

UCLA DEPARTMENT OF Geography
GRADUATE MANUAL
2009-2010



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This manual is intended as a resource for graduate students in the Department of Geography. Students are strongly encouraged to read the relevant sections of the University Catalog that provides updated details about University rules, regulations and policies.

Introduction

Geography at UCLA

Geography is concerned primarily with understanding the spatial distribution and interrelationships of the physical and social elements that comprise our world. The geographer concentrates on three essential questions: where are things located; why are they located in that manner; and how their location affects them? The answer to these questions are descriptive, analytical and theoretical. The geographer's challenge is to provide continuing interpretation of the constantly changing physical and human landscapes.

Aims of the Graduate Program

Producing Geographers of high quality is the principal goal of the graduate program, designed primarily for students pursuing the Ph.D. degree. The Master of Arts degree, which involves coursework and a thesis, serves as an essential building block of the doctoral program. The doctorate is awarded to those students who have achieved the level of geographic knowledge and training required of a professional geographer. The degree recognizes the ability of students to make scholarly contributions in their fields of specialization and to undertake advanced research in those areas.

These goals generate a number of objectives within the program:

- To bring graduate students as rapidly and fully as possible into the collegial, scholarly, scientific and teaching life of the department
- To provide a common foundation for graduate research in Geography that socializes students into the discipline as fully as possible, but consistent with the nature of Geography as a broad academic endeavor and the expressed need for research specialization
- To provide a variety of elective courses within the department that are relevant to student research and training needs, and adequate information on opportunities for such courses outside the department
- To provide opportunities for students to become familiar with both current research within Geography (especially as practiced within the department) and with the culture of research presentation and criticism, including their own developing work
- To support as far as possible the financial needs of graduate students through a variety of teaching and research assistantships, fellowships, and stipends.

Graduate students are a core part of the scholarly and scientific community that constitutes the department. Their research and teaching contributions are regarded as central to its mission.

Admission

Complete information about applying for Graduate Admissions, as well as program requirements, may be found at www.gdnet.ucla.edu. For information on the department, go to www.geog.ucla.edu.

The department normally only admits applicants whose ultimate objective is the Ph.D., although an M.A. degree may be earned en route to the Ph.D.

Students must apply online (\$70/\$90 application fee) and include a personal statement, and also submit a complete set of transcripts of prior university coursework, official results of the Graduate Record Examination (GRE) and three letters of evaluation (academic references are strongly recommended). Foreign students applying from outside the United States are not required to take the GRE but must submit official Test of English as a Foreign Language (TOEFL) scores. Details may be found at www.gradadmissions.ucla.edu. All supplemental materials are submitted to the Graduate Advisor, Department of Geography, 1255 Bunche Hall, UCLA, Los Angeles, CA 90095-1524.

Normally, you should have (1) completed the undergraduate major in geography or in a cognate field, (2) received a B.A./B.S. degree, (3) attained at least a 3.3 grade-point average (GPA) in courses taken in your junior and senior years and in the major for admission to the M.A. program or a 3.5 GPA in graduate courses for students entering the Ph.D. program with an M.A., (4) attained a high GRE score (normally well above 1200) in the combined verbal and quantitative sections, (5) strong letters evaluating past academic, and possibly professional, performance and potential for high achievement in graduate studies, and (6) for students applying to the Ph.D. program, evidence of substantive research in the form of a published paper, thesis chapter, or equivalent documentation. Exceptions to the guidelines may be made for students whose records indicate unusual promise.

In addition to the above requirements, admission to the M.A. or Ph.D. program requires that a faculty member from the Department of Geography express a willingness to serve as an interim advisor to the applicant. Students are therefore strongly advised to establish personal contact with potential advisors before application. For a list of faculty and their research interests, please visit www.geog.ucla.edu and click on Research.

Major Fields or sub-disciplines

Students commonly specialize in one or more of the following areas of geographical knowledge: environmental studies, biogeography, GIS-remote sensing, climatology, demography, geomorphology, hydrology, cultural, economic, historical, political, regional, social or urban geography. However, because geographical knowledge and its associated research questions frequently transcend disciplinary and sub-disciplinary boundaries, you are expected to refine and deepen your research interests further, in consultation with knowledgeable faculty members, within, across and beyond these organized research and teaching areas.

UCLA General Policies and Regulations Governing Graduate Study

Definitions and guidelines outlined in this manual should be compatible with the regulations imposed on graduate study outlined in the University Catalog. If conflicts arise, University regulations take precedence, although the department does have the right to set its own requirements in a number of areas.

Advisor and Chair of Advising Committee are used synonymously in this manual. Until a formal committee is constituted, the student is guided by an interim advisor.

Registration and Enrollment

Registration consists of paying fees and enrolling in classes.

1. Registration fees and other enrollment charges are paid through the UCLA Student Billing statement, also called BAR statement.
2. Enrollment is completed via URSA (University Records System Access) at www.ursa.ucla.edu.

Graduate students must be registered and enrolled or be on an official leave of absence every term until completion of the degree. Failure to register or be on official leave of absence for any term constitutes withdrawal from UCLA.

The Department, following University guidelines, requires that each student enroll in at least 12 units by Friday of Week 2 of each quarter. These units may comprise a combination of 100-500 level courses (though see more detailed requirements below). Your choice of courses should be determined in consultation with your advisor. Typically, when a student has completed all required coursework, they will register in 12 units of 500-series (independent study) courses for the grade of S/U until they complete the degree. Students will generally take additional classes beyond the minimum required for their degree.

For important dates and deadlines, please refer to the academic calendar: <http://www.registrar.ucla.edu/calendar/>

Registration Fee deadlines are: **September 20 for Fall/ December 20 for Winter/ March 20 for Spring.**

Students hired as Teaching Assistants (TA) or Graduate Student Researchers (GSR) may request a fee deferral, which extends the fee payment deadline.

Standards of Scholarship

UCLA requires at least a B (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. A student is considered on probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a B (3.0), or if the student's work in any two consecutive terms falls below a B (3.0) average. In courses graded on an S/U basis, the grade of S (satisfactory) is awarded for work that would otherwise receive a B or better. Grades S and U are not included in calculating grade-point averages.

Students should avoid receiving "I" (Incomplete) grades whenever possible. Incomplete grades automatically lapse to an "F" at the end of the following quarter.

Leaves of Absence

Graduate students in good standing (GPA>3.0) may be granted leaves of absence on approval from the Department and the Graduate Division. **International students** must first consult with the Office of International Students and Scholars, for information go to www.internationalcenter.ucla.edu. Students must discuss reasons for requesting leaves and receive permission from their advisor.

A leave is normally granted for periods of one to three consecutive quarters. Leaves may be extended for a total of six quarters (two years). The Request for Leave form must be submitted by the end of the second week of the quarter in which the leave is to begin. Students on Leave of Absence are not eligible to receive University financial support. It is anticipated that a student on Leave of Absence will not use more than 12 hours of University facilities and faculty time. Students on leave may wish to purchase a library card.

Graduate students who fail to register and enroll for a quarter and who do not take an official leave of absence are considered to have withdrawn from the University and must compete for re-admission with other applicants.

Master of Arts

The Master of Arts degree in Geography is designed as a two-year program of study.

Course Requirements

The student must complete at least nine courses, seven (28 units) of which must be at the graduate level, including the required core courses (Geography 298A, a methodology course from the 299 sequence, and one additional core elective from the 297 sequence), for a minimum of 36 units. Students must take Geography 298A during Fall quarter of the first year and all coursework must be completed within two years with a grade of B or better in each course. Students may count up to one further core elective course as part of their graduate level course requirements. One 500-series course may be applied toward the minimum course requirement for the M.A. degree but not toward the minimum graduate course requirement. Courses from other departments may also be taken. Quarterly course enrollment plans should be approved by the student's committee chair.

- 3 Graduate Geography core courses: Geog 298A, one from 299 series (methodology), one from 297 series
- 4 Graduate courses: Geography or another department (200 series)
- 2 Elective courses: Graduate (200), Upper Division (100 series), and/or one 500 series

Individual Study Courses: the following rules pertain to Geography 596, 597, 598, 599

- 1) Before enrolling in a 500 series course, students must consult with the responsible faculty member and work out a program of study.
- 2) All 500-series courses must be taken for S/U grading only.
- 3) Students may enroll in Geography 597, 598, 599 as often as required, but only one may count toward the M.A. coursework.

Teaching Courses: 375 and 495 courses may not be applied toward course requirements for the M.A. degree.

Advancement to Candidacy

Students are eligible for advancement to candidacy after completing the required coursework and officially forming a Master's Thesis Committee (committee constitution forms can be found on www.gdnet.ucla.edu under Forms).

Advancement to Candidacy forms must be filed no later than the second week of the quarter in which the award of the degree is expected. Candidates have one calendar year from the date of advancement to candidacy in which to complete all requirements for the degree.

Courses taken after advancement to candidacy may be petitioned to be applied toward the Ph.D. course requirements. A formal letter of request must be submitted to the Graduate Committee for consideration.

Thesis

The M.A. is regarded as a research training program, in which active mentoring is a primary expectation. This will frequently mean students being allocated research topics and directed in research procedures by advisors. The student must complete a thesis, based in whole or in part on original investigation. Selection of a thesis topic, creation of a research design and conduct of the research proceed under the supervision of the thesis committee chaired by the student's advisor.

Work toward the development of a thesis topic should begin early in the student's first year in the program. To ensure

progress, students will be required to register a title for their research thesis/paper with their advisor by the first day of the third quarter following admission to the program (normally Spring Quarter). Students may submit their titles to the advising office for inclusion in their files. A thesis proposal must be approved by the advisory committee by the end of the 8th week of the same quarter, and reported at the Spring Review of graduate students (which will take place at the 2nd faculty meeting in Spring Quarter). Failure to meet this deadline will result in a 'with reservations' report at the Spring Review and setting a second deadline, failure to meet which may result in termination of the student's program. A draft of the thesis/paper will be required by the end of the 5th week of the 5th quarter following admission to the program (normally Winter Quarter) and reported to the Graduate Committee. Students are encouraged to file the completed thesis/paper as soon as possible thereafter.

Thesis Proposal

As indicated above, **the Masters Thesis proposal must be submitted and agreed on by the committee by the 8th week of Spring Quarter during the first year of study.** The thesis proposal should be approximately 10 pages in length (double-spaced; c.4000 words). The proposal should state the exact nature and significance of the problem to be researched; it should provide an outline of the research program and structure of the thesis itself. It should introduce the proposed methods of research, detail the schedule of research activities and include a timeline for completion.

Failure to meet primary deadlines for the proposal will be regarded by the Graduate Committee as a negative element in considering admission to the Ph.D. program.

Thesis Guidelines

The aim of the Master's thesis is to expose the graduate student to self-directed research and to allow the faculty to evaluate the student's potential for doctoral study beyond that obtained by the completion of coursework.

The thesis should not normally exceed 50 pages of text double-spaced (20,000 words). In exceptional cases, the limit may be waived in agreement with the Graduate Advisor.

Instructions on the preparation and submission of theses are available in the *Graduate Division publication, Regulations for Theses and Dissertation Preparation*, which may be obtained from the Thesis and Dissertation Advisor, 390 Powell Library, or from Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall.

Every quarter, Graduate Division offers **Thesis and Dissertation Meetings** to present guidelines for manuscript preparation and completion of degree requirements, check www.gdnet.ucla.edu under Degree Info.

Filing dates are listed in the online Schedule of Classes. Students are responsible for observing the filing dates and preparing theses in the proper format.

Thesis Committee

The Master's thesis committee consists of a minimum of three faculty members who hold regular professorial appointments at the university - professor (any rank), professor emeritus, professor-in-residence (any rank), acting professor (any rank). The chair of the committee and at least one other member must hold academic appointments in the Geography Department. Additional members from any of the above titles, as well as those with the title of lecturer, may be appointed to the committee and/or serve as co-chairs.

Filing Fee

The student may be eligible to pay a filing fee during the quarter in which the degree is to be awarded instead of registering, if all formal requirements for the degree, except for filing the thesis, are completed before the first day of class. The Filing Fee is equal to one-half of the current Registration Fee.

Suggested M.A. Timetable

The student should aim to complete all coursework as soon as possible and work toward completion of the thesis within five quarters from admission. It is recommended that the M.A. student meet with the advisor on a weekly basis. The following plan is based upon a regular Fall quarter admission. Students entering the program in other quarters should adjust the timetable accordingly.

Year 1

Fall

1. Meet with interim advisor and graduate advisor at the start of the quarter to decide appropriate classes to take in addition to Geog 298A.
2. Student should register in Geog 298A and at least two additional classes, for a total of 12 units.
3. Begin to explore thesis research areas with interim advisor and other faculty.

Winter

1. Meet with interim advisor at the start of the quarter to decide appropriate classes to take.
2. Student should register in one of the elective core courses and at least two additional classes (12 units total).
3. Mid-way through the quarter, meet with the graduate advisor to confirm the choice of thesis advisor.
4. By the end of Winter quarter, the student should have developed a potential thesis topic in conjunction with the thesis advisor.

Spring

1. Register a title for the thesis. Meet with thesis advisor at the start of the quarter to decide appropriate classes.
2. Students should register in one of the elective core courses and at least two additional classes, for a total of 12 units.
3. Students should, in consultation with the thesis advisor and other faculty, establish a thesis committee and finalize the thesis proposal by 8th week.
4. Meet with faculty advisor to prepare for the Spring Review of graduate students.

Summer

1. The student should use the summer and following months to conduct research and begin writing the thesis.

Year 2

1. Complete any remaining course requirements. The thesis committee may decide, in conjunction with the student, that additional courses beyond the required minimum are necessary.
2. Complete research and submit the thesis by the end of Winter Quarter.

Request for Continuation from M.A. to Ph.D.

Students completing their M.A. degree at UCLA must submit the following materials to the Graduate Affairs Committee for consideration before progressing to the Ph.D.:

1. A letter requesting admission into the Ph.D. program
2. Statement of purpose (no more than 2 pages)
3. A letter of support from a faculty member willing to serve as Doctoral Advisor
4. One additional letter of reference from a faculty member

These materials must be received no later than the end of the quarter prior to the quarter in which the student is expected to file the thesis. Continuation to the Ph.D. is contingent upon successful completion of a Master's Thesis.

In some cases, students may be asked to provide a preliminary draft of the thesis to the Graduate Affairs Committee. The M.A. student will be admitted to Ph.D. student status in the quarter following the filing of the Master's thesis. Under no circumstances may an M.A. candidate receive financial support as a Ph.D. student before the thesis has been filed.

The Doctor of Philosophy Program

The Ph.D. is designed as a three to four-year program.

Course Requirements

The Ph.D. student must successfully complete three required core courses (Geog 298A, one methodology core class from 299 series, and an additional core elective from 297 series) as soon as possible and with a grade of B or better in each course. Students continuing from the M.A. program are not required to retake the three required core courses. Classes that a continuing M.A. student takes beyond the M.A. course requirement before the M.A. thesis is filed may be used to satisfy course requirements for the Ph.D, with approval from the Graduate Affairs Committee.

Six classes (24 units) are required in addition to the cores, for a total of 36 units. Three of these should be graduate level Geography classes (from the 200-series). The three remaining classes may be upper division or graduate classes drawn from one or two fields inside or outside geography. One 500-series course may be applied toward the minimum course requirement for the Ph.D. degree, but not toward the minimum graduate course requirement. These allied field classes must be related to the student's major research area or sub-disciplinary specialization and be approved by the student's interim committee (the formal doctoral committee must be constituted prior to oral qualifying exams). Quarterly course enrollment plans should be approved by the student's adviser.

- 3 Graduate Geography core courses: Geog 298A, one from 299 series (methodology), one from 297 series
- 3 Graduate Geography courses: Geography 200-series
- 3 Elective courses: Graduate (200), Upper Division (100 series), and/or one 500 series

Individual Study Courses: the following rules pertain to Geography 596, 597, 599:

- 1) Before enrolling in one of these courses, students must consult with the responsible faculty member and work out a program of study.
- 2) All 500-series courses must be taken for S/U grading only.
- 3) Students may enroll in Geography 597 or 599 as often as required, but only one may count toward the Ph.D. coursework

Teaching Courses: 375 and 495 may not be applied toward course requirements for the Ph.D. degree.

Written Qualifying Examinations

The goal of the written qualifying exams is to ensure that students develop a command of literature in three parts of the discipline as well as to ensure adequate preparation for the research area within which the project falls. The written qualifying examinations are administered by the committee Chair and the format of the exam is decided by the committee. The committee comprises three faculty members, of which a minimum of two must hold regular appointments within the Department of Geography. (A maximum of one affiliated faculty member may serve, but may not act as chair.) The student must ensure the agreement of members to serve. The committee and student should meet to discuss the exam after it has been read.

The student is expected to take the written qualifying examination no later than the sixth quarter of the Ph.D. program, and normally, not before the end of the third quarter. Exceptions may be made for students who enter the program without a Geography degree.

Students should begin preparing reading lists at least two quarters prior to exams. Final reading lists should be developed in consultation with committee members. Reading lists must be finalized by the last week of the quarter prior to exams. The total

length of reading lists for all three written exams should normally require preparation time equivalent to a typical academic quarter workload.

It is expected that the doctoral candidate and advisor will meet with all members of the doctoral committee to ensure that the format and rules related to the qualifying examinations are clearly understood. It is the student's responsibility to understand fully what is to be expected in each examination. In case of uncertainty, the graduate advisor should be consulted. In case of failure, the student may retake the examination once, but no sooner than three months and no later than one year after the original examination.

Structure of the Ph.D. Exams

Four Written Exams

- (a) 8-hour exam in the major field (see fields below)
- (b) 4-hour exam in the minor field (see fields below)
- (c) 4-hour exam in another minor field, region, or technique (determined by committee and student)
- (d) Field or "Practical" exam

The "practical" or field examination requires students to demonstrate their skills in conceptualizing a research problem related to their field of specialization and in designing and carrying out a small-scale project to address this research problem. Students will be asked to (a) develop research questions and specific tasks for the project; (b) collect and analyze relevant data, e.g. from the field or archive, interviews, questionnaire, phone surveys or laboratory tests; and (c) summarize how they approach the research problem, describe the materials they collect and interpret their findings in a short report.

The advisor is responsible for providing the student with any necessary specialized equipment and advice prior to the exam, e.g. need for transportation, maps, security and risk assessment. While the specific question may not be divulged prior to the exam date, the advisor may discuss with the student the general goals and scope of the exam. The exam must test the student's ability to undertake primary research beyond UCLA libraries and labs and should be written in the form of a research report.

Conduct in examination

Students are reminded that the written exams are based on questions not previously seen and are to be written during the allotted exam time. Introducing previously written materials into the exam room is not permitted. Any such act of cheating is a form of academic dishonesty and will result in failure of the examination and possible termination from the program.

All exams must be taken on a departmental laptop, in one of the department conference rooms. The student must reserve rooms and equipment with the Main Office front desk. The student must coordinate with Committee Chair on how the exams are to be distributed and submitted. After the exams results have been announced, the Committee Chair must submit a letter to the Geog Dept Counselor.

List of Fields

Biogeography	History of Geographic Thought
Climatology	Hydrology
Conservation	Political Geography
Cultural Ecology/Political Ecology	Population Geography
Cultural Geography	Quaternary Studies
Development Studies	Regional Development
Economic Geography	Social Geography
Geomorphology	Urban Geography
GIS	

Oral Qualifying Examination

The maximum length of time permitted between written and oral exams is 6 months. Oral Qualifying Exams are normally scheduled no later than the end of the quarter following completion of written exams. Proposals should be no more than 30 pages double-spaced in an easily legible point size.

Proposals must be distributed to committee members at least two weeks prior to the date of the exam. Students are eligible for advancement to candidacy after passing the Oral Qualifying Examination with no more than one negative vote, completing four quarters of academic residence, completing the required coursework and maintaining a 3.0 GPA in graduate standing. This allows the student to begin dissertation research, and to receive the C.Phil degree. In instances of failure, the oral qualifying examination may be repeated once.

On the day of the exam, all members of the doctoral committee must sign the Report on the Oral Qualifying Exam and Advancement to Candidacy Form, obtained from the Dept Advisor. The candidacy fee will be billed to the student automatically on receipt of the completed form in Graduate Division (Graduate Admissions/Student and Academic Affairs, 1255 Murphy Hall).

Nomination of the Doctoral Committee

Students must officially nominate their Oral Qualifying Examination/Dissertation Committee (Doctoral Committee) and have the committee approved by Graduate Division at least one month prior to the Oral Exam. Oral exams cannot be held until Graduate Division has approved the Committee. In order for the nomination form to be accepted by the department, each nominated committee member must indicate in writing (or by email) his/her willingness to serve on the committee. The Nomination of Doctoral Committee form can be found on www.gdnet.ucla.edu under Forms & Petitions.

For the oral qualifying exams, the committee comprises a minimum of four faculty members holding regular professorial appointments at UCLA: professor (any rank), professor emeritus, professor-in-residence (any rank), acting professor (any rank)). Three members must hold appointments within the Geography Department, one of whom must be the chair. One member (external member) must be from a department other than Geography but may not act as chair. Two of the four committee members must hold the rank of professor or associate professor. Additional members may be nominated and serve as co-chair; these may include adjunct professors, adjunct associate professors, visiting professors or visiting associate professors. By petition, the minimum membership may be a faculty member from another UC campus who holds an appropriate appointment as listed above. By special petition, exceptions may be made to include members from outside UCLA.

Changes to dissertation committees may be made at any time after consultation between student and advisor. Any changes initiated by either student or faculty should be bound by rules of common courtesy and prompt notification. The graduate advisor should be informed of committee changes. Faculty cannot remove themselves from committees without discussion involving both student and committee chair. In cases of grievance, the student should appeal to the graduate advisor.

Dissertation/Final Oral Examination

The dissertation is the ultimate focus of the Ph.D. program. The dissertation should clearly demonstrate the student's ability to conduct original investigation in a chosen field of study. The dissertation should be designed and executed in such a way as to make a significant original contribution to geographic knowledge, worthy of publication, in part or in whole, in a reputable scholarly or scientific medium. The Dissertation Committee may require a final oral defense of the dissertation. (If the 'Not Required' box is not checked at the bottom of the Advancement to Candidacy form, the default is 'Required'.)

Doctoral Time to Degree and the Final Oral Examination

It is expected that a Ph.D. in the Department of Geography will be completed within seven calendar years of admission to graduate status at UCLA.

Doctoral students who have failed to file the dissertation after ten years from the date of advancement to candidacy must provide a letter from the Committee Chair to the Graduate Division, indicating why the student should not be required to repeat requirements (coursework, qualifying examinations). The Graduate Division requires a final oral examination (defense of the dissertation) of all such candidates.

Doctoral Dissertation Guidelines

For guidance in the final presentation of the manuscript, students should consult the thesis and dissertation advisor, Office, of the University Archivist, **330 Powell Library**, and *Policies and Procedures for Thesis and Dissertation Preparation*, available at www.gdnet.ucla.edu/publications.html.

Every quarter, Graduate Division presents guidelines for manuscript preparation and completion of degree requirements during **Thesis and Dissertation Meetings** (for workshop schedule, check www.gdnet.ucla.edu under Degree Info). Students are responsible for following these guidelines and for filing their dissertations by the appropriate deadline. The specific content, organization and length of the thesis is determined through discussion with the advisor and committee members.

Filing Fee

Doctoral candidates who have fulfilled all requirements for the degree, except for filing the dissertation, may be eligible to pay the filing fee in lieu of registration and educational fees. In such cases, two conditions must be met:

1. The student must have been registered in the previous quarter.
2. All formal requirements for the degree, except for filing the dissertation, must be completed before the first day of classes of the quarter in which the filing fee is to be paid.

Note: Unless the student was registered in the quarter immediately prior to the one in which the dissertation is filed, the student must register and enroll during the filing quarter. If the student wishes to file during the summer and was not registered during the spring quarter, he or she must register and enroll in at least 4 units during the summer session to file.

Suggested Ph.D. Timetable

The Ph.D. degree is designed as a three or four year program of study. Coursework requirements should be completed as soon as possible within the first two years of study. During the first two quarters of Year Two, the student should be preparing for the written qualifying examinations and developing the dissertation research proposal, which should be successfully defended by the end of Year Two. Years Three and Four are devoted to dissertation research and writing.

The following plan is based on a regular fall admission. Students entering the program in other quarters should adjust the timetable accordingly.

Year 1

Fall

1. Meet with faculty advisor and graduate advisor at the start of the quarter to decide appropriate classes to take in addition to Geog 298A. Student must register in two additional courses, for a total of 12 units.

Winter

1. Meet with faculty advisor at the start of the quarter to decide appropriate classes to take. Student may consider registering for an additional core courses, for a total of 12 units.

Spring

1. Meet with faculty advisor at the start of the quarter to decide appropriate classes to take in addition to the remaining core course, for a total of 12 units.
2. Meet with faculty advisor to prepare for Spring Review.

Summer

1. Conduct preliminary research on potential dissertation topics and candidacy exams.

* In rare circumstances, students entering the doctoral program with an M.A. in Geography from an institution outside UCLA who have taken the equivalent of core courses, may petition for credit toward individual core course requirements.

Year 2

Fall

1. Complete any remaining minimum course requirements. (In consultation with the advisor and committee members, the student may be required to take additional courses for credit)
2. Meet with advisor to establish the written examination committee.
3. Begin preparation for the written qualifying examinations in consultation with advisor and committee.
4. Develop dissertation research proposal with advisor and committee.

Winter

1. Complete written qualifying examinations at the end of this quarter.
2. Finalize the dissertation proposal in consultation with the advisor and committee.

Spring

1. Form the dissertation committee following the rules outlined by the Graduate Division.
2. Prepare to defend the dissertation proposal at the end of the Spring quarter or at the beginning of the following Fall quarter at the latest.
3. Meet with advisor to prepare for Spring Review.

Summer

1. Conduct research on dissertation.

Years 3 and 4

1. Research and writing of the dissertation

Standards and Procedures for Graduate Study at UCLA

Further details on University rules and regulations mentioned in the sections above may be found in the *Standards and Procedures for Graduate Study at UCLA* on the Graduate Division website listed below.

This essential booklet provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examination and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, normal progress toward degree, withdrawal and a number of other matters are included. Go to www.gdnet.ucla.edu/publications.html

Faculty and Student Advisory Relationship

Derived from the Faculty Code of Conduct

Part II, Section A now sets forth ethical principles and unacceptable conduct with regard to faculty members and their students. The revised policy prohibits a faculty member from entering into a romantic or sexual relationship with any student for whom that faculty member currently has or prospectively might have academic responsibility (as defined). The policy also prohibits a faculty member from exercising academic responsibility for any student with whom that faculty member has a romantic or sexual relationship.

For more information, go to <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>

Smooth and timely progress through a graduate degree is facilitated by a constructive and supportive relationship between the student, faculty advisor and committee members. Both faculty and student conduct are bound by university codes. The shared goal is an environment that supports scholarly inquiry and intellectual development. It is the joint responsibility of faculty and student to protect and enhance this environment.

In achieving these goals, the faculty-student advisory relationship is critical. This relationship depends upon early agreement of the following issues:

1. Regularity of meetings
2. Deadlines/timetable for the completion of degree requirements and/or other work
3. General nature of potential research topics
4. Turnaround and commentary on written materials
5. Active mentoring
6. Issues of authorship and data ownership from research

During the first weeks of the first quarter, student and advisor should draw up an informal contract that governs the responsibilities of both. At the minimum, this contract should specify the responsibilities of both parties, the regularity of meetings, and both submission and return of written work. A copy of this contract may be filed with the advising office.

At the stage of the Ph.D written exams the names of the committee should be filed with the Graduate Committee. Thereafter any change to this committee must be filed with the Graduate Committee and requires Graduate Committee approval. With respect to the MA, once the MA advisor has been chosen, that name should be filed with the Graduate Committee and any change thereafter requires Graduate Committee approval.

In addition to the relationship between a student and advisor, the department encourages an environment of supportive scholarship. Departmental colloquia and the student organized seminars are important vehicles for achieving that aim and attendance at these gatherings is expected. Faculty also offer informal periodic academic training sessions on such themes as publishing, applying for research funds, jobs, etc.

Students should be aware that faculty often conduct research off-campus during the summer months and may not be available for meetings, exams or reading work.

The Student and the Department

Graduate students are full members of the academic community within the department. They participate actively in its scholarly and administrative life, attending colloquia, social events, faculty meetings and some departmental committee meetings. Much of the educational benefit to be derived from graduate school comes in the daily interaction between students and faculty.

Office Space

The graduate offices are professional places of work. They belong to the Department and are not intended for use as living or storage space. Use of an office is revocable by the Department at any time. Graduate students are assigned shared office space at the time of matriculation. M.A. students have use of office space for two years, Ph.D. students for four. Change of office space must be cleared with the Department in advance. Students are expected to vacate the office space during extended leaves of absence and upon completion of the program.

Other facilities such as the computer labs, other specialized labs, and the library are available to registered and enrolled graduate students only. Graduate offices and labs are professional work places and must be kept clean and confined to legitimate work activities.

Keys

Students are provided keys to their offices, computer lab and the TA office, if necessary. These keys must not be transferred to anyone else and must be returned at the end of the program. Lost keys will incur a \$10 charge.

Department Address

As members of the department, graduate students may use the departmental address and letterhead for such things as correspondence concerning scholarly publications, professional meetings, research collaborations and academic positions. The Department address may not be used for personal or non-academic mail. Students must use their home address on all official University databases and employment records. Please be sure to update your contact information on URSA and with the department main office.

Under no circumstances may departmental letterhead be used to convey personal opinions or imply departmental or university endorsement of an issue.

The Discipline

A primary goal of the graduate program is to produce scholars who will contribute at the highest level to research and education in Geography. Graduates should take every opportunity to present research at scholarly meetings and publish their work. Published papers, conference presentations and grants (i.e. NSF Dissertation Fellowships) are important criteria used by hiring committees to select candidates for academic positions.

Spring Review

During each Spring quarter, an annual review of graduate student progress is conducted by the faculty. Spring Review is used to ensure that students are making satisfactory progress toward their degrees. The criteria are: timely completion of coursework with satisfactory grades; timely completion of examinations; timely preparation of thesis/dissertation proposals; and timely completion of the degree. Each year, before the Spring review faculty meeting the student should meet with his/her committee members to discuss the student's progress. The student's advisor brings the results of the discussion to the Spring Review table. Each student should be thinking of a committee in the first year even if it is not their final committee. In the event that a student has not decided on a committee, the Graduate Director shall, in consultation with the interim advisor choose a reviewing committee. Results of the Spring Review assist the Graduate Affairs Committee in awarding TAs and other departmental fellowship funds.

Each student is informed of the review's outcome by the committee chair. Three outcomes are possible:

1. *Favorable* - student is making good progress towards the degree in keeping with the suggested timetables outlined in the Graduate Manual.
2. *With Reservations* - student has made visible progress since the previous Spring Review (for example, has completed additional required coursework, has finished a thesis/dissertation proposal, has passed the written or oral qualifying examinations), but has made insufficient progress overall. The committee chair will detail the reasons why "reservations" were given and what steps the student should take to receive a satisfactory grade at the next Spring Review.
3. *Unfavorable* - student has made little, if any, visible progress toward the degree since the last Spring Review. The committee chair will detail the reasons for the "unfavorable" grade and specify steps to rectify the situation. Usually, the student will be asked to complete a specified thesis/dissertation related task within a given period of time. Failure to meet this deadline may result in termination of the program.

The faculty recognizes not all students will follow exactly the suggested timetable due to unforeseen professional or personal circumstances. Students are expected to account for such delays to their advisor for report at Spring Review.

Financial Support

Graduate Division Funding/Publications

Graduate Division publishes annually a brochure to acquaint students with the range of opportunities to support graduate study at UCLA (Graduate Student Support for Continuing Students). Included are fellowships, traineeships, teaching and research assistantships. The brochure may be downloaded from <http://www.gdnet.ucla.edu/asis/stusup/stusup.htm>. Application forms for certain awards may also be found on this website, or by visiting the Graduate Division Special Fellowships Office located at 1252 Murphy Hall. Deadlines for submission of applications vary and are listed in the brochure.

Common open competition fellowships for Ph.D. students include the Dissertation Year Fellowship, Research Mentorship Fellowship and Summer Research Mentorship Fellowship. Application forms are available on the Graduate Division website as well as a list of eligibility requirements and deadlines.

The Special Fellowships Office also announces extramural funding opportunities through a listserv, GRADFELLOWSHIPS-L. The list is open to UCLA graduate students, staff, and faculty. Subscription information can be found at www.gdnet.ucla.edu/asis/infoserv/gflist.htm.

The Graduate Division also publishes an online guide called Graduate and Postdoctoral Extramural Support (GRAPES), which lists the commonly sought fellowships that are available from non-UCLA sources. This guide is available at <http://www.gdnet.ucla.edu/grpinst.htm>.

Miscellaneous Funding

Financial aid (e.g. loans) is administered through the Financial Aid Office, which is located in A129J Murphy Hall. In addition, students are encouraged to seek funding from extramurally administered programs, such as the National Science Foundation and The Association of American Geographers.

Students are strongly encouraged to apply for ALL types of aid for which they might qualify. Eligibility for any awards is dependent on registration as a full-time student.

Teaching Assistantships (TA)/Graduate Student Researchers (GSR)

Academic assistantship positions include: reader, teaching assistant (TA), teaching associate, teaching fellow, and graduate student researcher (GSR). These positions are intended to provide qualified students with relevant training for academic and academic-related careers in teaching and research, and to augment limited university resources for graduate student support.

Limited assistantship positions are available within the Geography Department. A call for applications is sent via email during winter quarter for the following academic year. The Department adheres to university-wide policies and procedures including any collective bargaining units governing the selection, appointment, supervision and training of all student assistantships published in the Academic Apprenticeship Personnel Manual.

Students in assistantship positions must register and enroll in at least 12 units each quarter (including TA courses, such as 375 or 495). Students holding academic apprentice appointments who are enrolled in less than twelve units, takes a leave of absence or withdraws, will have their appointment terminated.

University regulations prohibit graduate students from receiving more than 12 quarters support as a TA. Students may work as a TA and GSR for a maximum of eighteen quarters.

The Geography Department restricts financial support for Master's degree students to two years and Ph.D. students to three years. Graduate students continuing from the M.A. to the Ph.D. program are normally eligible to receive a total of four years of support from the Department. Departmental support will generally not be available beyond year two for M.A. students and year four for Ph.D. students.

Students are also encouraged to apply for TA or GSR positions from other departments and study centers (i.e., Global Studies, Institute of the Environment (IoE), Center for Pacific Rim Studies, the Center for Chinese Studies). A listing of available assistantships throughout the campus may be found at www.gdnet.ucla.edu/gss/ase/index.html.

TA Appointments

Continuing students who have not been guaranteed a TAship, and would like to be considered for any available appointments in the following academic year, must submit the application via email during Winter quarter of each year. All applicants will be placed on a wait list and will be notified via email should a TA appointment become available. Due to the uncertainty of enrollment numbers and numbers of TA allocations, no fixed dates can be established.

Questions concerning the Department's allocation of TA appointments should be addressed to the Graduate Advisor.

Criteria for Appointment

Due to the limited availability of TA positions within the Department, priority is generally given to Ph.D. students. The Graduate Affairs Committee reviews applications and makes appointments accordingly.

Below is a list of some of the top criteria used in making TA selections:

1. Academic Record - students must be in good academic standing (measured in terms of GPA, degree progress, and recommendations of Faculty). Incompletes may have a negative impact on the record.
2. Stage of Research - priority is given to Ph.D. students and those who have completed the requirements for the Master's degree.
3. Teaching Record – students who have previously held TAships must have received satisfactory teaching evaluations from both student and faculty.
4. Curricular Needs – curricular needs will be considered in making appointments (e.g. experience with computer cartography or quantitative analysis).
5. Oral Proficiency in English - Graduate Division requires that all international students who are not native speakers of English pass the TOP (Test of Oral Proficiency) exam before they are permitted to serve as TAs. For more information, go to <http://www.oid.ucla.edu/top/>
6. Eligibility - The Geography Department generally restricts financial support for Master's degree students to two years, and Ph.D. students to four years. Ordinarily, graduate students continuing from the M.A. to the Ph.D. are eligible to receive a total of four years of support from the Department.

All appointments are made without discrimination on the basis of race, ethnicity, religion, national origin, gender, sexual orientation, veteran status or disability.

Declining an Appointment

Students wishing to decline a TAship for a particular quarter must inform the graduate advisor as soon as possible but no later than by 8th week of the preceding quarter. Please note that students cannot decline a TA offer for a particular quarter and “bank” it for use in the future.

Benefits Associated with Assistantship Appointments

For detailed information, you may consult the Academic Apprentice Personnel Manual or the Fee Remission Benefits & Statement of Understanding 2007-2008 found at <http://www.gdnet.ucla.edu/gss/appm/appmintro.htm>.

1. **Fee deferrals:** Students appointed as a TA/GSR are eligible to receive, upon request, a fee deferral for registration fees assessed during the quarter in which they are serving. The deferred payment deadline is two months after the

regular Registration Fee deadline.

2. **TA Advance Loans:** TAs are eligible to receive an interest-free advance on their student funding. The current amount for a TA Advance Loan is \$968 (employed at 50%) and will be deducted from subsequent paychecks. Requests for advances should be made prior to the start of the quarter.
3. **Fee Remissions:**
 - a. **Medical insurance:** All UCLA graduate students are required to carry medical insurance. Graduate students holding TA or GSR appointments at 25% time or more for the entire term qualify to have their medical insurance paid by the university for that term.
 - b. **Educational and Registration fee:** Graduate students holding TA or GSR appointments for at least 25% time for an academic term qualify to have a portion of their education fee paid by the university for that term.

For complete details on fees, remissions and pay scales, go to: <http://www.gdnet.ucla.edu/gss/library/feesintro.htm>

Departmental Fellowships

The Department of Geography administers graduate student fellowships, such as the Society of Woman Geographer's Award. Calls for applications are sent out to all students via email throughout the academic year. The award of these fellowships and other competitive funds is made by the Graduate Committee, which determines the criteria for award and rules of competition. Students should know that in making such decisions committee members take every care to ensure fairness and openness, commensurate with appropriate confidentiality.

Graduate students who are recipients of fellowships are expected to maintain satisfactory progress throughout their tenure in addition to being registered as full-time students.

Graduate Conference Travel and Research Funding

Each year, the Department receives a modest sum from Graduate Division to help defray the cost of travel to present papers/posters at professional research conferences or to conduct research. A call for applications with award details is usually sent via email at the end of Winter quarter. The amount of support varies depending upon the department's budget allocation and the number of applications received.

Usually, financial assistance is provided to those presenting at the AAG meetings. Students wishing to attend other conferences must demonstrate the relevance of the conference to their particular area of study.

Non-Resident Tuition

The Department may give awards for non-resident tuition as part of a funding package for incoming students. Due to limited funding resources, the Department cannot guarantee assistance beyond the initial offer.

If you are a U.S. Citizen or Permanent Resident, but not a California Resident, it is imperative that you work on becoming a California Resident as soon as possible. By becoming a California Resident, you will not need to pay the Non-Resident tuition (NRT) fees of \$14,694 per year. It is important to start this process once you get to California, since it takes a year to complete. For more information about residency, go to www.registrar.ucla.edu/residence/

Taxes and Fellowships

Fellowship stipend income is taxed differently than most other types of income you may have encountered in the past.

Amounts spent on fees, tuition, or required course expenses are not taxable. However, the portion of fellowship stipend income you spend on items other than fees, tuition, and required course expenses will likely be considered taxable by the IRS. U.S. citizens and permanent residents who are California residents (for tax purposes) do not have taxes withheld from their fellowship stipend checks. Nonetheless, these individuals may be required to make estimated quarterly tax payments and to report the income on their tax returns.

Foreign students and those who live outside of California and file tax returns as California nonresidents will have state and/or federal taxes withheld directly from their checks. Information about fellowship taxation is available in IRS Publication 520, "Scholarships and Fellowships," available for download from the IRS website at www.irs.ustreas.gov. Another IRS publication available from the same website offers information on paying estimated tax when your residency status does not permit the tax to be withheld directly from your check: Publication 505, "Tax Withholding and Estimated Tax."

Students are advised to retain "Offer of Graduate Student Support" agreements, fellowship and traineeship offer letters, payroll wage stubs, and other documents and receipts related to fellowship stipends and course expenses. The Graduate Division website also has information that answers questions about UCLA fellowship tax withholding and reporting.

Department of Geography Teaching Assistant (TA) Guidelines

The department is dedicated to providing undergraduate students with a strong background in the fundamentals of the discipline, as well as helping them to develop general skills in analysis and critical thinking. Discussion sections in introductory courses, which are led by teaching assistants, are an important part of this process.

The following is designed to clarify the roles and responsibilities of teaching assistants and their supervising faculty so that they can work together to create valuable undergraduate courses.

TA Rights

This section is derived substantially from the [Academic Apprentice Personnel Manual for Students](#).

A TA is a registered graduate student in academic residence at UCLA, "a student teacher" selected for his or her scholarship and promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of regular faculty members who are responsible for curriculum and instruction in the University.

TAs supervise assignments in small discussion and lab sections of undergraduate courses, and occasionally for graduate courses. Their assignments are expected to include an appropriate range of supportive activities such as: assisting the faculty member with the preparation of course materials and/or laboratory demonstrations; attending the faculty member's lectures, laboratory instruction periods, and/or scheduled instruction periods in non-traditional formats; reading student papers and examinations; assisting with student performance evaluations and grading; holding office hours; giving tutorial or small group assistance to students; teaching in scheduled or nonscheduled discussion, quiz, laboratory, or field sections for the faculty member in charge of the course to which he/she is assigned. TAs are not to be given primary responsibility for determining instructional content of any course, for selecting student assignments, for planning examinations, for assigning the term grade for students, or for instructing an entire course. Teaching Assistants are not to be utilized exclusively as Readers.

TA Responsibilities

Workload: TAs are generally appointed at no more than 50% time. TAs should not work more than an average of twenty hours per week over the three months of employment (this includes time attending lectures, preparing for sections, holding sections, holding office hours, and grading assignments). Any concerns about the hours worked should first be raised to the supervising faculty and adjustments made accordingly. If no resolution is reached, the Chair or Graduate Advisor should be notified.

Enrollment and PTEs: Although TAs are not expected to enroll students beyond the capacity set in the class schedule, PTE (permission to enroll) numbers may be distributed to students at the professor's discretion in consultation with the TA. Workloads associated with variations in section size should be adjusted accordingly.

Curriculum: TAs are expected to meet with every scheduled discussion section and to begin on time. In case of any emergencies, the Department's Office should be notified.

Discussion sections should be designed to enable the students to better understand course lectures and readings. They should be conducted as discussions, or labs, rather than lectures. Students should be encouraged to participate actively in order to develop their ability for critical and creative analysis.

While section curriculum is ultimately the responsibility of the faculty member, TAs should feel encouraged to develop new lesson plans or modify existing ones.

Desk Copies: TAs are entitled to a free copy of the required texts for use in their assigned course before instruction begins. If desk copies have not arrived in time from the publisher, TAs should contact the Department's Office for assistance. Desk copies should be returned to the TA Office resource files for use in subsequent quarters.

Lectures/Meetings: TAs are expected to attend all course lectures. TAs are expected to arrive early to provide assistance when there are materials to be distributed (on the first day of classes and on exam days, for example). TAs may also be responsible for setting up and operating AV equipment. Although giving course lectures is not a requirement, TAs may accept an invitation or volunteer to give an occasional lecture.

TAs may expect a meeting with the professor before instruction begins. TAs are expected to attend any meetings scheduled by the professor throughout the term.

Office Hours: The days and time of office hours for each TA should be posted outside the TA office. TAs are expected to hold office hours for at least two hours per week, during times that are convenient for students in the course. Although there is no requirement to hold extra office hours as midterm and final exams approach, TAs are encouraged to do so.

TA Office Key: A key to the TA office will be issued to each student serving as a TA. This key must be turned in to the Department Main Office at the close of the last quarter of service. Please do not hand your key over to another student.

Exams/Grading: TAs are expected to attend all exams and share the responsibility for proctoring. This includes assisting the professor in distributing and collecting exams, answering questions, and actively circulating around the testing area. TAs may be asked to provide professors with advice regarding the nature of exams and other assignments; however, the professor has the primary responsibility for preparation of exams.

Each TA is responsible for grading the work of all students enrolled in their respective sections. The supervising professor, in consultation with TAs, should establish grading criteria as well as grading timetables.

TAs are expected to remain in residence until the end of the week following exams (appointments are at 50% for three full months). The Department strongly suggests that the professor and TAs schedule a final meeting time to settle all matters related to the class.

Any exceptions to the class schedule must be resolved in advance with the professor.

After final grades are assigned, copies of all section grading records as well as any graded materials not returned to students should be given to the supervising professor.

End of Quarter Filing of Course Materials: One set of TA materials from each course should be filed in the locked TA course files. This should include successful labs, discussion outlines, and section assignments. If there are several TAs for the course, they should designate one TA to be responsible for filing this material, but all should contribute to the effort.

Emergency Absences: TAs are not eligible to accrue vacation or sick leave credit. In case of illness or other emergencies, below are a few broad guidelines that may be helpful.

(1) **Short-Term Absences:** Arrangement should be made in advance to accommodate any absences (i.e. asking other TAs to lead sections or assist with grading).

(2) **Long-Term Absences:** Departmental support for the TA will continue for the duration of the quarter under the following conditions:

1. The Faculty member and/or Chair authorizes the absence and
2. It is possible to distribute the extra workload to other TAs or hire a replacement

University policy provides that academic apprentice appointees who fail to meet their assigned duties may receive a corresponding reduction in pay. Failure to complete assigned duties for an extended period of time will constitute abandonment of the position and may result in termination of the apprentice position, denial of re-employment, or other appropriate sanctions.

Concerns/Issues: Supervising faculty and TAs should discuss any concerns regarding roles and responsibilities as they arise. However, students should feel free to consult with the Graduate Advisor for advice on unresolved issues.

For detailed information concerning grievance procedures or issues related to harassment, consult the [TA Handbook](#) distributed by the TA Training Program in the Office of Instructional Development.

TA Training: All TAs must enroll in **Geography 375** each quarter they are serving as a TA. Each first-time TA (including those who plan to begin teaching in Winter or Spring quarters) should also enroll in Geography 495: Teaching of College Geography, which is usually offered Fall quarter every other year. The course typically meets once a week for 3 hours and is taught seminar-style by the TA Consultant, under the supervision of the Graduate Advisor. In addition, all TAs are encouraged to attend a one-day "TA Training Conference," hosted by the Office of Instructional Development in September of each year. For information, go to <http://www.oid.ucla.edu/tatp/>

Supervising Faculty Responsibilities

Supervisory role: Faculty should provide TAs with sufficient information to ensure confidence about the content, presentation and implementation of materials in labs or discussion sections. This information may include: rationale, goals and objectives of the session, specific content and appropriate emphasis on each topic, questions to ask or points to cover, potential problem areas and possible solutions, and references to assist in the TA's preparation.

TAs should not be given full responsibility for the instructional content nor instruction of any course, selection of student assignments, planning of examinations, or determining term grades for students. TAs are not to be utilized exclusively as Readers.

Grading: The supervising professor is responsible for setting grading criteria for exams and assignments. Every effort should be made to ensure consistency across sections, which may include providing TAs with answer keys to examinations with a detailed breakdown for the assignment of points and guidelines for grading. Faculty should be readily available to TAs who have questions concerning grading.

Weekly Meetings: Faculty and TAs are expected to schedule weekly meetings to discuss content and presentation of the lab or discussion section. If equipment is involved, the faculty member or other qualified person should provide equipment instruction.

TA Observation and Feedback: Supervising faculty should observe TAs in at least one section in order to discuss the effectiveness of teaching styles. All forms of evaluation should be conducted with full TA agreement.

Evaluations: Faculty will be required to submit evaluation forms for each TA at the end of the quarter. These may be used in determining TA allocations in the future.

Criteria for Assigning Classes

The Department Chair and Graduate Advisor are ultimately responsible for assigning TAs to specific teaching assignments. Every effort is made to ensure that each TA gets their class choice and is working in their area. This is made easier to the extent that TAs are willing to compromise and to properly acknowledge past inequities and accommodations. Changes may have to be made based on need and changes in enrollment numbers.

First preferences are typically granted to TAs who: are taking qualifying exams or finishing a thesis or dissertation; are teaching for the first time; had a split assignment or an especially difficult assignment in a previous quarter; or are teaching in their last quarter and have never received the course assignment that they have wanted.

TA Appointments - Administrative Requirements

1. Each TA appointment is made for no more than one academic year at a time. Subsequent year appointments are contingent upon satisfactory evaluations from supervising faculty. Unsatisfactory evaluations during any quarter may result in warning and/or revocation of TA appointments.
2. **Students with TA appointments must be registered and enrolled in at least 12 units.**
3. Students who apply and are on a wait list may receive an appointment at any time during the year depending on space/funding availability.
4. Limitations on duration of TA appointments
 - a. Departmental Limitations:
M.A. students may serve as TAs for a maximum of six quarters.
Ph.D. students may serve as TAs for a maximum of 12 quarters, including the quarters served as a TA while in the M.A. program.
 - b. Graduate Division Limitations:
The Geography Department is subject to Graduate Division academic apprentice personnel policies which stipulate that graduate students may be appointed to Teaching Assistant, Teaching Associate, and Teaching Fellow positions for no more than 12 academic quarters or to a combination of apprentice teaching and research titles for no more than 18 quarters.
5. Summer TA Appointments

Occasionally, the Department has summer TA appointments. These are advertised during the Spring quarter and require consent of the course instructor. Summer TA appointments do not count toward the quarter limitations.

Grievance Procedures

Complaints of a scholastic or professional nature involving faculty (e.g. grades, workload), should first be discussed with the faculty member concerned. In cases where no resolution may be reached, the issue should be discussed with the Graduate Advisor or Department chair. Should the issue involve the Department, the Dean of the Social Sciences (1312 Murphy Hall) should be consulted.

Complaints of misconduct against individual students should be made to the Dean of Students Office, 1206 Murphy Hall.

Complaints concerning alleged violation of the policies and regulations governing graduate study should be made to the Dean or Assistant Dean of the Graduate Division, 1237 Murphy Hall.

Complaints from teaching assistants about workloads and evaluations are governed by the provisions of the Teaching Assistant Grievance Procedures which are spelled out in detail in the Academic Apprentice Personnel Manual available at www.gdnet.ucla.edu/publications.html

Office of Ombuds Services:

The mission of the Office of Ombuds Services is to ensure that all members of the University community receive confidential, fair and equitable treatment in matters of concern or complaint. The ombudsperson acts impartially and may assist in conflict resolution through mediation. The main office is located in the Strathmore Building Room 105, (310) 825-7627. For more information, visit www.saonet.ucla.edu/ombuds/

Helpful links:

Academic Calendar (deadlines & holidays): www.registrar.ucla.edu/calendar/

Dashew Center for International Students & Scholars: www.internationalcenter.ucla.edu/

Forms: www.gdnet.ucla.edu/forms.asp

Graduate Division home page: www.gdnet.ucla.edu

Graduate Student Resource Center (& Graduate Writing Center): <http://gsa.asucla.ucla.edu/gsrc/>

Health Services: www.studenthealth.ucla.edu

Housing Office: www.housing.ucla.edu

Off-Campus Housing: www.cho.ucla.edu

NSF: www.nsf.gov

Office of the Dean of Students: www.deanofstudents.ucla.edu/

Student Psychological Services: www.sps.ucla.edu/

Student Legal Services: www.studentlegal.ucla.edu/

Thesis & Dissertation Meetings: www.gdnet.ucla.edu/gasaa/library