable income. A portion of the fellowship may be excludable from your gross income. Generally stated, fellowship support may be excludable if (1) you are a candidate for a degree at an eligible institution, and (2) you use the fellowship to pay qualified education expenses. IRS Publication 970 provides detailed information: <http://www.irs.gov/publications/p970/>.

Please view the publications listed in order to receive complete instructions and regulations on the calculation of taxable fellowship income and qualified education expense tax deductions.

Visit the [1098-T web site \(1098-T FAQs\)](#) to view your own 1098-T information that will be reported by UCSB to the IRS. The 1098-T reflects a summary of the qualified educational expenses, as well as fellowship support processed through the University system on your behalf, based on information on file at the University. This information may be of use to you in determining the qualified educational expense. In addition, the site also provides information about the Hope Scholarship and Lifetime Learning Tax Credits.

Students are advised to retain fellowship award letters, fellowship stipend information, payroll wage information, as well as receipts and documents that show the total amount of your support and qualifying educational expenses. UCSB students may [log in to BARC](#) for relevant data.

Note that the tax year (calendar year) and the academic year are different. Income received during the calendar year should be reported on that year's tax return.

Domestic Graduate Students: US citizens, permanent residents, refugee, asylees, or residents for tax purposes do not have Federal or State income taxes withheld from their stipends by the University. If you are a US citizen, permanent resident, refugee, asylee, or resident for tax purposes **you may have to make estimated quarterly tax payments**, as needed, directly to the

IRS/FTB on your stipend income. Please obtain the estimated tax publications listed below in order to assess whether or not you will need to make estimated quarterly tax payments.

International Graduate Students: The University is required to withhold federal tax at a flat 14 percent rate on fellowship stipends for all nonresident aliens unless the international graduate student's country of origin has a tax treaty with the United States that excludes US-sourced fellowship stipend income from US federal tax. Refer to the IRS Publication 901 on "US Tax Treaties with Other Countries."

For all international students, whether there is withholding by the University or not, U.S. fellowship stipend income is reported to the IRS on Form 1042S and to the FTB on Form 592B. The Accounting Office provides a copy of both forms to the student by mid-March.

The Office of International Students & Scholars provides personal assistance in preparation of federal and California state tax returns. Please visit the following link to make an appointment: <http://oiss.sa.ucsb.edu/>.

Employment

All earnings are taxable income and are reported to both the IRS and the State of California. You should receive a W-2 form, Statement of Earnings, from the UCSB Payroll Office by January 31.

For more information, please visit <http://www.graddiv.ucsb.edu/financial/tax-information>.

**UCSB Physics Department
Graduate Student Handbook**

International Students

International Students

ENGLISH AS A SECOND LANGUAGE (ESL) REQUIREMENTS

ESL policies—An Overview

The Graduate Council's policy for students for whom English is not the native language states that they must satisfy proficiency requirements in spoken and written English for the purposes of research and communication with colleagues before they will be awarded a degree at UCSB.

TA Language Evaluation

International and permanent resident TA's for whom English is not the first language must be tested for language proficiency before being allowed to head a section. A faculty member from the academic department and the Director of the EMS program will evaluate English language proficiency. The prospective TA will make a 5-10 minute presentation on an academic topic assigned in advance by the Physics department. The evaluators will assess the student's ability to explain academic concepts, and to understand and answer questions of the type undergraduates pose in class.

Only students who demonstrate acceptable spoken proficiency in the English language evaluation will be eligible for classroom teaching responsibilities. TAs who fail the language evaluation will be assigned to alternate, non-teaching responsibilities, as well as be assigned the appropriate ESL class. Contact ESL at x7258 for more information.

Departmental Cooperation and ESL Compliance

Academic departments help the Graduate Dean in monitoring these aspects of ESL policy:

- All new international graduate students are required to take the English Language Placement Exam (ELPE) at the beginning of the quarter they first enroll at UCSB. Based on their performance on the ELPE, they will be placed in the appropriate Linguistics class (Ling 1, 2, 3G), or exempted out of ESL.
- Students who fail to take the ELPE are considered delinquent and will have their registration blocked for future quarters until they take the ELPE.
- Continuing international students who need additional ESL coursework must register in the appropriate ESL classes.
- Attendance in ESL classes is required. Students not attending their assigned ESL classes during the first week of classes (and the remainder of the quarter) will be considered delinquent. Students who are delinquent will be removed from their current teaching assignment, and remain ineligible for rehire until it is proven they are attending their assigned classes.

- Students are expected to complete the ESL course progression (Ling 1, English Skills Review; Ling 2, ESL Writing Skills Practicum; ESL Graduate Writing) within three quarters.
- Students required to enroll in Ling 1 or Ling 2 should be advised to limit their non-ESL course load to no more than 8 units, while students required to take Ling 3G should be advised to take no more than 12 non-ESL units. Students with poor English skills may take longer than usual to complete their degrees.
- Linguistics 4, ESL Self-Paced Tutorial class, was initiated to avoid scheduling conflicts involving ESL classes and to allow academic departments the option of asking a student who is having trouble speaking or writing English to obtain additional assistance. Departments may recommend that students needing extra help sign up for this class when it is offered.
- If university ESL requirements are not met, Graduate Division will enforce one or more of the following options: withholding of RA-ships; withholding of degrees; blocking of registration for future quarters and/or blocking advancement to candidacy.

Office of International Students and Scholars

The Office of International Students and Scholars has counselors available to assist and advise international students in many areas, including:

- Housing
- Visas and immigration matters
- Financial aid
- Cross-cultural programs
- English conversation classes

Financial Aid:

Non-immigrant students may apply for President's Work Study through the Office of International Students after three quarters of enrollment on campus.

Foreign Student Tuition Statement:

International students are not eligible for California residency. However, for newly recruited students that will start in Fall 2015, the International Doctoral Recruitment Fellowship (IDRF) will pay for the Non-Resident Supplemental Tuition (NRST) to international doctoral students beyond their first year of residency who have not yet advanced to candidacy. This does not apply to students who were admitted prior to Fall 2015. Please contact the Staff Graduate Advisor for details.

However, upon advancement to candidacy, the tuition for international students will be reduced by 100% for three years provided the student maintains continuous enrollment.

For this reason, it is particularly important for international students to be aware of the Departmental advancement to candidacy deadline and take steps to ensure that they have advanced by the winter quarter of the third year.

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Graduate Student Handbook**

Additional Resources for Graduate Students

Additional Resources for Graduate Students

- Graduate Division: 3117 Cheadle Hall. Phone: 893-2277
Web: www.graddiv.ucsb.edu

Graduate Division is located on the 3rd floor of Cheadle Hall and provides a number of services for graduate students. All forms and petitions used by graduate students are available in their office and some are available on their website. Students with specific questions regarding campus wide or external fellowships should contact Graduate Division for advice. Completed dissertations are filed at Graduate Division, and there are advisors there who will review the dissertation prior to filing to ensure the formatting is correct. A copy of the Graduate Division Student Handbook and an overview of the services provided are on their website.

- Graduate Division Graduate Student Handbook:
Web: <http://www.graddiv.ucsb.edu/handbook/>
- Graduate Student Association (GSA): 2502 University Center. Phone 893-3824
Web: www.gsa.ucsb.edu
- Student Health Services: Bldg 588. Phone 893-5361.
Web: <http://www.sa.ucsb.edu/studenthealth/index.asp>
- Office of International Students and Scholars: Student Resource Building, 3rd Floor.
Phone 893-2929.
Web: www.oiss.ucsb.edu
- Career Services: Bldg 599. Phone 893-4411
Web: <http://career.ucsb.edu/>
- Ombuds Office: 1205K Girvetz Hall. Phone 893-3285
Web: <http://www.ombuds.ucsb.edu>
- Disabled Students Program: 2120 Student Resource Building. Phone 893-2668
Web: <http://www.sa.ucsb.edu/dsp>
- Housing and Residential Services: 1501 Residential Services Bldg. Phone 893-2760
Web: www.housing.ucsb.edu
- Sexual Harassment Complaint Resolution Office: 2121 Cheadle Hall. Phone 893-2546
Web: <http://www.oeosh.ucsb.edu/sexual.harassment/>
- Short Term Loans and Check Disbursement: Billing Office 1212 SAASB. Phone 893-2155
Web: <http://www.as.ucsb.edu/resources/emergency-loans/>

Childcare Reimbursement

For information on Childcare Reimbursement, please visit the following link:
<https://ap.ucsb.edu/forms/GSR-ASE.child.care.reimbursment.form.pdf>

Hazing, Harassment, And What To Do About It

- What *you* might think of as “joking around” can be a serious problem if it inhibits others from participation in study groups or other student activities.
- This includes, but is not limited to, derogatory comments about women. We know this behavior has disrupted the participation of some of our female physics students in the past and the department is very serious about curtailing this behavior.
- This behavior is prohibited by the UCSB Codes for Student Conduct, in which it is considered a form of hazing. It can also become a legal case of sexual harassment. Prohibitions against hazing and harassment extend beyond campus property, and beyond official UCSB functions. For example, whether coming from one student repeatedly, or from a group, demeaning female students in an off-campus informal study group is a form of hazing and subject to severe repercussions for the offenders.
- Sexual harassment prevention training is mandatory for all new graduate students. Please visit the following link for more information:
<https://oeosh.ucsb.edu/titleix/training/ta.and.graduate.student.sexual.harassment.prevention/>
- Please visit the UCSB Student Code of Conduct at:
<http://www.sa.ucsb.edu/regulations/students/student-conduct>

What to do? Bullying behavior of this sort can be quickly stopped when offenders are warned about the legal path they are on. An early warning to offenders is the best approach because action can be taken well *before* a situation would be considered sexual harassment.

- Experience has shown that targets of this behavior aren't eager to report problems. If any student, male or female, is the target of or witnesses this activity, we urge you to report the issue to any of the following:
 - The professor of your class
 - Any department faculty
 - Faculty undergraduate advisor or department Chair
 - Jean Dill, administrative undergraduate advisor
 - Director of Judicial Affairs, Stephan Franklin (893-4569, Franklin-s@sa.ucsb.edu)
 - UCSB Office of Equal Opportunity and Sexual Harassment/Title IX Compliance (893-5410 kristen.gibson@oeosh.ucsb.edu)

We insist that ALL of our students treat each other with respect and courtesy. And we sincerely want ALL of our students to enjoy the benefits of studying and socializing with their peers!