PLEASE NOTE THAT THIS HANDBOOK DOES NOT CONTAIN ALL THE INFORMATION YOU MAY NEED IN THE COURSE OF YOUR GRADUATE CAREER IN ETHNIC STUDIES GRADUATE GROUP. ONLY THE MOST BASIC AND ESSENTIAL ITEMS ARE COVERED. BE SURE TO CONSULT THE GRADUATE ADVISER AND FACULTY MENTORS IF YOU HAVE ANY QUESTIONS.

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DEGREE PROGRAM OUTLINE

Normal Course of Progress: The Ph.D. Program in Ethnic Studies is a "terminal" Ph.D. program, meaning that students enter with the express purpose of obtaining a Ph.D. degree; no separate M.A. program is offered. However, when students pass the Comprehensive Exam, they will be awarded an M.A. degree.

Under normal circumstances, students are expected to: advance to M.A. candidacy, pass the Comprehensive Exam and obtain their M.A. by the end of their second year, satisfy the foreign language requirement, pass their Qualifying Exam and advance to doctoral candidacy by the end of their third year, present their dissertation prospectus in the fall of their fourth year, and complete their dissertations, and obtain the Ph.D. degree by the end of their fifth year. Most of the time, when you hear the term "advancement to candidacy," it usually refers to doctoral candidacy.

Normative Time:

In order to set a reasonable timetable for completion of the doctorate in each discipline, the concept of Normative Time was created by the Office of the President and the Graduate Council in cooperation with the departments. There are two aspects to normative time, which are used to measure student's satisfactory progress: (a) time to advancement to doctoral candidacy and (b) time from advancement to completion of the degree. Normative time for completion of the Ph.D. in the Ethnic Studies Department is 6 years, with 1 additional year of approved withdrawal (usually for field study) from Berkeley. Students may complete their work sooner or, with appropriate approval, later. For further details consult the Graduate Adviser.

In order to improve students' time-to-degree, the Graduate Division offers the Doctoral Completion Fellowship. This fellowship guarantees payment of full tuition and fees plus a stipend of $16,000 for one academic year to students who advance to doctoral candidacy by the end of the third year. Students who do not advance to candidacy by the end of the third year are not eligible for this award. The award may be claimed in year 4, 5, 6 (normative time to degree in our department), or 7 (normative time to degree plus 1 year).
Normative time is calculated from the time a graduate student first enrolls at Berkeley. However, for transfer students, i.e., students who enter another graduate program at UC Berkeley and then switch to the one in Ethnic Studies, calculation of Normative Time may be different. Transfer students should discuss this with the Graduate Adviser. Upon receiving a petition from the Graduate Adviser on behalf of a transfer student, the Dean may allow the student to "reset" the Normative Time clock by counting entry into the Ethnic Studies Graduate Group doctoral program as the beginning of the first year. On the other hand, the Dean may determine that there is too much overlap between the two graduate programs and reject the petition.

Students who are on official withdrawal status for two semesters, may temporarily "stop the Normative Time clock", during which time they are not registered. Upon completion of the approved leave, students must formally apply to be readmitted to the program.

NOTE: Childbirth and/or childcare duties, serious health related impediments and certified disabilities constitute bases for requesting a normative time clock stop without a student needing to withdraw.

Summary of Normative Time Schedule:

- Time to Qualifying Exam/Advancement to Doctoral Candidacy = 6 semesters
- Normative Time in Candidacy = additional 6 semesters
- Normative Time to Doctorate = 12 semesters

Remember: During these years of normative time, failure to register or to obtain formal permission to leave the University constitutes voluntary withdrawal from the Graduate Division and precludes readmission. Do not omit registration in hopes of saving money. Consult the Graduate Adviser or Student Services Advisor if you have a financial emergency in order to fully discuss all of your options.

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COURSE WORK:

Core Requirements: (5 courses, 18 units)

ES 200 (4 units) Critical Terms and Issues in Ethnic Studies Graduate Group
ES 201 (4 units) History and Narrativity: Contemporary Theories and Methods
ES 202 (4 units) Cultural Texts: Contemporary Theories and Methods
ES 203 (4 units) Social Structures: Contemporary Theories and Methods

ES 302 (2 units) Professional Orientation for Incoming Students (Graded S/U)

Note: The Core 200-201-202-203 series must be taken in sequence in the company of your cohort, as the Comprehensive Exam for each cohort will be tied to the content of these courses. In the first year, students take 200 in the Fall and 201 in the Spring. In the second year, students take 202 and 203 in the Fall and study for their Comprehensive Exam in the Spring. No exceptions will be made to the sequence.

Research Seminar Requirements: (6 courses, typically 24 units)

You have the option of taking:

3 courses from within Ethnic Studies and 3 courses from outside Ethnic Studies, OR 4 courses from within Ethnic Studies and 2 courses from outside Ethnic Studies

Choices within Ethnic Studies:

ES 240 (4 units) Research Seminar on Transnational and/or National Theories and Methods

ES 250 (4 units) Research Seminar on Selected Topics

Choices outside Ethnic Studies:

Students may take graduate-level research seminars from:

- departments in "traditional" disciplines
- certificate-granting programs (such as the Designated Emphasis in Women, Gender and Sexuality, whose courses are offered by the Women's Studies Department)
- a coherent, interdisciplinary program created in consultation with, and with the approval of, the Graduate Adviser.

TOTAL NUMBER OF UNITS REQUIRED: 42

Directed Reading courses taken inside or outside Ethnic Studies may NOT be substituted for research seminars to fulfill this requirement. Except for Professional Orientation, all the above courses must be taken for a letter grade.
Faculty are strongly discouraged from granting any Incompletes in the 200-201-202-203 series except under the most unusual circumstances beyond the student's control. Students must bear in mind that performance in this series is crucial to the program's evaluation of their progress. If a student must take an Incomplete, it must be cleared as soon as possible. There must be no Incompletes in this series by Spring of the student's second year in the program, prior to taking the Comprehensive Exam.

Professional Series

All 300 courses are graded Satisfactory/Unsatisfactory.

- Professional Orientation (required in the first semester)
- Professional Training: Pedagogy
- The Qualifying Examination - Preparation
- Researching and Writing Conference Papers, Researched Articles
- Researching and Writing Dissertations
- Encountering the Job Market

*Note: Professional Orientation (currently 302) is required for all incoming students. Professional Training: Pedagogy is required for all students who wish to teach ES 103, regardless of previous teaching experience in other institutions.*

Individual Research and Study Courses: (There are many restrictions on these courses. Please read descriptions carefully!)

296 Directed Dissertation Research. 4-12 units. *Advancement to Candidacy status required.* To be taken by qualified students working on the doctoral dissertation. Taken S/U. May be repeated for credit.

299 Directed Reading (Individual Research). 2-4 units. To be taken by a student who is planning to do individual research on this campus. Taken for a grade. May be repeated for credit.

601 Individual Study for Master's Students.* 4 units. Individual study for comprehensive or language requirements in consultation with the Graduate Adviser or faculty member. Must be taken S/U.
Note: Students are discouraged from taking too many 299s with the same faculty member. Before a student can compose his/her Qualifying Exam Committee and Dissertation Committee, s/he needs to have established relationships with a number of faculty members both inside and outside the Ethnic Studies Department. Taking a variety of 299s with several faculty members is one way to establish such relationships.

601 DOES NOT COUNT toward academic residence (which is fulfilled by completing a minimum of 4 units of upper division or graduate courses per semester: 2 semesters for M.A.; 4 semesters for Ph.D.). Also, 601 CANNOT be used to satisfy the minimum requirement of 8 units per semester for a Graduate Student Instructor or Graduate Student Researcher.

Students may not accumulate more than a total of 16 units of courses numbered 600 towards exam preparation. Units of 601 do not count toward academic residence or toward the unit requirements for a graduate degree; however, they do satisfy the "full program of study" visa requirement for international students. 601 must be taken on a Satisfactory/Unsatisfactory (S/U) basis. Students may not enroll in a 601 or the Qualifying Examination Preparation course once they have passed these examinations.

Other Courses

In addition to the above courses, students may take any courses they feel are needed to complete their training. Students entering the Ethnic Studies Doctorate Program without prior Ethnic Studies training often take upper-division undergraduate courses to strengthen their background in the field with the approval of the Head Graduate Advisor. In such cases, they must arrange with the instructor to do additional readings or writing assignments in order to take the course as a 299. Such an arrangement may also be made for other upper-division undergraduate courses. These arrangements are strictly between individual students and instructors.

Foreign language courses taken during your graduate career in Ethnic Studies to fulfill the Foreign Language Requirement may not be used to fulfill degree requirement.

Designated Emphasis courses: Students may elect to obtain a Designated Emphasis (e.g., in Women, Gender and Sexuality and in Film Studies) offered by another UC Berkeley department to augment their professional training in Ethnic Studies. The commitment to obtain a Designated Emphasis is made in addition to a student's commitment to complete the requirements for the Ph.D. in Ethnic Studies. Questions on Designated Emphasis requirements should be directed to the department concerned and not to the Ethnic Studies Graduate Adviser(s).

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ADVISING RESOURCES:

Types of Advisers

The term "adviser" may be confusing, as it can be used in a number of ways. Several types of advising are offered in the Ethnic Studies program. The Graduate Adviser is a general adviser appointed by the Chair to provide help and guidance to all students through various stages in their graduate career, in areas such as fulfilling academic requirements, making general academic decisions, clarifying administrative matters, resolving difficulties with the Graduate Division, constituting Qualifying Exam and Dissertation Committees, managing professional relationships, providing resources to deal with personal difficulties, going on the job market, etc. The Graduate Adviser is trained to help students navigate various requirements through the degree program. However, the Graduate Adviser is not responsible for formulating a student's specific program of study and research. There may be more than one Graduate Adviser, in which case one will be known as the Head Graduate Adviser or Graduate Adviser Chair. The Head Graduate Adviser is responsible for signing official documents. Both Advisers share all other advising duties.

In this Handbook, when "the Graduate Adviser" is mentioned in connection with an action that requires a signature on an official document, the student should see the Head Graduate Adviser. Otherwise the student can see either Graduate Adviser. Appointments with the Graduate Adviser(s) are made through the program’s Student Services Advisor.

Faculty Research Mentors

Mentors and students usually share some research interests. The role of the Mentor is to take a special, active interest in the student's adjustment and progress and provide support and assistance. The student should feel free to call upon the Mentor directly as necessary. As Mentor assignment takes place early on in a student's graduate career, there is no obligation on either side to give the Mentor an eventual role in the student's examination or in his/her research and dissertation writing, although this may happen. As soon as the student has become oriented to the Ethnic Studies graduate program and to the Berkeley campus, s/he should begin thinking about faculty to serve on the Qualifying Exam and Dissertation Committees. The Dissertation Chair, or Dissertation Adviser, is specifically chosen by the student to be his/her main academic, intellectual, and professional teacher and guide.

The Student Services Advisor provides essential information and guidance on a number of issues, especially "bureaucratic" matters such as deadlines, forms, available resources, job placements, etc. When in doubt about requirements, always check with the Graduate Adviser and the Student Services Advisor.
REQUIREMENTS FOR THE M.A. DEGREE:

Requirements to obtain an M.A. in Ethnic Studies:

Satisfactory completion of 200, 201, 202, and 203 (in sequence) for a letter grade

Satisfactory completion of a minimum of 24 units of upper division and graduate courses for a letter grade

A "Pass" on the comprehensive exam, as graded by two members of the Ethnic Studies faculty.

Advancement to M.A. Candidacy:

When approximately half the program for the Master's degree has been completed (usually by the end of the second semester) and no later than the end of the fifth week of classes of the semester in which you expect to receive the degree, the student should make formal application for advancement to candidacy. Forms may be obtained from the Student Services Advisor in the department office or the Graduate Division.

Students must be advanced to MA candidacy before taking the Comprehensive Examination.

The Comprehensive Master’s Exam is a take-home exam consisting of three written essay questions, corresponding respectively to the course contents of the Core seminars, 200, 201, and 202/203 (combined). Students receive the questions on a specified date late in the Spring semester of their second year, and are given ten days to finish the essays. There is often a choice of questions, but the precise format depends on the writer of the question(s), who is typically the instructor for the corresponding course(s). The questions are designed to test the students' ability to analyze and integrate diverse materials, to think critically and creatively, and to express ideas in a clear and concise manner. Each must not be more than 10 pages long (double-spaced, 12-point font). Essays are read "blind," with only the student's ID number provided, by two members of the Ethnic Studies faculty one of whom is the original instructor. In cases of grading discrepancy, an additional faculty member is asked to grade the essay and break the tie.

REQUIREMENTS FOR THE DOCTORAL PROGRAM:
Summary:

(1) Foreign Language Requirement
(2) Qualifying Exam
   (a) Reading Lists
   (b) Position Papers
   (c) Oral exam
(3) Advancement to Candidacy
(4) Prospectus Meeting
(5) Dissertation

(1) Foreign Language Requirement:

The Foreign Language Requirement must be fulfilled before being allowed to take the Qualifying Exam. It may be fulfilled with evidence of sufficient competence in a language deemed relevant to the student's intended dissertation research and area of professional expertise. Where research necessitates, a student's program adviser may require the acquisition of competency in additional languages.

1) The Foreign Language Requirement may be fulfilled by one of three options: Completion of four semesters or six quarters of a college-level foreign language with a grade of C or better. Course sequence at other institutions will have to be validated by the Graduate Division. The last course in such a sequence must have been completed within four years of the student's date of admission to graduate study.

Note: If you plan to use undergraduate foreign language units to fulfill the Requirement, meet with the Graduate Adviser as soon as possible to complete the necessary paperwork. Bring to the meeting official transcripts showing the relevant courses; where the course numbers and titles are not self-explanatory, bring relevant syllabi, or a brief course description from the instructor.

2) A translation examination graded by a UCB faculty member. For those who elect to complete the translation examination, "current practice specifies the translation into English of a passage of approximately 300 words, a time limit of 90 minutes, and a dictionary may be used." Students should contact a faculty member/examiner and present a scholarly text for approval. The examiner will select, at random, a passage of approximately 300 words and will mark it. The examiner will then give the article to the Student Affairs Officer (SAO) who will arrange a time and place for the student to complete the translation. The SAO will monitor the time, collect the exam, and deliver it to the examiner for grading. The grade will be submitted to the SAO, along with the original examination and the examiner will sign off on a memo indicating the result. This memo will be submitted to the Graduate Division, along with the original examination, once the student submits his/her application to take the Qualifying Examination.
3) Documented native ability in a language other than English appropriate to the student's intended research. Native speakers of a foreign language relevant for a student's research and/or specialization must submit documentation to the Graduate Adviser, who will then write a memo to the Graduate Division certifying native ability and appropriateness.

(2) The Qualifying Examination:

To remain within Normative Time, the Ph.D. Qualifying Exam (QE, or "Orals") must be taken no later than two semesters after passing the Comprehensive Exam, that is, normally in the spring of their third year.

Planning for the QE should start as soon as the student feels ready and no later than the period immediately after passing the Comprehensive Exam. Approaching prospective QE Committee members, drawing up acceptable reading lists in consultation with the examining family, reading the titles on the lists, and writing the position papers take place during the two semesters after passing the Comprehensive Exam. These matters are described below.

A formal application to take the QE must be submitted to the Graduate Division no later than three weeks prior to the scheduled exam date. Forms are available from the Student Affairs Officer. Upon successful completion of the QE, the student should apply immediately through the Graduate Division for formal "Advancement to Candidacy for the Ph.D."

Note: Delay in advancing to candidacy results in a decrease in eligibility for Normative Time Fellowships and limits the student's actual time as a candidate.

Prerequisites: Before applying to take the Qualifying Examination, a student must have:

- completed the Foreign Language Requirement
- not less than a B average in all work undertaken in graduate standing
- no more than 10% of their entire record graded "Incomplete"
- completed at least one semester of academic residency
- registered during the semester in which the exam is taken
- constituted a Qualifying Exam committee which has been checked by the Graduate Adviser for conformity to the University's requirements for committee membership

QE Committee
The QE is administered orally by a Committee of four faculty members appointed by the Graduate Dean upon the recommendation of the Graduate Adviser. The QE Chair and the majority of the members of the Committee are in the student's major. The QE Chair must be an Ethnic Studies faculty member and a member of the Berkeley Division of the Academic Senate (i.e., ladder-rank faculty--Assistant, Associate, or Full Professor). **The QE Chair cannot also be the Dissertation Chair.** The QE Chair oversees the administration of the oral exam. Non-administrative, academic questions on the QE should be discussed with the student's prospective Dissertation Chair, not with the QE Chair.

In addition to three faculty members, including the chair from the Ethnic Studies Department, each exam committee must include one faculty member (referred to as the Dean's Representative) who is from outside the Department of Ethnic Studies and is a member of the Berkeley Division of the Academic Senate. This person lends the necessary balance and independence needed to ensure that the student's mastery of the subject matter is broad and comprehensive. This person is often referred to as the "outside member." This person may or may not oversee a QE list. African American Studies faculty members may serve as "inside" or "outside" members.

Constitution of the QE Committee is governed by a complex set of rules from the Graduate Division, which cannot be reproduced in full in this Handbook. You are REQUIRED to consult the Graduate Adviser WELL IN ADVANCE about permissible members in your Committee before setting an exam date with the proposed Committee members or submitting an application form to take the QE. If you try to bypass this procedure or consult the Graduate Adviser too late, Graduate Division may not allow you to take the QE as planned, causing considerable delays in your Advancement to Candidacy.

Constitution of the QE Committee cannot be done at short notice. You need to have established relationships with prospective Committee members before approaching them, which means that when you plan your coursework, you should not just focus on course content but should already be thinking about establishing such relationships. Faculty members of the QE Chair should be approved at the beginning of the semester prior to their exam, e.g. at the beginning of the fall semester of the third year if the exam is to be taken in the spring of that same academic year. Faculty and students jointly determine areas of exam and bibliographies and may choose to set up review meetings to discuss these well in advance of the exam.

Setting an exam date is extremely time-consuming. Just tracking down QE Committee members, finding out their schedules, and getting them to agree on a date can take weeks. You must plan as far in advance as possible.
Purpose of the Qualifying Examination (QE or "Orals Examination"):

In accordance with the instructions of the Graduate Dean, members of a student’s QE Committee will test the candidate's general mastery of specified fields within Ethnic Studies and of at least one related discipline. The examination should demonstrate the candidate's ability to synthesize factual information, theoretical approaches, and training in techniques. The knowledge to be tested is not just the sum total of the smaller provinces of learning acquired in classroom work and tested by routine final examination and term papers. The exam should be less a recital of bare facts than an intellectual performance characterized by breadth, depth, and sophistication. The QE tests the candidate's general training, intellectual maturity, and overall readiness to enter the research phase of graduate studies leading to completion of a Ph.D. dissertation.

Components of the QE:

The written doctoral qualifying examination consists of three essays, each drawn from bibliographies of approximately twenty (20) to thirty (30) scholarly article and book titles. Each of the three written exams should be approximately twenty-five (25) to thirty-five (35) double-spaced pages, excluding the bibliography, and regular, one-inch margins. At least half of a student's bibliography for each exam must be drawn from the QE examination list (added as an addendum to this handbook) which reflects both foundational contributions to ethnic studies and the areas of specialization of our faculty and thus, seminars. However, a student, under the guidance of her or his faculty QE Chairperson, may choose as many texts from this list as desired. By requiring only half of a student's bibliographies to come from this list, allowance has been made to broaden, update, and reflect a student’s unique areas of specialization.

Two of these essays must be literature reviews of the key texts of a particular field. Thus, they must discuss basic and essential developments, key issues, debates, and signal contributions of specific authors within a particular discipline or interdisciplinary field of study. These essays must reflect an understanding of the development of a broad area of specialization (e.g., late-19th century and 20th-century comparative ethnic studies history), rather than focusing exclusively on a student’s eventual, and more narrow field of dissertation specialization (e.g., post-sixties history of one ethnic group, for example).

The third written exam must be a thematic essay. It may be grounded in a student's specific area of dissertation research interests, and may therefore substantially elaborate upon a graduate seminar paper, for example.

At least one of the three essays must be interdisciplinary. Thus, a student specializing in the social sciences or history, must reflect interdisciplinary mastery of relevant key humanities texts; while those specializing in the humanities, must likewise reflect their grounding in relevant social sciences and historical theories and studies. At least one essay must be comparative...
across ethnic groups. Thus, a student specializing in one particular ethnic 
group, for example, must dedicate at least one essay to a broader comparison to 
one or more other ethnic groups.

Note: The requirements of this exam are mandatory only for the 2009-2010 
cohort and those to follow. It is, nonetheless, recommended that previous 
cohorts follow the new requirements, to the extent possible. Previous cohorts 
may, however, choose to organize their QE Lists following the previous option 
allowing them, in consultation with their faculty QE Chairperson, to choose 
between two literature reviews and one thematic essay, or two thematic essays 
and one literature review.

Lastly, you may find suggested books for your QE reading lists in the handbook 
addendum.

(3) Advancement to Candidacy:

Upon passing the QE, the student must submit an Application for Advancement 
to Candidacy to the Graduate Division. Forms are available from the SAO. The 
application must be signed by the Dissertation Chair and the Graduate Adviser, 
and accompanied by a check for $90.00 made payable to the UC Regents.

Dean's Normative Time Fellowship:

Students who are advanced within the normative time for advancement to candidacy 
established for their majors will receive a two-semester stipend of $16,000 plus fees 
(and non-resident tuition for international students).

This fellowship should allow students to make substantial progress on 
their dissertations without the need to work. Students may use this 
fellowship after advancement to candidacy and before the expiration of 
normative time for completion of the doctorate. Students on this fellowship 
will have employment restrictions for the duration of the fellowship, 
limiting them to no more than one 25% job in either fall or spring 
semester.

(4) The Prospectus Meeting:

A dissertation prospectus of approximately fifteen (15) pages, excluding 
bibliography, will be due the semester following the QE exams. Thus, for those 
taking their QE exams in the spring, the prospectus will be presented in the fall 
semester to the entire dissertation committee in a one hour meeting. All 
members of the committee must receive a hard copy of the prospectus one full 
week before the exam. Exams should be scheduled by the student at the 
beginning of the semester, in consultation with the Student Affairs Officer, who
will organize room scheduling.

(5) The Doctoral Dissertation:

The dissertation should be a product of original research on a topic of significance in Ethnic Studies. It must be analytical rather than merely descriptive in nature, and must incorporate a comparative element either in its choice of ethnocultural groups or in its analytical outlook. Upon final acceptance of the dissertation as an original piece of scholarly research by each of the three committee members and approval by the Dean of the Graduate Division, the degree of Doctor of Philosophy is awarded.

Constitution of the Dissertation Committee: The Ph.D. dissertation is written by the student under the supervision of a committee of three members of the University faculty. Normally, the Chair of the committee is primarily responsible for the detailed supervision of the work, but the other two members of the committee should be consulted. The Graduate Division regulations require that one of the three members of the committee be drawn from outside the department and be a member of the Berkeley Academic Senate.

The Chair of the Dissertation Committee may not be the same person as the Chair of the QE Committee, although the Dissertation Chair may sit on the QE Committee.

If your research involves the use of human or animal subjects, a protocol approved by the requisite Committee will be required--see below.

Research and Development Activities Involving Human or Animal Subjects:

Students planning research which involve the use of human or animal subjects should be reminded that review and approval from either the Committee for the Protection of Human Subjects or the Committee for the Protection of Animal Subjects must be obtained prior to the initiation of the research. Protocols involving human subjects must be filed and the research must be carried out in accordance with the Berkeley Campus’s Assurance of Compliance with DHEW Regulations on Protection of Human Subjects. Copies are available in the Department or Graduate Division. Students will be required to submit a copy of the protocol approved by the Committee for the Protection of Human Subjects, or the Committee for the Protection of Animals Subjects at the time the doctoral dissertation or master’s thesis is filed in the Graduate Division. No dissertation or thesis that includes any material obtained or produced in the absence or contravention of proper authorization from these committees can be accepted by the Graduate Division.
For further information, including a copy of the Committee's "Guidelines for the Preparation of a Protocol," please contact the Committee staff, 101 Wheeler Hall or call 642-7461 or visit their web site at <http://socrates.berkeley.edu:7006/>http://socrates.berkeley.edu:7006.

**Dissertation Filing and Graduation:** A dissertation must conform to the manuscript preparation format set by the Graduate Division; consult *Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*, available at Graduate Degrees, 302 Sproul, or on the Graduate Division web site.

Doctoral degrees are awarded in December and May. The deadline to file a dissertation is the last working day of the semester. Please double-check with the Graduate Degrees/Petitions Office for current deadlines. Be sure to allow enough time for obtaining the signatures of Dissertation Committee members, as they are sometimes out of town, on leave, or otherwise unavailable.

**Note:** A student must have prior approval from his/her Dissertation Chair in order to participate in graduation. The Dissertation Chair is the person who puts the hood on the student at the ceremony.

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**REVIEW OF PROGRESS TOWARD DEGREE**

**Post-M.A. Review and Consequences of Unsatisfactory Progress:** For the M.A. portion of the Ethnic Studies Graduate Group program, students are expected to finish all work required for the M.A. degree, including the Comprehensive Exam, within four semesters. If the appropriate time frame is exceeded, the Department may recommend dismissal of the student to the Dean of the Graduate Division.

Upon completion of the M.A. portion of the Ethnic Studies Graduate Group doctoral program, each student's overall performance will be evaluated by the faculty and a recommendation made as to whether or not the student will be allowed to continue in the Ph.D. program. Insofar as all students accepted into doctoral program are assumed to have the potential to complete the Ph.D. degree, a positive recommendation is the usual result. However, in some cases of unsatisfactory performance, a student may be awarded a "terminal M.A." and asked to leave the program.

**Annual Review of Doctoral Candidates and Consequences of Unsatisfactory Progress:** The Graduate Council requires that all doctoral students who have advanced to candidacy meet annually with at least two members of their dissertation committees.
This annual review is part of the Graduate Council's efforts to improve the doctoral completion rate and to shorten the time it takes to obtain a doctorate.

The Graduate Division has developed a form to be used for the review. On the form the student is asked to state what progress has been made toward the degree and to itemize the requirements that remain to be completed. The dissertation committee members should add comment on the student's progress and objectives. In turn, the students have an opportunity to make final comments. Students who are away from the campus may complete the evaluation by mail. A copy of the evaluation form must be forwarded to Graduate Degrees. Departments that already have similar evaluation procedures in place are not required to use the Graduate Division form, but should forward a copy of their report to Graduate Degrees.

The annual evaluations provide students with timely information about the faculty's evaluation of their progress and performance, steps to be taken to correct deficiencies, and a time frame within which to correct the problem or to show acceptable improvement.

If the annual review shows unsatisfactory progress, a student may be placed on probation if she/he is not making adequate progress toward the completion of degree requirements, has a cumulative GPA of less than 3.00, has an extensive number of Incomplete grades on her/his record, and is doing unacceptable work on required preparatory work for the dissertation. A student on probationary status may register but may not hold academic appointments (such as GSIships), receive graduate fellowship support, or be awarded advanced degrees.

**Time Limits of the Use of Courses for Degrees:** Often students return to the University after an absence and request to satisfy course requirements by using units that they completed in the past. The following time limits have been established by the Graduate Division for the use of these units:

M.A. students 4 years from time of completing units; Doctoral 5-7 years from time of completing units or, at the Department's discretion

**Lapsing of Doctoral Candidacy:**

"Lapsing" is a probationary status, usually lasting two years, for students who are not completing the final requirements for their degrees at an adequate rate. Usually, a student's candidacy is lapsed by the Graduate Division two years after he or she exceeds the Normative Time in candidacy for the discipline. Departments can recommend that a student's candidacy be lapsed earlier if the student is given a written warning six months before lapsing is to take effect.
In Fall semester, the Graduate Division sends to each department a list of students who will exceed their time in candidacy, plus two years, by the end of that semester and who will therefore be subject to lapsing. The list also names those students whose candidacy will lapse the following year. Unless the department requests an extension that is approved by the Graduate Division, the candidacy of students who have exceeded their time in candidacy will be lapsed at the end of Fall semester. A student whose candidacy has been lapsed may not hold any academic appointment on campus, including that of Graduate Student Instructor or Graduate Student Researcher.

After a student's candidacy has been lapsed, it may be reinstated by the Dean of the Graduate Division if there is evidence that the student has renewed progress toward completing degree requirements and if previously completed requirements, such as course work and the qualifying exam, are still valid.

Usually, the Graduate Division will terminate a student's candidacy two years after candidacy formally lapses, although departments may request that the Graduate Council approve a different time limit for that discipline.

A student's candidacy also may be terminated if: 1) he or she no longer holds the qualifications appropriate for the award of the degree; 2) continued lack of progress indicates that he/she will not be able to complete the remaining requirements within a reasonable period; or 3) the student fails to correct within a reasonable period major deficiencies in a dissertation previously submitted for committee review.

After a student's candidacy is terminated, it may be reinstated only by the student retaking the qualifying examination and being advanced to candidacy.

Student Appeals Procedure:

A graduate student may bring a grievance to the attention of the Graduate Adviser who will attempt to resolve the matter. If the matter is not resolved, it may be brought for further reconsideration to the attention of the Chair of the Department seeking that resolution. In the event that the grievance concerns a decision by the Chair, a different faculty member, acceptable both to the Chair and the student, may be asked to seek a resolution of the grievance.

If both of these procedures fail to resolve the grievance, the student may present a formal appeal to the Dean of the Graduate Division.

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SUMMARY OF FINANCIAL SUPPORT

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(1) Teaching-related Support:

Graduate Student Instructorships (GSIs)

As part of their training, all students will be expected to serve as a Graduate Student Instructor for a minimum of one semester and a maximum of 8 semesters. The Graduate Appointments Unit of the Graduate Division must approve exceptions. GSIships awarded for the Summer Session are excluded from this maximum.

The Department of Ethnic Studies offers a number of Graduate Student Instructorships (teaching assistantships), which are paying approximately $7,500.00 per semester (as of 2009-2010). GSI applications are available from the Student Affairs Officer. They are due in March/October for the Fall and Spring Semesters respectively.

Students must be registered during the term in which they serve as GSIs, have a gpa of at least 3.0, and have no more than two Incompletes in coursework taken during the time of their employment. GSIs are eligible for partial fee remission and remission of the Graduate Student Health Insurance Plan (GSHIP) premium fee if their payroll appointment is 25% time or greater for an entire semester. Students who receive a GSHIP fee waiver from the University Health Service or have their fees paid by fellowship, traineeship, grant-in-aid, or other sources (excluding awards made by the Financial Aid Office) are not eligible. Students on Filing Fee status are also not eligible.

Note: Before you commit to serve as GSI for a course, YOU ARE RESPONSIBLE for checking your own records to ensure that you have no more than two outstanding Incompletes. Check directly with Student Records, as printed transcripts are sometimes out-of-date. Also check with faculty to ensure that necessary Removal of Incomplete forms have been filed. If it is discovered too late that you have more than two outstanding Incompletes, both you and the Department will suffer--you will be prohibited by the Graduate Division from teaching and may have missed opportunities to find other financial support, while the Department will have to find a replacement instructor at the last minute. The Department will not be responsible for finding replacement sources of financial support if you are prohibited from teaching.

Readerships:

Readers must have received a "B" or higher in the course (or equivalent) in which they wish to serve as Reader. They must also meet the other requirements mentioned in the section on GSIs.

(2) Research-related Support:

Graduate Student Research Assistantships (GSRs): Research Assistantships are not
available on a regular basis. Such assistantships are awarded by individual faculty holding research grants. Occasionally GSR positions can be found with faculty and research institutions elsewhere on campus.

(3) Departmental Support:

Block Grants

The University awards "blocks" of money to departments for distribution to students based on merit. These awards vary from small amounts to several thousand dollars per semester. Students are asked to submit an application and supporting documentation (i.e., letter of recommendation if not advanced to candidacy) early in the Spring semester for consideration for the summer, Fall and Spring semesters of the following academic year.

Travel Grants

The Department of Ethnic Studies has financial resources set aside for travel awards to current graduate students to enable him/her to present a paper at an upcoming conference. Students are asked to submit a brief application for consideration. The awards vary from $200 to $400 depending on whether the event is in state or out of state. ABD students are also encouraged to request travel monies from the Graduate Division, however, this award is only given once in a student's career.

(4) Fellowship Information:

University Fellowships

Fellowships are merit-based awards that provide a stipend for living expenses, plus tuition and fees. Applications for fellowships are judged on the basis of the quality of previous academic work, evidence of ability to do research, and promise of becoming a productive scholar. Application for University Fellowships (including FLAS whose deadline is currently February 5th) have various due dates. Please check with the Fellowship Office, the Graduate Division web site, and/or the Student Affairs Officer. The Fellowship Section of the Graduate Division is an excellent source of information for fellowships or dissertation research support. Lists of fellowships and research support for graduate students and postdocs are organized in binder form by broad discipline area or category of support. Current resource volumes, such as the Annual Register of Grant Support, make up a reference shelf that is accessible to students and others using the Fellowship Section's facilities. Reference texts are non-circulating, and their use is restricted to the immediate area. Application packets for certain fellowships and other awards coordinated by the Graduate Division, such as Fulbrights, are available. The Fellowship Section provides handouts on University sources of financial support and a calendar of workshops on proposal preparation, which are conducted by the Graduate Assembly.
Extramural Fellowships

The Fellowship Section of the Graduate Division keeps a file of extramural fellowships. The Student Affairs Officer will also circulate notices of extramural support whenever they are received in her office.

(5) Notes for International Students:

International Graduate Student Instructors

Financial resources at the University are extremely limited. Foreign students may not work outside the University except in exceptional circumstances. Contact the Service for International Students and Scholars office at International House concerning work permits.

University policy requires departments to assess spoken English competence of international graduate student instructors from Non-English speaking countries. Prospective IGSI's must obtain a score of 230 or above on the SPEAK Test or the Test of Spoken English (TSE) to be minimally eligible to receive their appointments to teach. Those with scores of at least 190 but below 230 may either: 1) take the Oral Proficiency Test (OPT) or 2) enroll in the IGSI English Workshop (GWP 140) and then take the OPT. A passing score of 3 or above on the OPT satisfies the screening requirement provided that the scores for the subsections that assess pronunciation and the handling of questions are slow at or above 3. Prospective IGSI's with scores below 190 are required to complete CWP 140 and pass the OPT before they can apply for GSI appointments. In the event that a period of two years lapses between taking the SPEAK or TSE and the granting of a GSI appointment, prospective IGSI's whose test scores are below 270 need to take the SPEAK test again. International students who have completed their undergraduate degrees in the United States or in another country in which the language of instruction is English, and students appointed to teach classes in which instruction is carried out in a language other than English, are exempt from the oral English proficiency screening.

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IMPORTANT "BUREAUCRATIC" MATTERS

Tele-BEARS Registration

Students enroll in classes via Tele-BEARS, an electronic registration system using a touch-tone telephone that provides immediate, up-to-the-minute feedback as to the status of registration and class requests. Tele-BEARS allows continuing students to enroll in classes before the next semester begins. Entering graduate
students register through Tele-BEARS one week before the start of the semester. To ensure a fair distribution of courses to the student body, enrollment is spread over two phases and an adjustment period. Phase I starts towards the end of the previous semester and phase II starts immediately after phase I, allowing students to complete enrollment. The adjustment period begins approximately the week before class begins. This allows you to add or drop a class, initiate the grade option change or unit change during this period for Tele-BEARS. After the third week of class all changes to class enrollment must go through the On-line Add/Drop System (OLADS). The Student Affairs Officer will process your petition within the department.

**Transfer of Credit from Other Institutions:** Students entering with prior graduate coursework units at another institution, please consult with the Graduate Adviser.

**Registration and Withdrawal**

The Graduate Division expects all graduate students to be enrolled continuously during their graduate career at Berkeley. The only exceptions are those semesters during which a graduate student is on official withdrawal or on Filing Fee status.

To be considered a full-time student requires that a student be enrolled in at least 12 units.

Students can withdraw (by petition to the Graduate Division) for up to one year to undertake fieldwork abroad or due to special circumstances (such as childbirth, financial crises); these forms are available from the Student Affairs Officer in the Department. Withdrawal for more than one year requires a memo from the Graduate Adviser explaining the circumstances of your prolonged absence from the University. A student on approved withdrawal must formally apply to be readmitted to the Ethnic Studies Graduate Group upon completion of their leave. Readmission petition forms are available from the Student Affairs Officer.

**Filing Fee**

The Filing Fee permits eligible master or doctoral students to pay one-half the University Registration Fee (currently $225.00) in lieu of full registration fee. Filing Fee simply allows students to file their theses or dissertation or take required final examinations during the four-month eligibility period that begins the day the Graduate Division approves the application. Only students, who have been continuously registered, except for two semesters of approved withdrawal, are eligible for Filing Fee status. If this is not the case, detailed written justification from the dissertation chair, endorsed by the Graduate Adviser must accompany the application.
RESIDENCY INFORMATION:

Petitioning for Resident Classification (for continuing students)

If you are a continuing student who is classified as a nonresident for tuition purposes and you believe you will be eligible for resident status, you must file a petition with the Residence Affairs Unit in the Office of the Registrar, 39 Sproul Hall. The deadline to file the petition is the last working day before the first day of instruction for the term for which you are seeking resident status.

Time Limitation on Providing Documentation

If additional documentation is required for a residence classification but is not readily accessible, you will be allowed until the end of the applicable semester to provide it.

Incorrect Classification

If you were incorrectly classified as a resident, you are subject to reclassification and to payment of all nonresident tuition fees not paid. If you concealed information or furnished false information and were classified incorrectly as a result, you are also subject to University discipline. Resident students who become nonresidents must immediately notify the campus residence deputy.

Inquiries and Appeals

Inquiries regarding residence requirements, determination, and/or recognized exceptions should be directed to the Residence Deputy, Office of the Registrar, 39 Sproul Hall, Berkeley, CA 94720-5404, telephone (510) 642-1614, or the Legal Analyst-Residence Matters, 1111 Franklin Street, 8th Floor, Oakland, CA 94607-5200. No other University personnel are authorized to supply information relative to residence requirements for tuition purposes.

Any student, following a final decision on residence classification by the residence deputy, may appeal in writing to the legal analyst within 45 days of notification of the residence deputy's final decision.

Caution: This summary is not a complete explanation of the law regarding residence. Additional information is available from the Office of the Registrar. Please note that changes may be made in the residence requirements between the publication date of this statement and the relevant residence determination date.
Addendum

Please note that the following QE List is organized alphabetically per section, and that each section collects an interdisciplinary array of texts. The organization of a student’s QE bibliography will instead reflect particular disciplines or areas of studies, such as contemporary literature; transnational feminist theories; visual culture and racialization; literature and critical legal studies; history of civil rights youth movements; gender and sexuality in 20th century immigration; contemporary queer politics and religion; etc., partially drawn from across the lists that follow.

SECTION I: APPROVED PROGRAM BIBLIOGRAPHIES

Approved Asian American and Asian Diaspora Studies Program Bibliography


Ancheta, Angelo N. *Race, Rights, and the Asian American Experience*. 2006, 2\textsuperscript{nd} ed.


Feng, Peter X. *Identities in Motion: Asian American Film and Video*. 2002.


Approved Chicana/o and Latina/o Studies Program Bibliography


---. “Traddutora, Traditora: A Paradigmatic Figure of Chicana Feminism,” in *Cultural Critique*. 1989.


Davis, Mike. Magical Urbanism: Latinos Reinvent the U.S. City. 2001.


Gutiérrez, Ramón. When Jesus Came, the Corn Mothers Went Away: Marriage, Sexuality, and Power in New Mexico, 1500-1846. 1991.


---. *Loving in the War Years: Lo Que Nunca Pasó Por Sus Labios*. 2000.


Approved Comparative Ethnic Studies Program Bibliography


Bell, Derrick A. *And We Are Not Saved: The Elusive Quest for Racial Justice.* 1989.


---. *The American Discovery of Europe.* 2007.


Rosenberg, Emily S. *A Date Which Will Live: Pearl Harbor in American Memory.* 2003.


Approved Native American/Indigenous Studies Program Bibliography


Stuart Banner, *Possessing the Pacific: Land, Settlers, and Indigenous People from Australia to Alaska* (2007)


_____, *Deadliest Enemies: Law and Race Relations on and off Rosebud Reservation* (2007/2001)


Vine Deloria, Jr., *Custer Died for Your Sins: An Indian Manifesto* (1969)

_____, *Behind the Trail of Broken Treaties: An Indian Declaration of Independence* (1974)


Kate Flint, *The Transatlantic Indian, 1776-1930* (2009)


Shari Hundorf, *Going Native: Indians in the American Cultural Imagination* (2001)


SECTION II:  SUGGESTED READING LISTS

Suggested African Diasporic Studies Reading List


Suggested Globalization, Post-Colonial, Feminist, Queer, Post-Structuralist, Cultural Studies & Other General Theory Reading List


Foucault, Michel. The Archaeology of Knowledge. 1972.


---. The History of Sexuality. 1978.


McClintock, Anne. *Imperial Leather: Race, Gender and Sexuality in the Colonial Contest*. 1995.


Marx, Karl, selections on capital, surplus labor, and commodity fetishism.


Williams, Raymond, Culture and Materialism. 2005.

Suggested Critical Whiteness Studies Reading List


