

# Berkeley Social Welfare

2017-18 Doctoral Student Handbook



School of Social Welfare  
University of California, Berkeley

# About This Handbook

The Doctoral Student Handbook is your major resource and reference guide to the doctoral program. It provides practical advice about School operations; courses and curricula; advising and administration; degree requirements and grading, and the stages of student progress toward the qualifying examinations and dissertation. The Handbook also sets forth the obligations that you have, not only to the School, but to the faculty and to your fellow students in terms of academic and professional conduct and ethical standards. We encourage you to become thoroughly familiar with the School and university policies, procedures, and information resources outlined in this Handbook.

**This Handbook is effective for the 2017-18 academic year.**

Students who entered in previous years should refer to the Handbook effective for their entry year.

To use the online version of this handbook with active links to other campus units and resources, please access it from the **Academic Resources section of our website**: <http://socialwelfare.berkeley.edu/academic-resources>.

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2016-17 Doctoral Student Handbook



2015-16 Doctoral Student Handbook



2014-15 Doctoral Student Handbook

## 2017-18 Doctoral Student Handbook

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# Getting Started

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## Welcome!

We are delighted you have selected Berkeley Social Welfare for your doctoral studies!

The University of California is widely considered the nation's premier public university system and Berkeley ranks consistently as the world's leading public university. The goal of graduate study at Berkeley is to inspire independence and originality in the pursuit of knowledge. Our students are trained and equipped with the knowledge of professional practices, policies, and programs required to address a wide range of contemporary societal problems. They use empirical evidence to inform practice and transform lives.

With over 300 graduates of our doctoral program, our School produces top-notch professors and researchers for some of the best social work schools and policy centers throughout the country and around the globe.

Our Social Welfare faculty reflects the excellence of Berkeley as a whole. The last Chronicle of Higher Education rankings for social work/social welfare ranked Berkeley Social Welfare faculty as #1 in scholarly productivity. They are highly respected scholars who represent a wide range of disciplines and specialties that will provide you a doctoral education of the very highest caliber. Through your classwork and individual study with faculty, you will have the opportunity to develop research skills and in-depth knowledge about challenges in social welfare and the interventions at the cutting edge of social change. Our program places great emphasis on individualized education, the development of research skills, and the creation of original and significant new knowledge. In addition to providing the educational climate conducive to creating innovative research scholars, we also train future educators who can inspire the next generation of social work practitioners and researchers.

## Academic Calendar

The School of Social Welfare follows the regular Berkeley Academic Calendar published by the Office of the Registrar.

[View Official Academic Calendar](#)

[Campus Policies and Guidelines Concerning the Academic Calendar](#)

## Advising and Assistance

The Doctoral Program is administered by the Doctoral Committee, which is comprised of all members of the Social Welfare faculty eligible for service on qualifying examination and

dissertation committees, and two student representatives.

## Faculty Adviser

When you are admitted to the program, you are initially assigned a faculty adviser for one year whose interests correspond broadly with your own. Your faculty adviser's duty is to assist you with academic matters such as selecting courses, preparing for the qualifying examination, and selecting your fields of study and faculty who will serve on your committee. As you become acquainted with the faculty and your program takes shape, you may find that a faculty member other than your assigned adviser is best able to help you. At the end of your first year or thereafter you are welcome to select the adviser that is best suited to your needs. Once you are advanced to candidacy, the chair of your dissertation committee becomes your faculty adviser.

## Graduate Student Affairs Officer

Joshua Dullaghan, Assistant Director of Student Services, is the School's designated Graduate Student Affairs Officer (GSAO). The GSAO is responsible for liaising with the Graduate Division on behalf of the School, and for providing academic and procedural advising on degree requirements and progress; course enrollment; petitions; doctoral funding and fellowships; and overall School, Graduate Division, and University policies and procedures. Joshua is located in the Student Services Office, 126 Haviland Hall, and may be seen by appointment. Contact Joshua by email at [jdullaghan@berkeley.edu](mailto:jdullaghan@berkeley.edu).

## Head Graduate Adviser

The Head Graduate Adviser is a tenured member of the Academic Senate faculty, appointed by the dean of the Graduate Division each academic year, on behalf of the Graduate Council. The Head Graduate Adviser is an official deputy of the Dean of the Graduate Division in matters affecting graduate students. Only the Head Graduate Adviser can sign documents or make requests to the Graduate Division on matters concerning graduate enrollment, degrees, academic progress, or financial aid, such as admission, readmission, change or addition of major, or graduate standing. Signature authority for routine administrative matters in the School of Social Welfare is delegated to the Academic Program Manager and the Graduate Student Affairs Officer (GSAO)

- [Prof. Neil Gilbert, Ph.D.](#) is the current Head Graduate Adviser.

## Campus Student Systems

### bConnected

bConnected is Berkeley's suite of collaboration tools, including Google Apps for Education: bMail for email; bCal for calendaring; and bDrive for online file storage. **All students are required to establish and maintain a bConnected account**, which comes with unlimited data storage. You are also responsible for all communications sent to and from your [@berkeley.edu](mailto:@berkeley.edu) address and for data stored in your bConnected account.

### To establish your bConnected account:

- Go to the [bConnected website](#) and follow the instructions to "claim your bConnected Google account."

### bCourses

bCourses is Berkeley's official campus Learning Management System. bCourses sites are spaces where your instructor can put course materials and grades. They can also be used to interact

with your classmates and instructors in a variety of creative and productive ways. If your instructor is using bCourses, you can access your course site(s) by logging into your [CalCentral](#) or [bCourses](#) account. (Note: Enrollments in bCourses are updated daily between 6am-8am using information from the student information system, so if you registered for a class after this time, you will get access into the course site the next time that enrollment is updated.)

## CalCentral

CalCentral (<https://calcentral.berkeley.edu>) is Berkeley's online academic and student services portal. You manage all crucial student information through the easy-to-use, mobile-friendly single point-of entry, including: admissions, financial aid, registration, enrollment, course management, advising, billing and payment, and records. You can also check your campus email, calendar, ongoing academic progress, financial aid, bCourses, and more. **It is YOUR RESPONSIBILITY to monitor your CalCentral student account regularly and respond to any alerts or messages requesting that you take action.**

### To get started with CalCentral:

- Watch the [New Students Guide to Getting Started in CalCentral](#) for step-by-step instructions on how to:
  - View your financial aid and scholarship package offer
  - Submit your Statement of Intent to Register (SIR)
  - Read Onboarding Messages and Checklists
  - Setup your Student CalNet Login and bConnected UC Berkeley email account

### To learn how to use CalCentral to enroll in classes:

- Watch the [CalCentral Enrollment Video](#)

## CalNet ID

Your CalNet ID is your online identity at UC Berkeley. It will be used for system access log-ins and authentication, and it will be your campus email address when combined with [@berkeley.edu](#). (For example, the CalNet ID oski.bear becomes *oski.bear@berkeley.edu* as an email address.) After you claim your CalNet ID, you will be able to create your bConnected Google Account.

### To get started with your CalNet ID:

- Go online to [CalNet's Information for New Users](#).

## Cal 1 Card

The Cal 1 Card is UC Berkeley's official identification card. Your Cal 1 Card is also used to access campus services and benefits, including library services, University Health Services, rides on AC Transit buses, key-card entry to residence halls, campus facilities and at all Cal Dining locations. Your Cal 1 Card may also be used as a debit account for purchases from more than 40 on- and off-campus merchants, and for printing in computer labs and libraries on campus. Your Cal 1 Card debit account is free with no minimum balances or overdraft fees.

To obtain your Cal 1 Card, upload a photo and valid government-issued identification online, or go in person to the Cal 1 Card office, 180 Cesar Chavez Center in Lower Sproul Plaza. For help with getting started or to learn about all the benefits of the Cal 1 Card, visit the [Cal 1 Card website](#).

## Graduate Policy Resources

The UC Berkeley Graduate Division is the administering unit for all graduate degree programs, in partnership with the student's home academic department (School of Social Welfare for most Social Welfare PhD students).

The Graduate Division's [Graduate Student Handbook](#) [pdf] provides additional essential campus information about onboarding, enrolling in classes, residency, student services, and more.

The [Guide to Graduate Policy](#) covers policies governing the sequence of steps involved in completing a graduate degree at Berkeley and procedures to implement them

## Sexual Violence/Sexual Harassment Prevention Mandatory Training

All UC campuses are obligated to provide sexual violence/sexual harassment prevention education to graduate and professional school students (as well as to undergraduates, staff, and faculty).

**This sexual violence prevention and response training is mandatory.** All Berkeley students attending classes on campus are required to 1) complete an online educational program; **AND** 2) attend an in-person training. Both forms of training must be completed in order to satisfy this mandatory requirement. Information on how to complete the training requirement is sent to students by the Graduate Division at the beginning of every academic year.

- For more information and resources on the sexual assault mandatory training requirement please see <http://grad.berkeley.edu/sasv-prevention/>.

# PhD Curriculum and Degree Requirements

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Berkeley Social Welfare's doctoral program is designed to inspire independence and originality of thought in pursuit of knowledge. Students design their academic pursuits in consultation with individual faculty from the School of Social Welfare and additional distinguished departments across the Berkeley campus.

## Degree Requirements

To be granted the degree of Doctor of Philosophy (PhD) in Social Welfare, students must satisfy all of the following requirements. **Complete details on what is necessary in order to satisfy each of these requirements are outlined in this handbook:**

1. Complete a course of study in the school and related departments of the University specified by the school, designed to achieve proficiency in the areas of social work theory, social welfare policy and/or administration, history and philosophies of social welfare, and social research methods.
2. Pass qualifying examinations indicating proficiency in the areas mentioned above.
3. Pass an oral examination before a committee appointed in accordance with rules of the Graduate Council.
4. Be admitted to candidacy for the degree of Doctor of Philosophy according to procedures established by the Academic Senate.
5. Complete a dissertation dealing with some problem of significance to the field of social welfare and of such character as to show power to prosecute independent investigation.
6. Spend a minimum of at least two years of graduate study in residence at the University of California, Berkeley.

There is no minimum total unit requirement for the PhD degree in Social Welfare, but all students must be enrolled full-time (12 units/term) until passing the Qualifying Examination.

## Program Outcomes

Doctoral students become proficient in research methodology and experts in their area of interest, and ultimately demonstrate scholarly competence by publishing their dissertation. Students successfully completing the doctoral program students are expected to:

1. Demonstrate mastery of a broad base of knowledge in social welfare.
2. Demonstrate mastery of a deep base of knowledge of their subject area.

3. Demonstrate capacity to make an original contribution to the field of knowledge in their subject area.
4. Demonstrate capacity to engage in the activities required of a productive research career (e.g., research, publications, presentations, grant writing, etc.).

## Required Coursework

Required courses for doctoral students focus primarily on research methodology. Students enroll in additional elective courses, seminars, and independent tutorials useful for mastering selected fields of study, preparing for the qualifying examination, and developing competence in research methods. Students are also encouraged to select courses from the rich and varied offerings in other University departments. All coursework required for the PhD degree in Social Welfare must be completed prior to the Qualifying Examination.

### Required Social Welfare PhD Courses

All of the following courses must be completed prior to the Qualifying Exam:

Course	Description	Units
SOC WEL 279	Seminar in the History and Philosophy of Social Welfare*	2
SOC WEL 287	Research Resources and Processes	2
SOC WEL 289A	Research Methods and Techniques in Social Welfare*	4
SOC WEL 295	Dissertation Seminar	2

\* Must be taken for a letter grade.

### Coursework in Statistics

Social Welfare doctoral students are required to complete **at least four courses in statistics**. Students should work with their PhD faculty advisor to choose courses from among those approved by the Doctoral Curriculum Committee. Courses should be graduate level courses (200 and above) and may be offered by any department on campus. A series of four basic courses that satisfy this requirement are listed below, but **students entering the program with previous coursework or background in statistics should choose more advanced alternatives** (such as the causal inference cluster). A list of alternative statistics courses is provided in Appendix A.

#### Basic Course Sequence that Satisfies the Statistics Requirement

Course	Description	Units
EDUC 293A	Data Analysis in Education Research	4
EDUC 275B	Data Analysis in Educational Research II	4
EDUC 275G	Hierarchical and Longitudinal Modeling	3
PSYCH 206	Structural Equation Modeling	3

#### Recommended Courses in Causal Inference

Course	Description	Units
PB HLTH 250C	Advance Epidemiologic Methods	4
PB HLTH 251C	Causal Inference and Meta-Analysis in Epidemiology	4
PB HLTH 252D	Introduction to Causal Inference	3
PB HLTH 252E	Advance Topics in Causal Inference	3

## Coursework in Methods

Social Welfare doctoral students are required to complete **at least two additional methods electives**. These courses are intended to deepen a skill set needed for their ongoing program of research. The student and PhD faculty advisor should work together to select courses.

### Recommended Courses in Quantitative Methods

Course	Description	Units
EDUC 271B	Introduction to Qualitative Research Methods	4
EDUC 243	Advanced Quantitative Methods	4
EDUC 280C	Research Apprenticeship and Qualitative Methodology Seminar I	3
EDUC 280D	Research Apprenticeship and Qualitative Methodology Seminar II	3

## Required Curriculum Memo

With their PhD Faculty Advisor, students must complete a **curriculum memo** that lists statistics and methods courses the student plans to take each semester during the first three years of study. This memo must be emailed by the student's PhD faculty advisor to the student, the PhD Program Faculty Chair, and the GSAO. The GSAO will call for memos each year and notify student, advisor, and PhD Program Faculty Chair when they not been completed by the deadline.

## Elective in Social Science Theory

Social Welfare PhD students are required to complete coursework focused on basic-discipline social science theory, and must **complete at least one course prior to the Qualifying Exam**. At the discretion and approval of the committee chair, students may use independent study units (SOC WEL 296) in the examination theory area toward the satisfaction of this requirement.

The following courses in social science theory offered at UC Berkeley may be used to fulfill this requirement. **Please note this list is non-exhaustive:** students may request approval of a course not on this list by bringing a syllabus to their faculty advisor.

Course	Description	Units
<b>Economics</b>		
ECON 100A&B	Economic Analysis--Micro & Macro	4
ECON 101A&B	Economic Theory--Micro & Macro	4
ECON 202A&B	Macroeconomic Theory	3
<b>Education</b>		
EDUC 261A	Organizational Theory in Education	3
<b>Gender and Women's Studies</b>		
GWS 210	Foucault (Sexuality, Race, & Colonialism)	4
<b>Political Economy</b>		
POL ECON 100	Classical Theories of Political Economy	4
<b>Political Science</b>		
POL SCI 209A	Comparative Political Economy	4
<b>Psychology</b>		
PSYCH C240A	Biological & Perceptual Development	3
PSYCH250B	Perspectives in Personality	3
PSYCH 260A/B	Proseminar Course in Social Psychology	3
PSYCH 290	Various Seminars	3

Course	Description	Units
<b>Public Health</b>		
PB HLTH 202B	Ethnic & Cultural Diversity in Health Status	4
<b>Social Welfare</b>		
SOC WEL 210B	Infant Development	2
SOC WEL 210C	Aging Processes	2
SOC WEL 293	Social Welfare Theory	2
<b>Sociology</b>		
SOCIOL 202A	Classical Sociological Theory	3
SOCIOL 202B	Contemporary Sociological Theory	3
SOCIOL 202C	Systematic Sociological Theory	3

## Coursework in Preparation for Teaching

Although it is not required for the degree, completion of SOC WEL 375: Teaching in Social Welfare is required in order to be eligible for appointment as a Graduate Student Instructor (GSI). Students are required to take the course in their home department; it is generally offered once per academic year in the School of Social Welfare. The course may be taken in another department only with prior approval; consult with the current Doctoral Program Chair if you expect your plans to require you to take the GSI preparation course in another department.

## Independent Study, Group Study, and Independent Research Courses

Independent Study/Research tutorials and small group seminars are particularly helpful to preparing for your Qualifying Examination.

### **SOC WEL 296: Individual Independent Study for Graduate Students**

Individual Independent Study units are taken with specific faculty when working on your Qualifying Paper, and any project undertaken before advancement to candidacy.

### **SOC WEL 298: Group Study for Graduate Students**

Most elective graduate seminars for doctoral students in the School of Social Welfare are offered under the broad course designation SOC WEL 298: Group Study for Graduate Students. Topics will vary from term to term. If four or more students are interested in pursuing a particular topic, they may ask a [faculty member](#) to offer a seminar.

### **SOC WEL 299: Independent Research for Graduate Students**

Individual Independent Research units are taken with specific faculty when working on your dissertation, and any project undertaken after advancement to candidacy.

### **How to Arrange an Independent Study or Independent Research Course:**

1. Download the "[Petition for Independent Study/Independent Research Proposal](#)" form.
2. Complete the top portion of the form and bring it to your faculty supervisor. Discuss your proposal, negotiate topics, assignments, the number of units to be earned, grading option, and number of hours per week you expect to be working with your faculty supervisor.

3. Once you and the faculty supervisor have signed the form, turn in the form to the GSAO's mailbox at 120 Haviland Hall.
4. Once approved, a member of the Student Services Team will add the course to your class schedule.

Independent Study forms are due by the **Friday of the 3rd week of instruction** for the fall and spring semester. They are due **one week prior to the Summer Session Add Deadline**. **Late additions are not allowed.**

## First Year Competency Exam

At the end of their first year in the program, students are required to demonstrate mastery of a broad base of knowledge in social welfare. Specifically, students will be required to complete a competency exam based upon knowledge gained in SOC WEL 279 and SOC WEL 289A. The written exam has two parts (one per course); each part will be administered on two consecutive days. On each day, students will be provided with the exam question(s) and given four hours to write and submit a response.

The Chair of the Doctoral Curriculum Committee will schedule and administer the exam during finals week of students' second semester in the program. Each part of the exam will be graded by two SSW senate faculty members who are chosen by the Chair of the Doctoral Curriculum Committee. Efforts will be made to keep graders blind to the student's identity.

Within one month, the competency exam will be returned to the student with any comments and one of the following three grades:

- **Superior:** A synthesis and critical evaluation of the social welfare field demonstrating exceptional grasp of the issues and literature
- **Satisfactory:** A competent synthesis and critical evaluation of the social welfare field demonstrating adequate knowledge of the issues and literature
- **Unsatisfactory:** A failure to develop a coherent synthesis or reasoned critical evaluation of the social welfare field demonstrating inadequate knowledge of key issues and/or literature

Performance on the First Year Competency Examination will be included as part of students' first year program review. Students with Unsatisfactory grades will be recommended to the Graduate Division for academic probation; they will have an opportunity to re-take the exam at the end of the following fall semester. Students who do not pass the second exam will be subject to dismissal from the program.

## Qualifying Paper

### Scope, Purpose, and Evaluation Criteria

The Qualifying Paper (QP) should synthesize and critically evaluate an important, broad body of literature about an intellectual question related to a social problem. The QP topic should be broad enough to provide the student with a strong foundation in an area of study - and deep enough to build a solid foundation for a specific research agenda. Students should work closely with their PhD Faculty Advisor to carefully define the problem and its boundaries. To shape the focus, students should also identify and consult with faculty members with relevant expertise,

both inside and outside the School of Social Welfare. Students are encouraged to enroll in independent studies and coursework that will build expertise on the QP topic. The QP topic and scope must be approved by the PhD Program Chair in consultation with the student's PhD Faculty Advisor.

The QP should distill the student's knowledge of (a) the scope and significance of the social problem, (b) theories about the root of the social problem, (c) empirical evidence relevant to understanding and solving the problem, and (d) implications for social welfare research, practice, and policy. The QP should demonstrate mastery of the state of the evidence on the social problem. The QP is *not* a descriptive literature review for a single research project like a dissertation; instead, it is a theoretically- and methodologically-grounded synthesis of research. It should ultimately make a compelling case for addressing a critical gap(s) in knowledge in a future research.

The QP will be evaluated with respect to the five major objectives listed below. These objectives are *not* intended to be used as headings or items in a checklist. For example, your thesis (1.3), research synthesis (3), and theoretical framework (2) should thread throughout the QP to create an integrated whole.

1. Introduce the problem:
  - 1.1. Clearly state the problem and its significance.
  - 1.2. Define key constructs and substantive issues.
  - 1.3. State your thesis.
2. Distill relevant theory(ies) and/or frameworks for understanding the problem.
3. Synthesize empirical evidence relevant to understanding and solving the problem.
  - 3.1. Critically evaluate the evidence and address any methodological challenges.
  - 3.2. Articulate important unanswered questions and how they might be addressed empirically.
4. State your conclusion, as relevant to your thesis: What is the current state of knowledge? What are areas of consensus and/or controversy? What are productive future lines of inquiry?
5. Unpack implications. Make specific recommendations for advancing research, policy, and practice in social welfare. Implications must flow directly and concretely from your analysis.

## Length

There is no prescribed length for the QP. The length should be determined in consultation with your primary mentor and will vary as a function of the question related to the social problem you are addressing. QPs are loosely expected to range from 40-100 pages in length.

## Role of PhD Faculty Advisor and Qualifying Examination Committee

The student's PhD Faculty Advisor is expected to later serve as Dissertation Chair. The PhD Faculty Advisor must be a senate faculty member in the School of Social Welfare. As noted above, the PhD Faculty Advisor must collaborate with the student to determine the QP's appropriate (a) topic and scope (balancing breadth vs. depth concerns), and (b) general length. The PhD Faculty Advisor is a member of the Qualifying Examination Committee.

The Qualifying Examination Committee is composed of the Qualifying Examination Chair, PhD Faculty Advisor, and two other committee members. The Qualifying Examination Chair must be a senate faculty member in the School of Social Welfare who differs from the Dissertation Chair. Two of the four Qualifying Examination Committee members must be senate faculty in the

School of Social Welfare. One of the four members must be senate faculty from another unit on campus. Each committee member participates in the qualifying examination process and must approve the QP before submission.

## Timeline

Students typically begin drafting an outline for the QP during the second semester of their first year in the program. Students should develop a bibliography of relevant works during the Spring semester and summer months of Year I in the doctoral program. Students should work with their PhD Faculty Advisor to submit a 1-2 page statement of their proposed QP topic to the PhD Faculty Chair for approval by the end of Year I. In the Fall semester of Year II, students should enroll in an Independent Study (SW 296) with their PhD Faculty Advisor and begin drafting the QP.

Students are expected to complete the QP no later than the Fall semester, Year III and take the qualifying exam by the end of the Spring semester, Year III. The specific deadline for submission of the QP (before needing to reschedule the Qualifying Examination for a future semester) is six weeks prior to the last day of the end of the semester, as posted in the Berkeley Academic Calendar.

**NOTE:** The above timeline is for PhD students. **For MSW/PhD students, each milestone in this timeline is increased by one year** (e.g., students are expected to complete the QP by their Fall semester, Year IV).

## Fields of Expertise

After the QP has been satisfactorily completed, the student must (a) declare two fields of expertise on which he or she will be examined by a Qualifying Examination committee, and (b) complete a Dissertation Prospectus. The **fields of expertise** may relate to the QP, must represent two broad and important bodies of literature related to a social problem(s), and must be approved by the PhD Chair in consultation with the student's PhD Faculty Advisor. The fields of expertise must be broad (e.g., poverty/inequality & mental health; child development & domestic violence; substance abuse & violence).

## Dissertation Prospectus

The **Dissertation Prospectus** must be completed well in advance of taking the Qualifying Examination. The deadline for submission of the Dissertation Prospectus (before needing to reschedule the Qualifying Exam for a future semester) is **six weeks prior to the scheduled Qualifying Examination date**. The prospectus must summarize the relevant literature, describe the issue or problem to be addressed (with clear study aims), and focus on the plan of research, including the proposed methodology, data sources, and/or analyses to be used, and a tentative timeline for project completion.

## Qualifying Examination

The Qualifying Examination is administered by the Graduate Division on behalf of the Graduate Council. Committee membership and the conduct of the examination are accordingly subject to the Graduate Division's review and approval. The Qualifying Examination in Social Welfare is a three-hour oral exam addressing your mastery of knowledge related to the Qualifying Paper and

Dissertation Prospectus. Considering both the written materials and your performance in the oral examination, the committee reports the results to the Graduate Division. When passed, this examination marks your completion of required course work, mastery of a field of study, and readiness to proceed to the dissertation.

**Social Welfare doctoral students are expected to take the Qualifying Exam by the end of the Spring semester, Year III.** Social Welfare doctoral students who have not taken their qualifying exams by the end of their 8th semester, or who otherwise fail to make normal progress, may be recommended to the Graduate Division for academic probation. Once placed on academic probation, Graduate Division gives students one semester to take their qualifying exams. If the exams have not been taken by the end of this time period, the Graduate Division may give students an additional semester of academic probation upon their advisor's recommendation.

If students have not taken their qualifying exams by the end of the 12th semester, they are subject to recommendation for dismissal from the program by the Graduate Division. Academic probation may be waived upon the recommendation of the student's adviser if extenuating circumstances prevail.

## Eligibility to Take the Qualifying Exam

To be eligible to take the Qualifying Exam, you must:

1. have completed all coursework required for the Social Welfare PhD degree;
2. have satisfactorily completed the Qualifying Paper;
3. have submitted the Dissertation Prospectus at least 6 weeks in advance of the proposed Qualifying Examination date;
4. have at least a B average in all work undertaken in graduate standing, and have no more than one grade of 'Incomplete' on your academic record;
5. have formulated a Qualifying Examination Committee of Academic Senate faculty members eligible to serve on higher degree committees; and
6. be registered and enrolled for the semester in which the exam is taken or, if it is taken during the winter or summer intersessions, be registered in either the preceding or the following semester (the exam may be taken up to the last day before the beginning of the next term).

## Eligibility Period for the Qualifying Exam

Per [Graduate Division policy](#), once an application for admission to the Qualifying Examination is approved by the Graduate Division, the program has 18 months to administer the examination. Eligibility continues if the student fails on the first attempt but is recommended for reexamination. If the student does not take the examination during the 18-month period, he or she must file a new application.

## Applying to Take the Qualifying Examination

At the start of the semester in which you plan to take your Qualifying Examination, you should contact the GSAO to discuss the process in detail. In addition to completing any outstanding eligibility requirements, you must:

- 1) Coordinate a common date and time between you and your Qualifying Examination committee to hold the Qualifying Examination.

- 2) Reserve a room in Haviland with the Receptionist & Scheduler (120 Haviland) for a 3-hour timeslot to hold the Qualifying Examination.
- 3) Submit the online *Application for Qualifying Examination* to Graduate Division via CalCentral **at least three weeks prior** to the examination.

Students must apply to take the Qualifying Examination **no later than three weeks before the examination date**, to allow the Graduate Division time to review and approve the application. Students must list on their applications at least three subject areas to be covered during the examination.

**Approval of the proposed committee by the Graduate Division is absolutely required before the exam may take place.** An examination held before the student and the committee members have been notified by the Graduate Division of admission to the Qualifying Examination will not be accepted, and the committee will need to wait for approval and administer an approved examination.

Information checklists and other required application materials for the Qualifying Examination are posted on the Social Welfare website in the [Academic Resources](#) section.

## Qualifying Exam Committee

The Qualifying Examination is conducted by a committee of Academic Senate faculty members proposed by you in consultation with your adviser, and approved by the Dean of the Graduate Division. Per [Graduate Division policy](#) the Qualifying Exam Committee must include:

- Chair
- One Academic Senate Representative, chosen from outside the student's degree granting program
- At least two additional members.

For doctoral students in Social Welfare, the Qualifying Paper Chair and Committee are functionally the student's Qualifying Examination Chair and Committee, subject to the following requirements:

- The majority of Qualifying Examination Committee members (at least 50%) must be Social Welfare faculty members of the Berkeley Division of the Academic Senate.
- Your Qualifying Paper/Qualifying Examination Chair cannot serve as your Dissertation Chair.
- There cannot be Co-Chairs for the Qualifying Examination.
- If a student is reexamined, the committee for the second examination must be the same as for the first exam.

## Qualifying Examination Procedure and Results

The examination should begin with a brief (approximately 20 minute) student presentation that outlines the prospectus. For approximately one hour of the exam, the student will answer questions on his or her three declared fields of expertise. If the Committee agrees that the student has satisfactorily answered all questions regarding the three fields, the Committee then proceeds to question the candidate on his or her dissertation prospectus. If the Committee agrees that the dissertation prospectus is acceptable and the student has passed the Qualifying Exam, she or he is eligible to advance to candidacy and begin work on the dissertation.

Grading of the Qualifying Examination will consider three criteria:

- (1) Has the student demonstrated mastery of existing knowledge on three broad and important bodies of literature related to a social problem?
- (2) Has the student prepared a set of research questions and potential analyses that will make significant contributions to the field of social welfare, and that has the potential for publication in high-quality journals?
- (3) Has the dissertation prospectus and the student's response to any issues raised by the committee provided clear evidence that, without major revisions, the student is ready to advance to candidacy and begin the dissertation project?

A **PASS** requires that all three questions be answered affirmatively.

A **PARTIAL FAILURE** occurs if only one or two questions are answered affirmatively. In this case, re-examination is required.

A **TOTAL FAILURE** occurs if no questions are answered affirmatively. In this case the student may be dismissed *or* re-examined.

A **SPLIT VOTE** may occur if the committee is not unanimous in recommending a pass, partial fail, or fail. In this case the Graduate Division requires a report from each member of the committee. The student has neither passed nor failed the exam until the Administrative Committee of the Graduate Council decides the results.

If a student does not pass the QE on the first attempt and is recommended for re-examination, that reexamination will occur no less than three months after the original examination (to allow for additional preparation). A third attempt is not permitted.

## Dissertation

Your dissertation is the final demonstration of your scholarly, research, and professional abilities during your doctoral studies. It should provide an original contribution to knowledge in the field.

### Dissertation Committee

Your Dissertation Committee is required to have a Chair or Co-Chairs; one Academic Senate Representative chosen from outside the department; and additional Members.

Additional members may be added to meet the requirement that at least half of the members of all higher degree committees must be members of the Berkeley Division of the Academic Senate in the student's degree granting program. Your Dissertation Chair **cannot** be the same person who served as your Qualifying Paper/Qualifying Exam Committee Chair.

**Both faculty and students alike should be aware of the requirements governing selection of the Dissertation Committee members** described in the Graduate Division's policy on [Faculty Committees for Higher Degrees](#).

A student's choice of a Dissertation Chair is critical for completion of the doctorate. Dissertation Chairs also play an important role in assisting students in finding satisfying and appropriate career positions. The Dissertation Chair should discuss at length with the student the implications of the selected topic in terms of the development of the field and the topic's significance.

After the student chooses a topic, the Dissertation Chair and other members of the Dissertation Committee (and proposal committee, if applicable) should evaluate the dissertation proposal and clearly communicate their evaluation to the student.

You are required to meet with your dissertation committee to consider your prospectus following your qualifying examination and before you begin your research. This meeting should occur within one month of the qualifying exam or as soon as is practical. The meeting is an opportunity to identify and correct possible problems in your research design and clarify your committee members' expectations, thus ensuring a feasible plan. We recommend that the content of this meeting include (but not be limited to):

- Agreement that the dissertation prospectus is “approved.” (Additional meetings may be required if the prospectus is not approved.)
- Discussion regarding the role of each member on the committee.
- Discussion regarding data access, permissions, human subjects, and analysis.
- Discussion regarding timelines for completion.
- Discussion regarding communication among and between committee members concerning student progress and standards for completion.

If you and your dissertation chair agree that sufficient discussion with your committee has already occurred, you may request that this requirement be waived by submitting a statement to this effect, signed by both you and your dissertation chair, to the Doctoral Committee Chair for approval.

Further meetings during the dissertation phase are strongly encouraged; you should continue to consult regularly with your committee members and keep them informed of the progress of your work. They can also assist you should you wish to publish or present parts of your dissertation.

## Preparing and Filing Your Dissertation

In order to protect faculty from the pressure of rush reviews and students from unreasonable delays in feedback, the Doctoral Committee has established three weeks as the expected time between a committee member's receipt of a draft and its return to the student. You should, however, discuss this matter with your committee chair to determine if scheduling constraints will make an alternate time period necessary.

**Social Welfare doctoral candidates planning to file a dissertation should provide a completed draft to all of their committee members AT LEAST TWO MONTHS IN ADVANCE of their anticipated filing date.** Additionally, you should check with your committee members to determine if this is sufficient time; it may not be. You should also anticipate that you will be asked to make at least one round of revisions.

It is Graduate Council policy that the signature of a faculty member on a dissertation signature approval page is binding and **cannot be withdrawn** once it has been given. The faculty member should not sign a dissertation until he or she is convinced that the student's work has been completed to the faculty member's satisfaction. Disagreements among committee members should be resolved according to Graduate Division [Policies for Disagreements Regarding Acceptability of a Student's Dissertation](#).

After you have written your dissertation, formatted and assembled it correctly, and obtained your final approval signatures, you are ready to file it with UC Berkeley's Graduate Division. No additional "oral defense" of your dissertation is required, although students are strongly

encouraged to offer a brief oral presentation or poster of their dissertation findings at the annual Haviland Scholars Day celebration held every spring in the School of Social Welfare.

**All doctoral dissertations are to be submitted electronically.** For all of the requirements for preparing the manuscript for submission, please see the Graduate Division's [Dissertation Filing Guidelines](#).

# Advancement to Doctoral Candidacy

[Eligibility for Advancement to Candidacy](#)

[CITI Requirement for Advancement to Candidacy](#)

[Dissertations Involving Human Subjects or Animal Research](#)

[Procedure for Advancing to Candidacy](#)

[Normative Time in Candidacy](#)

[Program Review of Student Progress](#)

[Lapsing, Reinstatement, and Termination of Candidacy](#)

Advancement to doctoral candidacy is the next milestone for the PhD degree following successful completion of the Qualifying Examination. Students should apply for advancement as soon as possible after passing the QE.

## Eligibility for Advancement to Candidacy

To be advanced to candidacy, doctoral students must:

1. have passed the Qualifying Examination;
2. have no more than two courses graded Incomplete;
3. have a minimum 3.0 grade-point-average in all upper division and graduate work taken while in graduate standing;
4. have no more than one-third of the total units undertaken for the degree be graded on an S/U basis,
5. have fulfilled any additional program requirements; and,
6. have secured an appropriately configured dissertation committee.

## CITI Requirement for Advancement to Candidacy

In order to be advanced to candidacy, doctoral students who plan to use human subjects in their research must complete a **mandatory online** Collaborative Institutional Training Initiative (CITI) Program course on the basics of protection of human research subjects.

See <https://www.citiprogram.org> to register. Students should take either the Social-Behavioral or Biomedical sequence of modules as most appropriate for the type of research they are conducting.

**Completion of the required CITI modules must take place before any dissertation research is conducted.**

Once you have completed the required CITI modules you must print out the certificate of completion prior to applying for advancement to candidacy. This certificate must be submitted with the advancement form.

Candidacy forms submitted without the CITI course completion record will be returned to the student and will not be processed. Delays in the advancement to candidacy limit the student's actual time as a candidate and may jeopardize his or her full eligibility for the Deans Completion Fellowship, if in a qualified major.

## Dissertations Involving Human Subjects or Animal Research

If your dissertation research will involve human subjects in any way, approval of a human subjects protocol must be procured from the Committee for the Protection of Human Subjects (CPHS) **BEFORE any dissertation research is conducted**. The CPHS serves as the Institutional Review Board (IRB) for UC Berkeley. Completion of required CITI modules must take place **before** research is conducted.

**There is no provision for CPHS to give retroactive approval of research.** Applications involving greater than minimal risk for subjects will go to full committee review and must be submitted to the CPHS at least 4 weeks prior to the regularly scheduled monthly meeting. Applications for expedited or exempt categories of review are processed in order of receipt. **The review process can be a lengthy one, sometimes taking 2-3 months to complete. Plan adequate time for the review and approval process.** The Graduate Division may reject research that involves human subjects that is conducted without the approval of CPHS.

The Committee for Protection of Human Subjects offers guidelines for preparing your protocol, submission deadlines, meeting dates, and instructions. See the [CPHS/OPHS web site](#) for complete guidelines and forms for research investigators. Questions about the guidelines or their implementation should be directed to the CPHS staff at 642-7461 or via e-mail to [ophs@berkeley.edu](mailto:ophs@berkeley.edu). Their office is open for in-person assistance 8:00am -5:00pm, Monday - Friday (2150 Shattuck Avenue, Suite 300).

If your research does not involve human subjects, you must still consult with your dissertation chair concerning the appropriate protocols and procedures for human subjects, since your dissertation chair must certify on your application for advancement to candidacy that you are not using human subjects.

## Procedure for Advancing to Candidacy

To apply for candidacy doctoral students submit the online Application for Candidacy (Plan B) Form via CalCentral to the Graduate Degrees Office. **The advancement form should be filed no later than the end of the semester after the semester in which the student passed the Qualifying Examination.** A mandatory \$90 Advancement to Candidacy Fee will be assessed to your CalCentral student account.

## Information for New Doctoral Candidates

When doctoral students are advanced to candidacy, the Graduate Division sends a certificate of candidacy to the student that includes information regarding the length of candidacy and dissertation completion guidelines as well as information about meeting requirements if research will include animal or human subjects.

After being advanced to candidacy, students enroll for a minimum of two additional semesters working with the members of their dissertation committee. If you have been continually registered except for two semesters of approved withdrawal and are making corrections to the final draft of your dissertation, you may apply to pay a "filing fee" in lieu of full registration fees. **However, you must register for each semester you use University facilities or faculty time other than that required to read the final draft of your dissertation.**

## Normative Time in Candidacy

The time it takes to obtain the PhD degree will generally vary according to your previous preparation, your progress in the program, and the nature of your dissertation research. A minimum of three years is necessary to complete the program (two years of full-time course work and one year for the dissertation) although most students require a longer period. This is known as "**normative time.**"

"Normative time" refers to the elapsed time (calculated to the nearest semester) that students would need to complete all requirements for the doctorate. **In Social Welfare, it is expected that all doctoral students will complete the PhD degree within 10 semesters, having taken the qualifying exam by the end of the 3rd year and filed the dissertation by the end of the 5th year.** For Combined MSW/PhD students, normative time is 12 semesters.

### Time Limit Exceptions for Student Parents

An exception to time limitations is provided by the Graduate Division's student parent policies. Any student who has taken time to accommodate childbirth or other serious parental demands (care of a newborn, newly adopted young child, serious illness of a child, and other exceptional circumstances) may receive an extension of up to one extra year for passing Qualifying Exams. Following Qualifying Exams, an extension of one extra year toward Normative Time completion may also be granted. The child may be the student's child or that of a spouse or domestic partner. The total additional time granted by this policy may not exceed two years, regardless of the number of children involved. For additional information on this policy, please see the Graduate Division's [Policy on Normative Time and Calculation of Normative Time in Candidacy](#).

## Program Review of Student Progress

The Graduate Council requires that all students advanced to candidacy meet a minimum of once a year with their dissertation committee members and complete the Report on Progress in Candidacy annually. Graduate Council policy states that at least two members of the committee, including the chair, must meet with the student.

The Graduate Division provides the online Academic Progress Report for committees to fulfill this Graduate Council requirement. The online Academic Progress Report is initiated by the student. The committee chair (in the case of co-chairs, the chair inside the department) completes the online Academic Progress Report based on consultation with at least one other member of the dissertation committee and discussion with the student. The online Academic Progress Report is accessible to Graduate Division and via the GSAO to the program Faculty Graduate Advisors.

**It is YOUR responsibility to initiate this review process by completing the online APR form at least once a year while in candidacy.** Doctoral students in candidacy who wish to use the Doctoral Completion Fellowship (DCF) must also have a positive Academic Progress Report completed for the most recent year. When you have finished the Academic Progress Report, it is also YOUR responsibility to notify your dissertation chair that the APR is ready for them to review and provide input.

## Lapsing, Reinstatement, and Termination of Candidacy

Candidacy for the doctorate is of limited duration. When students are advanced to candidacy, the Graduate Division informs them of the number of semesters they are eligible to be a candidate, based on time in candidacy calculations. In Social Welfare this is usually 4 semesters after your qualifying exam to file your dissertation.

Doctoral students become subject to *lapsing of candidacy* if they do not file their dissertation by the number of semesters calculated by the Graduate Division for the filing of their dissertation. Reinstatement to candidacy is possible if your dissertation chair can verify to the Graduate Division that you have completed an acceptable draft of the dissertation, and that the content of your qualifying examination still represents valid evidence of your mastery of current knowledge in the discipline, so that reexamination is unnecessary.

**Two years after your candidacy is lapsed**, your candidacy is subject to **termination**.

Termination represents a form of academic probation more severe than lapsing but still short of formal dismissal. To restore candidacy that has been terminated and remove the probation, you must **retake your qualifying examination** and submit a new application for advancement to candidacy.

# Academic Policies and Procedures

[Academic Standing in the Doctoral Program](#)  
[Accommodations for Students with Disabilities](#)  
[Degree Conferral and Diplomas](#)  
[Email Communication Policy](#)  
[Faculty Mentoring Guidelines](#)  
[Faculty-Student Authorship Guidelines](#)  
[Grades and Grading](#)  
[Student Parent Policies](#)  
[Transfer of Non-UC Credit](#)  
[Withdrawal and Readmission](#)

## Academic Standing in the Doctoral Program

All Social Welfare doctoral students are expected to maintain good academic standing throughout their graduate career.

To be considered in **good academic standing** students must:

1. Maintain a cumulative grade-point average of at least 3.0;
2. Have no more than two Incomplete [I] grades on their academic record; and
3. Have not received warning letters from the department or been placed on formal academic probation.

Students are subject to ongoing review to ensure they are making adequate progress in the program (from course grades, to annual progress reviews, to milestones, etc.), and the School follows Graduate Division policies with respect to reviews, academic probation, dismissal, etc. If a student's academic performance is determined to be below standard, the School may 1) send the student a warning letter, with a copy to the Graduate Division, apprising the student of his or her insufficient academic progress; or 2) write to the Graduate Division requesting to place the student on formal academic probation, with the consequence that the student is ineligible to receive a fellowship or hold an academic appointment.

## Academic Probation and Dismissal

Graduate students will be placed on academic probation if their GPA falls below 3.00. Departments may also recommend probation or dismissal for students who fail to make normal progress towards their degrees, even if the GPA is satisfactory. A memo from the Head graduate Adviser is required. Only the Dean of the Graduate Division has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing. Doctoral students in candidacy are placed in "lapsed status" rather than on probation, though both terminologies indicate unsatisfactory standing where the student may be subject to dismissal.

Once grades are posted to the student's transcript (usually a month after the semester ends) the Graduate Division Degrees unit places on probation students with a GPA below 3.0 for the first time. A letter is generated and sent to the student informing them of probation status. A copy of the letter is sent to the department and placed in the student's file.

If the student was placed on probation during the prior semester and subsequently has a GPA of 3.0 or above, the Degrees unit will clear the probation and send a letter to the student and department. If the student was placed on probation during the prior semester and the GPA is still below 3.0, the Degrees unit will send a recommendation requires to the department's Head Graduate Adviser to ask if the department wishes to extend the student's probation for a second semester, or seek dismissal.

Placement of a student on formal probation is required before the student can be dismissed from the program. If the Head Graduate Adviser believes that it is unlikely that a student on probation can improve his or her record or that the student is unable to meet requirements for the degree, the Head Graduate Adviser may recommend dismissal to the Dean of the Graduate Division. Normally, departments can recommend dismissal only after a student has been informed in writing of their deficiencies and given adequate time to correct them and to meet acceptable criteria.

## Accommodations for Students with Disabilities

For a student to be entitled to a disability-related academic adjustment or accommodation, the student must obtain a Letter of Accommodation from the [Disabled Students Program](#) (DSP). Students who know in advance that they may wish to utilize DSP accommodations for a given semester should be evaluated by the DSP office within the first few weeks of the semester. Upon receipt of the DSP accommodation letter, the student should provide copies to each instructor as well as the GSAO. **This process must be repeated every semester that the student wishes to receive DSP accommodations.**

**DSP accommodations may not change the “fundamental nature” of the degree program.** When the student's request for accommodation is expected to impact normative time for completing the graduate program, DSP ordinarily interacts with appropriate graduate program representatives. The student is also expected to consult with the GSAO.

## Degree Conferral and Diplomas

Your official degree conferral date is not the date on which you submit your dissertation. Degrees are officially awarded three times a year, in May, August and December. Your degree will be posted to your transcript approximately 10 weeks after the conferral date of your degree. For salary or employment purposes, however, you have completed all requirements for the PhD on the date you file your dissertation with the Graduate Division.

Degree conferral and posting, as well as processing of diplomas and transcripts, is handled by the [Office of the Registrar](#). Diplomas are automatically mailed free of charge from the Registrar four months after graduation to the address you have on file in [CalCentral](#). Once you no longer have access to campus student systems you may submit a Diploma Mailing Request Form. For more information please see [Office of the Registrar – Transcripts and Diplomas](#).

## Email Communication Policy

Per [campus policy](#), all University of California, Berkeley students **MUST establish and maintain a @berkeley.edu e-mail address**. Students are responsible for keeping the address current and for regularly monitoring their e-mail for official communications from the

University. Email service at Berkeley is included in the suite of bConnected communication tools, Berkeley's name for Google Apps for Education. To establish your *@berkeley.edu* email address, go online to the [bConnected home page](#).

## Faculty Mentoring Guidelines

The following Berkeley Social Welfare Guidelines for Faculty when Mentoring Doctoral Students are adapted from the Graduate Council (Appendix 11, 2006), amended by doctoral students and faculty.

Faculty mentors should:

### **Guide students through degree requirements and the qualifying exam experience:**

- Understand the policies, procedures, and requirements for doctoral education in the School of Social Welfare and in accordance with the Graduate Division.
- Welcome doctoral students into the program and assist their integration into the school.
- Contact all advisees at the beginning of every semester to determine how they will structure the mentor / mentee relationship in terms of the timing and frequency of meetings and develop a mutual understanding of goals for activities and products.
- Meet regularly with students enrolled in independent study units to discuss program progress, requirements, timelines for task completion, etc.
- Complete a curriculum memo that lists statistics and methods courses the student plans to take each semester during the first three years of study and report it to the Doctoral Chair, student, and GSAO.
- Consult with students on outside / elective course selection.
- Conduct an annual, comprehensive review as part of the Student Progress Summary.
- Ensure students understand eligibility and responsibilities in relation to various internal funding options (GSR, GSI, normative time fellowship) and proceed strategically.
- Guide students to consider drafting at least one qualifying exam paper in a publishable format. (Including guiding students to conceptualize a doable, journal-length research question and hypothesis, identify an appropriate journal to target for the paper, and writing an exam paper that is 20-25 pages in length.)
- Introduce students to faculty with whom their academic interests naturally align. Provide consultation for students around building relationships with faculty inside and outside the school and university, with particular attention to identifying other qualifying exam committee members from inside and outside departments, and connecting with other qualifying exam committee members.
- Assist students in negotiating difficult group or interpersonal dynamics if faced in the process of the preparing for the qualifying examination. Advocate for the student as necessary and appropriate.
- Assist students in developing the dissertation prospectus which clearly conceptualizes and motivates the research; articulates research questions, methods, and analytic strategies; and presents implications of proposed research for the profession.
- Assist students in gaining access to the Disabled Students' Program for those with extenuating circumstances.

### **Guide students through their dissertation research:**

- Assist student in selecting an appropriate dissertation topic that is meaningful, feasible, and valuable to the field.
- Assist student in identifying additional committee members both within and outside of the School. Offer support in making connections with outside faculty as needed.
- Help students develop approaches to building and engaging in research partnerships.
- Provide training and oversight in the design and critique of research projects, rigorous research methodologies and analytic strategies, theoretical and technical aspects of the dissertation, and in professional integrity.
- Provide regular and timely feedback on students' progress and constructive criticism if the students' progress does not meet expectations.
- Encourage an open exchange of ideas.
- Assist in the development of a research dissemination plan, including participation in both scholarly and public discourse.
- Provide and discuss clear criteria for authorship of jointly authored publications.
- Assist in identifying and applying for sources of dissertation funding.

### **Guide students through professional development:**

- Help students learn strategies for collegial and responsible engagement with scholars, students, practitioners, policy-makers, and other community members.
- Review a student's CV early and often, engaging in an honest assessment of student strengths as well as opportunities needed for further development.
- Help students form right-sized goals and useful writing routines.
- Work with students to prepare conference abstracts and presentations. As possible, help students secure funding to travel to conferences.
- Help students make contact with faculty in other Schools of Social Welfare through networking opportunities at conferences and other settings.
- Talk with students early and often about publishing (including reviewing and commenting on article drafts, offering advice about publishing outlets, helping to shape article ideas and structure, etc.).
- Guide and support a student's development as a teacher.
- Consult with students in making strategic decisions around service roles (boards, committees, consultation, practice, advocacy, peer review).
- Support students in their application for research funding, fellowship support, and other applications as appropriate.
- Provide career guidance and support including writing letters of recommendation in a timely fashion, helping students prepare for interviews, and other recruitment procedures.
- Provide guidance, if asked, to promote physical and mental health, navigate personal and professional responsibilities, find community in the Bay Area, and seek support / accommodation for a disability, including directing students to campus resources that may assist the student.

- Guide students in acculturating to the overall culture of the academy and be alert to the identity transitions that happen during this acculturation process.
- Help students prepare for leadership roles with competence, thoughtfulness, and humility.

### **Guide students through the job search process and thinking about post-PhD steps:**

- Meet regularly with students to discuss long-term professional goals. Respect students' desires to change career goals, if necessary.
- Assist students in determining whether a post-doctoral appointment would be beneficial to their career development and, if so, in seeking such a position.
- Support students in developing their identity as a scholar, developing a research trajectory, and transitioning from doctoral student to assistant professor mindset.
- Assist students in developing job search materials (cover letter, research statement, teaching portfolio), read drafts, and provide edits and conceptual feedback.
- Connect students to faculty in schools they may be interested in.
- Be present at social work conferences and help students network for jobs at conferences.
- Assist students in preparing for interviews and job talks by participating in mock interviews and job talks.

### **Be thoughtful about each student as a unique individual:**

- Mentors should be reflective of power dynamics in the mentoring relationship.
- Mentors should recognize and seek to understand the various cultures of their students.
- Mentors should build trust and create a comfortable working environment, especially for students who identify with groups that have been traditionally excluded from, underrepresented, or marginalized in academia.
- Mentors should consider the possibility that students may need extra support due to family responsibilities, but not assume that students with family responsibilities need extra support or are any less committed to their careers.
- Mentors should consider the possibility that students identifying with groups that have been traditionally excluded from, underrepresented, or marginalized in academia may need extra support, but should not assume that students identifying in this way need extra support. It is helpful to ask the student what kind of support s/he desires, and be open to mentoring students in their preferred way.
- Mentors should honor and leverage the student's unique strengths such that s/he can contribute to the mentoring relationship, school, and profession in meaningful ways.

# Faculty-Student Authorship Guidelines<sup>1</sup>

The Doctoral Committee adopted the following guidelines on February 23, 1995:

1. Early in their work with students, faculty members have a responsibility to discuss each contributor's responsibilities and authorship expectations so that all participants can give informed consent. Faculty has a special responsibility to help students make as much contribution as they are able to.
2. All contributors making a substantial contribution ("professional contribution" as described by Fine & Kurdek, 1993) should be listed as authors.
3. Order of authorship generally should reflect extent of contribution, except that the level of contribution required for students to be listed as authors may be less than that required of faculty. When individuals' contributions are approximately equal, preference in order of authorship should be given to students. In some cases, Winston's (1985) criteria may be useful for determining relative levels of contribution.
4. If a student and faculty member are unable to reach agreement regarding authorship, the student should first seek assistance from her or his adviser, then from the chair of the doctoral committee, the dean, and/or the campus ombudsperson.
5. Because faculty have the responsibility to assure that students' dissertations represent original, independent work, articles that students prepare directly from their dissertation findings would be expected to list the student as first author.

## Grades and Grading

The University of California, Berkeley, uses a plus and minus letter grade system on a four-point scale. Grade point equivalencies earned per unit are shown below:

A+	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

**Any grade under C- is not considered passing.** Students must retake any course required for the degree if they do not earn a passing grade.

### Limits on Satisfactory/Unsatisfactory (S/U) Coursework

**When taken on the S/U basis a student must earn a grade of B- or better to be considered passing.** No more than one-third of your total course work prior to advancement to candidacy can be taken on a Satisfactory/Unsatisfactory (S/U) basis. If you elect to take more than one-third of your courses in any given semester on an S/U basis, rather than for a letter grade, you should check with the GSAO to make certain that your total percentage is still within required limits. Courses that do not count towards the one-third limit and that can be taken S/U are SOC WEL 290A&B, 292A&B, 299, 300, 301, 401, 410A&B, 412A&B 403, and 600.

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<sup>1</sup> References

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.

Winston, R. B. (1985). A suggested procedure for determining order of authorship in research publications. *Journal of Counseling and Development*, 63, 515-518.

## Incomplete Grades

If your work in a course has been of passing quality but cannot be finalized due to extenuating circumstances beyond your control, your instructor may give you a grade of Incomplete. An Incomplete will not be assigned simply because a student needs additional time to complete course requirements. In the School of Social Welfare, your instructor must state the reason for the Incomplete in the comment column of the grade report, and inform the Head Graduate Adviser of your plans for completing the work via a *Graduate Student Petition for an Incomplete Grade* form signed by both you and your instructor.

Once you have completed the work and your instructor has graded it, **your instructor reports the grade directly via CalCentral**. There is no deadline for graduate students for the removal of incomplete grades, but all Incompletes in required courses must be removed before you apply for the qualifying examination. Additionally, to be in good academic standing, you can have no more than two “Incomplete” grades on your academic record. Students are also not allowed to hold a GSI or GSR appointment if they have accumulated more than two Incompletes.

All Incompletes on your record must be removed before you are advanced to candidacy, unless the Head Graduate Adviser states that the course work is neither necessary nor closely related to your degree, and that removal would delay your progress toward completion of the degree.

## Grade Grievances

Per University policy, all grades except “Incomplete” and “In Progress” are considered final when assigned by an instructor at the end of a term. Grade changes are not permitted except in the case of clerical or procedural error. Grade changes may not be made on the basis of a reassessment of the quality of the student's work. Grievances about a grade may be addressed as follows:

1. The student should first meet with the instructor to discuss the grievance and clarify reasons for the grade assignment.
2. If the grievance does not result in satisfactory action, Robert Teague, Coordinator of Academic Programs, will mediate the dispute. The Academic Coordinator, however, does not have the authority to require an instructor to change a grade.
3. If the result remains unsatisfactory, the student may address the grievance with the Campus Ombudsperson (<http://sa.berkeley.edu/ombuds>).
4. If these procedures do not resolve the grievance, the student may submit a formal appeal to the Dean of the School of School Welfare, subject to the conditions outlined below.

## Formal Grade Appeals

The only formal challenge of a grade permitted by University policy is when an instructor assigns a grade utilizing non-academic criteria (such as considerations of race, politics, religion, sex, or other factors not directly reflective of performance related to course requirements) or when sexual harassment or improper academic procedures unfairly affect a student's grade.

Formal appeals must be directed to the Dean of the School of Social Welfare, 120 Haviland Hall. A written statement indicating the action being appealed, the grounds upon which the appeal is based, the relief requested, and any background information that the student deems pertinent to his or her case, must accompany the appeal. The appeal must be filed with the Dean within two semesters of the alleged offense.

When an appeal is filed, the Dean will appoint an ad hoc Grievance Committee composed of the Chair of the Faculty and two additional faculty members, one of whom shall be from a unit other than Social Welfare, and two students in good standing, appointed by the Graduate Assembly. The Grievance Committee will consider the written appeal of the student; obtain a written response from the instructor; and will provide all parties the opportunity to present additional information orally or in writing. The Grievance Committee will report its recommendations to the Dean as well as to the Berkeley Academic Senate Committee on Courses of Instruction, including minority views, if any.

If the Committee on Courses finds in the student's favor, it may change a failing grade to a P or S, drop the course retroactively, retain the course but eliminate the grade from the GPA, or adopt the letter grade, if any, recommended by four of the five members of the Grievance Committee. For further information please see [Procedures for Grade Appeals Based on the Alleged Use of Non-Academic Criteria](#) from the Academic Senate's Committee on Courses.

## Student Parent Policies

The University is committed to supporting [policies](#), programs, and services to help graduate student parents meet their family care obligations while pursuing their academic goals. Since 1998, the Graduate Council has approved policies regarding academic accommodation of student parents, designed to encourage academic departments and programs to be as generous as possible in accommodating student parents.

### Eligibility

A graduate student requesting parental accommodations must have substantial parenting responsibilities. Substantial parenting responsibilities are defined as pregnancy, childbirth, care of a newborn or newly adopted young child, the serious illness of a child, and other exceptional circumstances relating to a child. The child may be the student's child or that of a spouse or domestic partner.

**International Students:** Student Parent Policies apply to students regardless of State residency or visa status, with the exception that the three-year post-candidacy Non-Resident Supplemental Tuition reduction (to \$0) does not fall within the purview of this policy. Note also that withdrawals, leaves, and delayed progress toward completion of degree may have implications for visa status; international students are urged to consult with the Office of Services for International Students and Scholars (SISS) before modifying their degree progress.

### Extension of Time for Academic Milestones for Doctoral Students

A woman anticipating childbirth is entitled to receive an extension of up to one extra year for passing preliminary examinations and qualifying examinations, and an extension of up to one extra year toward Normative Time completion while in candidacy for the doctoral degree. Any graduate student experiencing other substantial parenting responsibilities is entitled to receive an extension of up to six extra months for passing preliminary examinations and qualifying examinations, and an extension of up to six extra months toward Normative Time completion while in candidacy.

An extension (for the preliminary exam, qualifying exam, or pre- or post-candidacy Normative Time clock) is granted, regardless of whether or for how long the student was on withdrawal status. The provision to stop the pre- or post-candidacy Normative Time clocks may be invoked even if a student with substantial parenting responsibilities does not take a formal leave (withdrawal) or have a modification of duties.

Total additional time granted by this policy cannot exceed two years, no matter how many children are involved. Academic units must acknowledge adjustments to their calculations of Normative Time for individual students both before and after advancement to candidacy.

To request an adjustment to the Normative Time calculation, the student must submit to the Graduate Degrees Office a written statement certifying having undergone childbirth and/or having substantial parenting responsibilities, along with a written endorsement by the Head Graduate Advisor.

## Employment and Financial Accommodations due to Pregnancy and Childbirth

Women anticipating childbirth who are supported by Graduate Student Instructor (GSI) and/or Researcher (GSR) appointments may be excused from regular duties for a period of six weeks without loss of financial support. (A longer period may be granted in the cases of exceptional medical circumstances experienced by the mother or child before or after birth.) Such students may choose to continue to work in some modified capacity during this six-week period but may not be required to do so. In addition, the GSI and/or GSR will be approved for an additional two weeks of unpaid leave for baby bonding, provided such unpaid leave does not extend beyond the date of the appointment.

Women research doctoral students supported by university fellowships will experience no change in their funding arrangements during the six-week childbearing leave. Students who do not already hold a fellowship or academic appointment will not receive financial support under this provision.

To request accommodations the student must complete the [Petition for Childbirth Accommodation Funding](#) and secure the applicable verifications and signatures **at least 30 days prior to the beginning of the proposed leave**. The GSAO will then submit the student's request on behalf of the Head Graduate Adviser to the Graduate Degrees Office.

## Policy on Parenting Leave with Re-enrollment

A student who chooses to take a leave of absence due to pregnancy, childbirth, and/or to care for and bond with their newborn child or a child placed with the student for adoption or foster care shall be granted a Parenting Leave for up to one academic year (two semesters). This leave must be taken no later than twelve months after the child's birth or adoption/placement. If there is a medical reason for a longer absence, an extension of leave may be granted for a total of up to two academic years (four semesters).

A student must have registered for the semester during which the leave will be taken, or the semester immediately preceding the beginning of the period of leave requested. If a student commences a leave during a semester in which they are enrolled, that semester shall be counted as one of the semesters of leave granted under this policy.

An international student wanting to take Parenting Leave must first consult with the Berkeley International Office (BIO) regarding implications for visa requirements.

**Restrictions:** A student on Parenting Leave shall not be eligible to work academically with faculty and shall not be eligible for campus employment, fellowships, or financial aid. A student on Parenting Leave shall remain eligible for campus email services, library privileges, campus housing, and voluntary purchase of health insurance (subject to applicable conditions of the providers of such benefits).

## Transfer of Non-UC Credit

Course work taken at another institution does not count toward academic residency for the doctoral degree. Berkeley students will not automatically receive credit for courses taken at schools outside of the University of California system.

## Withdrawal and Readmission

Naturally we hope that no student will find it necessary to discontinue their program before completing degree requirements. If circumstances are such that you believe you must withdraw, please first discuss your situation with your faculty adviser and student services staff.

Withdrawal is a significant action that results in dropping enrollment in all classes, **and readmission is not guaranteed**. A department is not obligated to readmit any student who has withdrawn. You are therefore strongly encouraged to consult with your faculty advisers and student services staff to explore other options for completing the program before considering withdrawal.

Withdrawal requests are initiated and processed by the student's department. Should withdrawal become necessary, after consulting with your faculty advisers, see the GSAO to initiate a formal request to withdraw.

While withdrawn, you are exempt from all fees and are expected in turn to maintain no connections with the University; you may not use University facilities (including subsidized computer time) or place demands on faculty time.

### Medical Withdrawal

Requests for withdrawal due to medical reasons are initiated at University Health Services (UHS-Tang Center.) UHS provides appropriate medical documentation to accompany requests for medical withdrawal, makes a recommendation to the School to accept or not accept a medical withdrawal, and determines if medical clearance will be required for readmission. UHS does not make decisions about academic status. **The final decision for granting a medical withdrawal (and the decision of whether or not to readmit) lies with the School.** More complete details about and forms for initiating medical withdrawal are available from the [Tang Center](#).

### Readmission

If you have withdrawn and wish to resume your studies, you must file an Application for Readmission form, including an application fee, along with a Statement of Legal Residency form. All forms can be downloaded from the [Office of the Registrar's web site](#). **Readmission applications should be submitted by May 1<sup>st</sup> for the fall semester and by October 1<sup>st</sup> for the spring.** You will be notified by the Graduate Division when they have acted on your application.

# Enrollment, Registration and Fee Payment

[Enrollment Rules and Registration Requirements](#)

[How Students Register](#)

[Graduate Tuition and Fees](#)

[California Residency for Tuition Purposes](#)

[Fee Billing and Payment](#)

[Filing Fee Option in lieu of Registration](#)

[In Absentia Registration](#)

[Exchange Programs with Other Universities](#)

## Enrollment Rules and Registration Requirements

All doctoral students are responsible for ensuring they are enrolled correctly (appropriate course(s) and course section(s), correct number of units, etc.); and that they are completing semester by semester the courses and activities needed for normal progress towards the doctorate degree.

Doctoral students must enroll full-time (12 units/semester, no more than 4 of which may be earned by working as a graduate student researcher or graduate student instructor) until taking and passing the qualifying exam. Full-time status is also required to meet residency requirements, and to be eligible for financial aid.

To be considered officially registered a student must:

1. Enroll for at least one course. (Note that this does not, however, satisfy the minimum enrollment requirement of 12 units per semester.) AND
2. Pay registration fees by the fee payment deadline, either in full or with the first required installment under the Deferred Payment Plan option. If fees are not paid on time, enrollment in classes may be cancelled. AND
3. Have no registration blocks.

Students must register no later than the Friday of the third week of instruction (fourth week of the semester), and are responsible for paying fees by August 15 for the fall semester and January 15 for the spring semester. **All course enrollments MUST be completed by the end of the 3<sup>rd</sup> week of instruction each semester.**

## How Students Register

Registering at Berkeley consists of two steps: enrolling in classes and paying your bill. Both actions are completed in [CalCentral](#), the single access portal for campus student systems.

Enrollment takes place in two phases followed by an adjustment period. Phase 1 & 2 appointment times are determined by the Office of the Registrar and are posted to a student's CalCentral profile under "My Academics." During Phase 1, students may enroll in up to 10 units. During Phase 2, students may enroll in up to 20.5 units. Students may add their preferred classes to a "Shopping Cart" before their official Phase 1 or 2 enrollment time.

**Note: To avoid the risk of being dropped from your courses, at least 20 percent of your bill must be paid by the Friday before the start of classes each semester.**

## Schedule of Classes

The schedule of classes is accessible from your CalCentral dashboard, as well as the Berkeley Academic Guide. The [Berkeley Academic Guide](#) also includes additional information on course descriptions, prerequisites, etc. for all courses.

## Changing Class Schedules (Adding/Dropping Courses)

Students may make changes to class schedules directly on CalCentral through the end of the 5<sup>th</sup> week of instruction each semester. However, **Social Welfare courses, including Independent Study and Independent Research, must be added by no later than the Friday of 3<sup>rd</sup> week.**

After the 5<sup>th</sup> week deadline, students must submit a [“Graduate Petition to Change Course Schedule”](#) to the GSAO. Students can make changes to their schedule through the Graduate Programs Advisor as late as the Friday before RRR Week of any given semester; however, the Registrar’s Office assesses a fee for making any class schedule changes past the 2<sup>nd</sup> week of classes.

## Add/Drop Deadline Calendar

<b>Friday of Second Week (University Deadline)</b>	Deadline for all students to drop classes without a fee. \$10 fee charged for each class dropped after this date.
<b>Friday of Third Week (University Deadlines)</b>	Deadline for all students to add classes without a fee. \$5 fee charged for each class added after this date.
	Deadline to become “officially registered” (enrolled, tuition & fees paid, no blocks). \$150 Late Registration fee after this date.
<b>Friday of Third Week (Departmental Deadline)</b>	Deadline to add Social Welfare courses.
	Deadline to submit instructor-signed Independent Study (SOC WEL 296) and Independent Research (SOC WEL 299) Petitions.
<b>Friday of Fifth Week (University Deadlines)</b>	Deadline to drop courses without petition.
	Deadline to add non-social welfare courses without petition.
	Deadline to change grading option without petition.
<b>Friday before RRR Week (University Deadline)</b>	Deadline to petition to add non-social welfare courses. (Requires instructor’s signature.)
	Deadline to petition to drop courses.
	Deadline to petition to change grading option or unit value.

## Graduate Tuition and Fees

Social Welfare doctoral students are assessed “Graduate Academic” fees.

- [View Current Fee Schedule](#) (Registrar’s Office)

Fees are subject to change without notice, so be sure to check for the most current information.

### **Fees include required health insurance coverage.**

The University requires all students to carry health insurance as a condition of enrollment, and provides the Student Health Insurance Plan ([SHIP](#)) to meet this requirement. You have the option to waive the University's plan and not pay the insurance fee if you can show comparable proof of insurance. For more information, please visit the Tang Center's [Waiving SHIP Information](#).

## California Residency for Tuition Purposes

Students are classified as residents or nonresidents upon completing the Statement of Legal Residence shortly after acceptance of admission to the University. Many graduate students (U.S. citizens, permanent residents, and some eligible nonimmigrants) who enter UC Berkeley as nonresidents may be classified as residents for tuition purposes after maintaining required residency for one year. These students then receive the benefit of paying at the lower resident rate. International students with F-1 or J-1 visas/nonimmigrant status are NOT eligible to establish residency.

**The residency classification process is not automatic.** Continuing nonresident students seeking California resident status must submit an online residency classification petition. Supporting documentation can be uploaded to CalCentral prior to established deadlines. Even though few nonresident students submit a petition to change their residency status until the end of their first academic year at Berkeley, **you must start the process of fulfilling the residency requirements as soon as you arrive.** This includes documenting when you arrived, that your year of physical presence in this state is coupled with your intent to make California your home, and that you are financially independent.

The campus residency policy, which fully explains residency classification, how to establish or maintain residency, and what deadlines pertain, is available on the Office of the Registrar’s [California Residency for Tuition Purposes](#) web site.

**Nonresident Supplemental Tuition (NRST) for out-of-state doctoral students in Social Welfare will only be covered by a Doctoral Student Support Package for the first year. After that these students are expected to establish California residency.**

## Fee Billing and Payment

Registration fees and most other student charges are billed through [Student Billing Services](#). Per [Graduate Division policy](#), **all registered graduate students are liable for payment of fees and, if applicable, nonresident tuition.** The Office of the Registrar will cancel a student’s registration by the end of the eighth week of classes if there are no course enrollments or if fees have not been paid, either by the student or by another unit as a form of financial assistance.

**All Berkeley students use the [CalCentral](#) academic portal for all billing and payment activities.** Under the “My Finances” tab, you can view new charges, see up-to-date account balances and transaction history, and pay your bills. If you wish to grant a trusted individual access to seeing and paying your bills, you can use the link on “My Finances” to grant delegate authorization.

**Students do not receive paper bills.** Billing statements are produced monthly and are presented online via CalCentral-My Finances. Your only notification will be by email. For the most up-to-date information about your student account including new charges, adjustments, aid disbursements and payments, log on to [CalCentral](#).

Tuition and fees will not be assessed to your account, nor can financial awards, stipends, or fee remissions be paid, until **AFTER your enrollment in course units** for the semester. If you are not officially registered by the end of the 3<sup>rd</sup> week of the semester, **a \$150 late fee will be assessed.**

### Fee Payment Options

**Students use the [CalCentral](#) academic portal for all billing and payment activities.** Under the *My Finances* tab, you can view new charges, see up-to-date account balances and transaction history, and pay your bills. If you wish to grant a trusted individual access to seeing and paying your bills, you can use the link on *My Finances* to grant delegate authorization.

**Students do not receive paper bills.** Billing statements are produced monthly and are presented online via CalCentral-*My Finances*. Your only notification will be by email. For the most up-to-date information about your student account including new charges, adjustments, aid disbursements and payments, log on to [CalCentral](#).

### E-Check

Students can pay charges via e-Check. Log into CalCentral, select the *My Finances* tab and review the “Billing Summary” box for the current semester you wish to pay. Click the “Make Payment” button to complete your payment transaction.

### Paper Check

Payments by check or money order must be issued in U.S. dollars drawn on a U.S. bank. Make checks payable to “**UC Regents.**” Include your Student ID number (SID) on the memo line of the check. Send your check payments via mail or by depositing it in the billing drop box.

#### Mailing Address for Check Payments:

University of California, Berkeley  
Payment Services  
140 University Hall, MC #1111  
Berkeley, CA 94720-1111

#### Drop Box for Check Payments:

The Drop Box is located at the entrance of University Hall, on the 2199 Addison Street side.

### Credit Card

Students can pay charges using a credit card. A 2.75% convenience fee applies to credit card payments. Log into CalCentral, select *My Finances* and review the “Billing Summary” box for the current semester you wish to pay. Click the “Make Payment” button to complete your payment transaction.

### Foreign Funds

Students can pay charges via International Funds Transfer (IFT). Log into CalCentral, select *My Finances* and review the “Billing Summary” box for the current semester you wish to pay. Click

the “Make Payment” button to initiate your wire payment transaction. Quoted rates are valid for 72 hours.

### Third-Party Payments

Third-party payments, such as checks for scholarships from outside agencies, should be sent directly to the Financial Aid and Scholarships Office. **Do NOT remit any payments to the School of Social Welfare.** Mail all outside agency checks to:

UC Berkeley Financial Aid & Scholarships Office  
18 Sproul Hall #1960  
Berkeley, CA 94720-1960  
<http://financialaid.berkeley.edu/outside-scholarships>

### Fee Payment Plan (FPP)

Once fees have been assessed, eligible students can enroll in the Tuition and Fees Payment Plan (FPP). A participation fee applies. The Fee Payment Plan (FPP), formerly known as the Deferred Payment Plan, allows for qualified registration fees to be paid in five monthly installments. **NOTE: FPP enrollment is established on a per semester basis, not per academic year.**

**If installment payments are not credited to your student account by the payment due date, you will be subject to a late fee, and a block may be placed on registration for future terms.** For payment deadlines please visit [Student Billing Services – Fee Payment Plan](#).

#### To activate the FPP:

- Activate the FPP via the Financial Resources card in your [CalCentral](#) My Finances tab.

### Electronic Funds Transfer (EFT)

All students are strongly encouraged to sign up for [Electronic Funds Transfer \(EFT\)](#) to expedite receipt of their disbursements or refunds via direct deposit to a personal bank account. Students using EFT receive their refunds faster and avoid standing in line. EFT is secure and saves resources.

Refunds paid to students by a paper check can be picked up in person at the Cal Student Central office located at 120 Sproul Hall. Checks that are not picked up in a timely manner will be mailed to the local address on file in CalCentral. Make sure your local address is current to avoid delays in payment and problems with returned mail due to an outdated address.

#### To activate EFT:

- [Sign up online for EFT](#)

## Filing Fee Option in lieu of Registration

The Filing Fee is a reduced fee, one-half of the Student Services Fee (formerly the University Registration fee), for doctoral students who have completed all requirements for the degree except for filing the dissertation. Filing Fee is available for the **fall and spring semesters ONLY**.

**The Filing Fee is not a form of registration nor is it equivalent to registration.** If students wish to use University services that are supported by registration fees, they must pay those fees. Students on Filing Fee status are not eligible to receive university funding or hold

academic appointments because they are not registered. The Filing Fee **may be used only ONCE** during a student's career.

If a student does not complete the file the dissertation during the semester for which the Filing Fee is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.

Filing Fee status is only available for students registered in the immediately previous term: fall semester to be on Filing Fee in spring; spring semester or Summer Session (registered for at least three units) to be on Filing Fee in fall. Filing Fee status is not available for Summer Sessions.

### Duration of the Filing Fee

The Filing Fee applies for the length of the semester for which Filing Fee status has been approved, up to the last working day of the term, which is the deadline for filing a thesis or dissertation.

### Filing Fee status and International Students

Filing fee status can satisfy the SEVIS requirement for international students only if the student has obtained the signature of the Berkeley International Office (BIO) student adviser. To avoid visa problems with the U.S. Immigration and Customs Enforcement, international students must contact the Berkeley International Office well before the beginning of the semester during which they plan to use the Filing Fee.

### Health Insurance for Students on Filing Fee

U.S. resident students may purchase Student Health Insurance Plan (SHIP) coverage for the semester they are on approved filing fee status if they have not already purchased SHIP during a period of withdrawal.

## *In Absentia* Registration

*In absentia* status is a form of registration available to academic and professional graduate students undertaking coursework or research related to their degree programs *outside of California*. *In absentia* registration replaces leaves taken for research purposes outside the state of California. Students registered *in absentia* are only assessed full health insurance fees, and 15 percent of the combined University Tuition and Student Services Fees. If applicable, students are also assessed nonresident tuition and/or professional school fees.

Download an application for *in absentia* at <http://grad.berkeley.edu/academic-progress/forms/>. All applications are due by **August 10 for the fall semester** and **January 10 for the spring semester**. Please contact Graduate Degrees with any questions: 642-7330 or [degrees@berkeley.edu](mailto:degrees@berkeley.edu).

### Eligibility Criteria for *In Absentia* Registration

The student must be enrolled full-time in regular UC units. Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

Research or coursework:

- Must be directly related to the student's degree program as evidenced by faculty

approval.

- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in absentia* period.
- Must involve no significant studying or in-person collaboration with UC faculty during the *in absentia* period.
- Must be of a nature that makes it necessary to be completed outside of California for at least one full academic term.
- By exception, research or coursework within California may be approved if it is distant from campus, defined as involving residence and research outside Alameda, Contra Costa, Solano, Napa, Sonoma, Marin, San Francisco, San Mateo, And Santa Clara counties.

Doctoral students:

- Must be advanced to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of four semesters.

Students may hold University fellowships and GSR appointments, but may not hold GSI, AI-GS, Reader, or Tutor appointments during the *in absentia* period.

## Exchange Programs with Other Universities

The University of California and Berkeley Social Welfare offer several campus exchange program options for doctoral students:

### Oxford-Berkeley Collaboration

The Oxford-Berkeley Collaboration (OBC) is designed to facilitate the exchange of graduate research students (DPhil, MPhil, MSW-PhD, and PhD) between the Department of Social Policy and Social Work, University of Oxford and the UC Berkeley School of Social Welfare. The exchange involves up to four students a year from each institution. Students serve as visiting scholars, researchers, academic visitors or recognized students according to the designation of the host institutions. The student exchange involves participation in the host institution for a period of normally three to six months.

The objectives of this exchange are to provide an opportunity for students to broaden their intellectual horizons and gain an international perspective on social policy and social work by studying abroad with faculty and doctoral students in two of the foremost academic institutions in their field. The exchange also provides an opportunity for heightening interaction among faculty from both institutions, facilitating joint ventures on international projects and comparative research.

Students interested in participating should consult with the chair of the Doctoral Program to submit an application. Applications to participate can be made only after students have completed their first year of study in their program. For program and application details, please see <http://socialwelfare.berkeley.edu/oxford-berkeley-collaboration>.

### University of California Intercampus Exchange Program

The Intercampus Exchange Program is designed to allow Berkeley students to study at any of the other UC campuses where unique faculty resources may enrich their graduate program. The

Berkeley registration fee entitles students to library, health service, and other privileges at the host campus. Students who participate in the intercampus exchange program can receive credit for courses they take at the host campus.

To be eligible for the Intercampus Exchange Program, a student must be registered at Berkeley by the Berkeley semester deadline and have the approval of the Head Graduate Adviser, the Chair of the host program, and the Deans of the Graduate Divisions at both Berkeley and the host campus. Applications are available from the Graduate Division in 318 Sproul. Students must apply for this program at least three weeks before the beginning of the term of enrollment at the host campus (all other UC campuses except Merced are on the quarter system). Students should make personal arrangements with faculty members on both campuses to ensure that courses, seminars, and facilities will be available to them.

# Financial Support for Doctoral Students

- [Doctoral Student Support Packages](#)
- [Eligibility for Funding](#)
- [Fellowships and Grants for Doctoral Students](#)
- [Extramural Funding](#)
- [Financial Aid: Federal Student Loans](#)
- [Support for International Students](#)
- [Support for Student Parents](#)
- [Terms and Conditions of Fellowship Awards](#)
- [Fellowship Funds Paid by External Sources](#)

Educational financing needs for doctoral students are diverse and vary according to individual circumstances. Because both circumstances and funding resources often vary from year to year, all doctoral students should review and update their funding plans frequently.

## Doctoral Student Support Packages

Upon matriculation students admitted to doctoral study in the School of Social Welfare are provided with a funding support letter that reviews details of the funding package offered at the time of admission. A typical funding package for Berkeley Social Welfare doctoral students will usually include a total of **FOUR YEARS** of financial support, through a combination of payment of tuition and fees; academic student employment as a Graduate Student Researcher (GSR) or Graduate Student Instructor (GSI); and a living expense stipend.

Details of individual student funding packages vary depending on available resources applied to each one, although some general principles apply to all Berkeley Social Welfare Doctoral Student Support Packages:

- **Payment of Tuition and Fees**  
For the first semester of study, tuition and fees are covered as part of the support package. Each following semester for the duration of the funding package, tuition and fees are covered either by a continuing fellowship award (such as a Graduate Division Multiyear Fellowship or Block Grant Award); or by Partial Fee Remission generated from an academic student employment appointment. Regardless of funding source **all students are responsible for ensuring their tuition and fees are paid by the payment deadline.** Tuition and fee support is not guaranteed beyond the expiration of the original funding package.
- **Academic Student Employment**  
Most financial packages for doctoral students usually include an academic student employment (ASE) work requirement to support payment of tuition and fees through Fee Remission. The timing of when the ASE work requirement is expected to begin will vary for each individual student; details are included in the Funding Support Letter provided to all students and their faculty advisors.  
  
An academic student appointment (most often as a Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR)) that equals 25% or more time results in Partial Fee Remission, which covers all tuition and fees EXCEPT the Berkeley Campus Fee and the Class Pass Transit Fee. For complete details please visit the [Fee Remission Program](#).
- **Stipend for Living Expenses**  
Most Doctoral Student Support Packages will also include a stipend for living expenses.

ASE earnings after Fee Remission count towards the total net stipend amount indicated in the original Funding Support Letter. The total net stipend amount for continuing doctoral students each year stays the same as documented in the original Funding Support Letter.

- **Duration of Funding Support Packages**

At the beginning of the final semester under a funding package, the GSAO will send a notification regarding completion of the package to the student and assigned faculty advisor. Although no departmental funds are guaranteed for continuing doctoral student support beyond the expiration of the original funding package, continuing students are eligible to apply for departmentally restricted awards when funds are available. All doctoral students are also encouraged to continually seek additional extramural funding.

## Eligibility for Funding

To be eligible and considered for any university funding, including departmental fellowship awards, all U.S. citizen and permanent resident students (entering AND continuing) must submit a completed Free Application for Federal Student Aid ([FAFSA](#)) by the priority deadline. **You should therefore have a FAFSA on file for the current academic year, even if you do not expect to take out any federal student loans.**

In addition to the FAFSA, applicants/entering students must complete the appropriate fellowship sections for domestic (U.S. citizens and permanent residents) or international applicants of the Graduate Application for Admission and Fellowships to be considered for University Graduate Fellowships, Departmental Block Grant Fellowships, and Diversity Fellowships.

## Fellowships and Grants for Doctoral Students

The University of California, the Berkeley campus and Berkeley Social Welfare offer an array of fellowship and grant-in-aid programs to help support doctoral students. Click on any link below for more details of each fellowship program. **Some of the fellowship programs described below may also be applied to, included in, or used to complete a doctoral funding package.**

### [Berkeley Connect Fellowship](#)

Graduate students selected to be Berkeley Connect Fellows have the opportunity both to act as mentors to undergraduate students in their discipline and to be mentored in their own scholarly development by faculty in their department. Social Welfare is a Berkeley Connect Participating Department. Graduate Fellows (must be advanced to candidacy) receive a \$22,000 stipend plus in-state tuition and fees for their fellowship year. Berkeley Social Welfare accepts Berkeley Connect Fellowship Applications at the start of each spring semester.

### [Doctoral Completion Fellowship](#)

The Doctoral Completion Fellowship (DCF) provides an incentive for students in certain graduate programs to complete their degree within a reasonable time. The fellowship pays in-state tuition and an \$18,000 stipend for two semesters. A student is subject to work limitations while receiving this fellowship, i.e., only one 25%-time GSI or GSR position may be held during one of the two semesters of the fellowship. No other positions or appointments may be held.

A student wishing to activate the DCF must have initiated the online Annual Progress Report in the previous year (ending the day before the start of fall semester) and their dissertation

committee chair must attest that the student's academic progress is satisfactory. For students who choose to use their DCF within the first semester of candidacy, the Application for Candidacy Form serves as the first Academic Progress Report. Students must file APRs annually after the first year of candidacy. For more information regarding eligibility criteria and details for the DCF, please review the [Graduate Division's DCF Policy Guide](#).

### [Graduate Division Conference Travel Grant](#)

Doctoral students may apply for funding to attend professional conferences. Applicants must be presenting a paper or poster on their research at the conference that they are attending. Grant amounts will depend on the location of the conference (up to \$600 within California, \$900 elsewhere in North America, including Canada and Mexico, and \$1,500 outside of North America). Doctoral students are eligible for two grants per academic career, regardless of how many degrees they earn. Travel grants cannot be awarded for travel to states listed on California's state-sponsored travel ban (AB 1887), which currently include: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas.

### [Social Welfare Dean's Conference Travel Award](#)

Doctoral students presenting original research, or participating as an invited discussant or panelist, at a major meeting of a recognized learned society or professional organization, may apply for a Social Welfare Dean's Conference Travel Award. Travel Awards are given in the form of a graduate grant-in-aid paid directly to your CalCentral account. The award amount is \$1,600, and you may receive **one Dean's Travel Award per academic year**. In your final, job-seeking year in the doctoral program, you may apply for up to **two** Dean's Travel Awards, with the limitation that at least one of them must be to support you presenting at either the Council on Social Work Education (CSWE) Annual Program Meeting or the Society for Social Work Research (SSWR) Annual Conference. [Conference Travel Award Applications](#) must be submitted **no later than three weeks before the start date of the conference or meeting**. Applications submitted later than this deadline or after the fact will not be considered, without exception. Travel grants cannot be awarded for travel to states listed on California's state-sponsored travel ban (AB 1887), which currently include: Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas.

### [Social Welfare Departmentally Restricted Fellowship Awards](#)

Departmental graduate fellowships are open to all Berkeley Social Welfare graduate students, including doctoral students. These awards are given on the basis of both academic distinction and demonstrated financial need, subject to the terms of the donor(s). Departmentally restricted awards generally range between **\$2,000 and \$7,500**, although award amounts and the total number of awards made will vary each year depending upon the availability of funds.

**Entering (newly admitted)** students are considered for all available departmental awards during the admissions review process; an additional application is not required for new incoming students. **Continuing** students submit an application for departmental fellowships, which is made available in the fall semester of each year for awards for the following academic year. **All students** (entering and continuing) should also submit a completed Free Application for Federal Student Aid ([FAFSA](#)) by the priority deadline each year to be eligible and considered for any university funding, including departmentally restricted fellowship awards.

### [UC Office of the President Dissertation Year Fellowship](#)

Open to U.S. citizen or permanent resident doctoral students who are in their final year of dissertation work, and who demonstrate strong potential for university teaching and research. Must be U.S. citizens, permanent residents or AB540-eligible students whose backgrounds, life experiences, and/or work contribute to diversity. The fellowship includes a living stipend of \$20,500, payment of fees, and a travel allowance. The Graduate Division requests nominations from departments each spring semester. In collaboration with the Senate faculty and Student Services Team, the Doctoral Chair selects the nominee.

### [UC Office of the President Mentored Research Award](#)

This award gives academically promising PhD students an opportunity to conduct pre-doctoral research while developing and strengthening relationships with faculty advisers. Fellows receive a \$16,000 stipend plus payment of in-state fees. Must be U.S. citizens, permanent residents or AB540-eligible students whose backgrounds, life experiences, and/or work contribute to diversity. The Graduate Division requests nominations from departments each spring semester. In collaboration with the Senate faculty and Student Services Team, the Doctoral Chair selects the nominee.

## Extramural Funding

Extramural funding opportunities are available to social work graduate students, and many Berkeley Social Welfare students have been successful at securing extramural funding through additional university, public, and privately sponsored fellowships. Extramural awards are made from a variety of outside funding sources, including government agencies; professional and alumni organizations; private foundations; and corporations. There are many types of extramural fellowships and other awards, spanning a wide range of disciplines and funding amounts. Some are based on academic merit; some are targeted toward specific types of students, such as underrepresented minorities or women. There are hundreds of public and private fellowships, each with different requirements – and you should **apply to all for which you are qualified and eligible!**

We actively encourage all doctoral students to apply for extramural funding, **particularly those seeking dissertation support**. The process of identifying, researching and applying for external fellowships, grants and other awards can be lengthy and time-consuming. Begin your search as early as possible – preferably at least one year before the expected receipt of an award. Technical assistance is available to students thinking of applying for a dissertation grant, research fellowship, or other funding to support their research - consult with your faculty advisor. To explore additional resources, please see our [Extramural Funding page](#).

## Financial Aid: Federal Student Loans

Federal Student Loan Programs provide a major source of need-based financial aid funding for graduate study, and most graduate students – including doctoral students – easily qualify for federal aid. Graduate students apply for need-based loans and Work-Study through the Financial Aid Office. Eligibility is based entirely on demonstrated financial need. **To apply, you must complete and submit the Free Application for Federal Student Aid (FAFSA)** by the priority deadline each year. For more information please visit the [Financial Aid Office](#).

## Support for International Students

International students should plan carefully for their financial support while attending UC Berkeley. International students, except those on immigrant visa or refugee status, are not eligible for federal or state-supported financial assistance programs for U.S. citizens and permanent residents, nor are they eligible for support from the Financial Aid and Scholarships Office. International students in F-1 or J-1 status also cannot establish California residency and must pay nonresident supplemental tuition EXCEPT for a three-year exemption when advanced to doctoral candidacy.

Although international students are not eligible for most institutional aid limited to U.S. citizens and California residents, they may be eligible for some University fellowships and departmental block grant fellowships. Continuing international doctoral students in Social Welfare are eligible to apply for departmentally restricted fellowship awards.

Berkeley International Office (BIO) administers some limited need-based aid programs for international students. These awards include Graduate Tuition & Fee Awards and Graduate Student Parent Awards. Need-based BIO awards are intended for those students in the most financial need, and are not intended to provide long-term support. The application period typically occurs at the beginning of each fall and spring semester. For details please visit [BIO](#).

## Support for Student Parents

Several [family accommodation programs](#) are available to help support doctoral students who have parenting responsibilities:

- **Graduate Division Parent Grant**  
Registered graduate student parents (single, married, or registered domestic partners) who live with dependent children and demonstrate financial need may apply for up to \$8,000 per academic year, (\$4,000 per academic term) funding permitting. Applications are submitted directly to the [Graduate Fellowships Office](#).
- **Childbirth Accommodation Funding for Women Doctoral Students**  
Women doctoral students in good academic standing who hold a fellowship, a Graduate Student Instructor (GSI) position, or Graduate Student Researcher (GSR) appointment, and who expect to give birth during the semester, can be excused from regular duties for a period of six weeks without loss of financial support. Funding will be provided to cover the student's support or a replacement, as applicable. To request this accommodation the student's academic unit must submit the Petition for Childbirth Accommodation Funding for Women Doctoral Students at least 30 days prior to the beginning of the leave. If you wish to activate this accommodation, please consult with your faculty advisor, and then notify the GSAO, who will facilitate submitting the petition to the Graduate Division.
- **Family and Childbearing Leaves for GSIs, Readers, and Tutors**  
Academic Student Employees (ASEs) are eligible for certain types of leave. Policies are governed by the [UAW contract](#).
- **Child Care Reimbursement for GSIs, Readers, and Tutors**  
Reimbursement for child care expenses, up to specified limits, is available to eligible Academic Student Employees (ASEs). For more information, please visit the [Childcare Reimbursement Program](#).
- **Child Care Reimbursement for GSRs**  
Reimbursement for child care expenses, up to specified limits, is available to eligible Graduate Student Researchers with preschool dependent children and a 25% or more GSR appointment during the semester or summer session. GSR [Childcare Reimbursement Request Forms](#) should be submitted no later than the first day of the semester following the term for which the claim is filed.

## Terms and Conditions of Fellowship Awards

Students receiving any university fellowship support are subject to all university rules, regulations and eligibility requirements for financial support. Students receiving external

fellowships must also refer to the fellowship terms set by the corresponding agency, including terms regarding supplementation with employment or another fellowship.

## General Summary Terms of Awards

Fellowship recipients are required to register full time (generally 12 units per semester) and to devote their time to study and/or research in the field in which the award is made, make satisfactory academic progress, and maintain a 3.0 GPA. Your award letter will include any details about additional specific enrollment requirements. You **MUST** immediately inform your faculty adviser, the GSAO, and the Graduate Fellowships Office of any changes that may affect your fellowship award(s), such as the offer of another award or any concerns about making sufficient academic progress.

**The Graduate Division will not release fellowship stipend payments until a student is officially registered.** If your registration is not complete, your fellowship stipend payment will not be sent to your CalCentral account. To be considered registered, you must be enrolled in at least one class, have paid at least 20% of your due bill by the payment deadline, and have no registration blocks.

## Stipend Limits on Graduate Division Fellowships

A student may become eligible for multiple awards during the same period, e.g. when a student is eligible for a combination of Graduate Division fellowships or when a student receives an external fellowship in addition to a Graduate Division fellowship. In the interest of ensuring that certain funds are distributed widely and equitably, the Graduate Division sets limits on stipend amounts paid from Graduate Division funds. Recipients of Graduate Division funding are limited to **\$34,000 in stipend support per 12-month academic year** (fall, spring, and the following summer). Students who accept a Graduate Division fellowship sign an agreement to notify the Graduate Division Fellowships Office when they receive other fellowships.

## Simultaneous Fellowships and Appointments

The terms of many fellowships prohibit or restrict students from holding employment during the term of the fellowship, and departments and students must adhere to supplemental fellowship policies regarding work rules. **Students who are receiving a fellowship administered by the University that will give them at least \$16,000 in stipend plus fees, are subject to an employment restriction:** students may work up to 25% during the academic year (that is, 25% each term or 50% for one term only). There is no work restriction for the summer term. Students holding appointments that conflict with fellowship terms are subject to having their fellowship reduced or rescinded to ensure compliance with fellowship terms.

## Fellowship Funds Paid by External Sources

Students receiving fellowship support from an external source/outside agency are responsible for ensuring that funds get properly applied to their CalCentral accounts by the payment deadlines each semester. **Do NOT remit external fellowship checks to the School of Social Welfare.** External fellowship checks should be made payable to “UC Regents” and mailed to the Financial Aid Office at the following address:

UC Berkeley Financial Aid & Scholarships Office  
201 Sproul Hall #1960  
Berkeley, CA 94720-1960

Be sure to give your donor your student identification number (SID) and ask them to include it with your award. It's also helpful if the donor includes a letter explaining the award terms when they send the award check to the Financial Aid & Scholarships Office.

# Academic Student Employment

[Types of Appointments](#)

[Eligibility Requirements](#)

[Departmental Policies and Procedures](#)

Academic appointments can provide a substantial source of financial support for Berkeley graduate students. Most financial packages for doctoral students, such as multi-year fellowships, usually include academic appointments during the third or fourth year.

## Types of Appointments

At Berkeley graduate students are most commonly appointed to the following titles: Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, and Tutor. The titles GSI, Reader and Tutor are covered by a [labor agreement between the University and the United Auto Workers](#). Students hired in these titles are referred to as Academic Student Employees (ASEs) and this is the language used in the UAW contract. **GSRs are NOT covered by this agreement.**

Berkeley Social Welfare most often appoints doctoral students to the GSI, GSR and Reader titles. Specific duties for each position are detailed in the written notification of appointment provided to the appointee by the department.

- **Readers** employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. **Readers may not perform teaching duties.**
- **Graduate Student Instructors (GSIs)** are similar to Teaching Assistants (TAs) at other universities. A GSI serves as an apprentice under the active supervision of the faculty member who is the Instructor of Record for the course. They must be assigned duties for a particular course at or below the level of their experience and qualifications, as classified by step level. A GSI who is at the Step I level in experience (less than four semesters of teaching) cannot be assigned responsibilities beyond what is allowed for that step. Step I duties entail leading discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of GSIs.

The GSI is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority. Other course support duties may include, but are not limited to, holding office hours, grading, and participation in development of quizzes.

- **Graduate Student Researchers** perform research broadly related to their degree programs in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. GSRs may or may not collaborate in the publication of research as determined by the faculty member directing the work. **GSRs may not be assigned teaching, administrative, or general assistance duties.**

## Eligibility Requirements

Students must meet all academic and other minimum requirements and criteria for appointment eligibility for each academic title. Graduate students are also subject to Graduate Council and Graduate Division policies regarding appointments to academic and staff titles, including minimum enrollment requirements and limitations on percentage of appointment. **Please read the Graduate Division's online [GSI, GSR, Reader, and Tutor Guide](#) for essential information about and requirements for academic student employment.** The minimum requirements and criteria for appointment eligibility include the following:

### For ALL ASE Titles:

- Students must be registered for the entire semester for which they hold a graduate student academic appointment.
- Students must be enrolled in a minimum of 12 units, unless already advanced to doctoral candidacy, by the end of the third week of classes and must maintain the minimum of 12 units for the entire semester.
- Minimum GPA requirement for holding an academic appointment is 3.00.
- Academic appointees may have no more than 2 incomplete grades in upper division or graduate courses.
- Students must be making satisfactory degree progress, which includes meeting program benchmarks, not being on academic probation or in lapsed candidacy, and meeting goals set by the faculty.
- Students on filing fee status are not eligible to hold GSI or GSR appointments. These students are eligible to be appointed as Readers and Tutors.
- Students on "In Absentia" status, are not eligible to hold GSI, Reader or Tutor appointments but could hold a GSR appointment.
- **All first-time ASEs must attend the New ASE Orientation sponsored by the campus' Labor Relations Office the semester of their appointment.** If the ASE fails to attend, he or she is ineligible for future appointments until this requirement is satisfied. ASE Orientation Dates and instructions for signing up are available online at <http://hrweb.berkeley.edu/labor/contracts/BX/orientation-dates>.

### ADDITIONAL Requirements for Graduate Student Instructors (GSIs)

- New GSIs are required to attend a **campus-wide Teaching Conference for First-Time GSIs**, sponsored by the GSI Teaching & Resource Center, to prepare new GSIs for teaching. All GSIs teaching for the first time at UC Berkeley **are required to attend**.  
The fall conference takes place on the Thursday and Friday before classes start. The first day (Thursday) is for new international GSIs and addresses teaching in the U.S. classroom. The second day (Friday) consists of intensive teaching preparation **for all new GSIs**, international and domestic. The spring conference takes place on the Friday before classes begin. For more information please see [http://gsi.berkeley.edu/conf\\_wkshop/confs.html](http://gsi.berkeley.edu/conf_wkshop/confs.html).
- First-time GSIs are required to complete an **online course in professional standards and ethics** in teaching, offered by the GSI Teaching & Resource Center. The course is intended to introduce GSIs to policies, practices, and standards that all instructors need to know in order to perform their responsibilities professionally and ethically. Sign up online at <http://gsi.berkeley.edu/ethics/index.html>.

- Every first-time GSI must either have completed or be enrolled in a **300-level, semester-long pedagogy seminar** offered by the GSI's department on teaching in the discipline.

In Social Welfare this course is **SOC WEL 375-Teaching in Social Welfare**, generally offered in the fall semester when there is sufficient student demand. Entering doctoral students are highly encouraged to take this course early in their program of study in order to be eligible for GSI appointment.

**\*\*PLEASE NOTE:** A GSI may only take the pedagogy seminar in another department with the advice and approval of the Faculty Adviser for GSI Affairs in the teaching department, and the consent of the 300-level course instructor in the other department.

- GSIs who are required to complete the **English oral proficiency test** must take and pass the test before they can be appointed. Information about satisfying this requirement is available at [http://gsi.berkeley.edu/lpp/teaching.html#proficiency\\_testing](http://gsi.berkeley.edu/lpp/teaching.html#proficiency_testing).

## Departmental Policies and Procedures

Hiring departments are responsible for verifying eligibility of students proposed for graduate student academic employment, and for ensuring ASE recruitment and selection is conducted fairly and equitably. **The following departmental policies and procedures are in effect for the School of Social Welfare:**

### Eligibility

- An Academic Student Employee is ineligible to hold an additional ASE appointment simultaneously for the same course (i.e., cannot be both Reader and GSI for the same course), and may not be enrolled in a course for which they hold an ASE appointment.
- The School of Social Welfare Doctoral Committee limits holding a GSI appointment to no more than twice for the same course, even under different instructors.

### Recruitment and Selection

Campus policy and the labor agreement require procedures for recruiting and selecting GSIs and Readers be public, transparent, and managed at the department level, rather than be controlled by private arrangements between course instructors and ASEs.

- Announcements of ASE opportunities in the School of Social Welfare are released by February 15 each year, for anticipated positions in the following Summer Sessions and academic year. Postings shall include criteria required for appointment, and criteria involved in determining selection of ASEs. The Dean, acting as Department Chair, and the Faculty Adviser for GSI Affairs are responsible for ensuring that postings are widely circulated within the eligible pool, and are in compliance with the union contract. Application packets will be forwarded to supervising faculty members for review, interview and selection once hiring eligibility has been verified by student services staff. Priority review dates are March 1 for Summer Sessions and April 1 for the following academic year.
- Continuing students have priority over entering students for GSI positions. Priority may also be given to students with fellowships that include a student employment commitment, and/or those students in the School of Social Welfare who have not had a teaching opportunity.

## Appointment and Workload

- For a graduate student who has not yet been advanced to doctoral candidacy, appointment as a GSI or Reader for a graduate Social Welfare course always requires advance approval by the Head Graduate Adviser.
- Graduate students with ASE appointments during the academic year may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time.
- Per the labor agreement, a GSI with a 50%-time appointment may not be assigned a workload exceeding 340 hours per semester. This standard applies proportionately to other percent appointments.
- It is the responsibility of the supervising faculty member to ensure that workload is consistent with the appointment percentage, **and provide an estimated breakdown of distribution of GSI hours for the term.** It is the ASE's obligation to inform the supervisor when they first perceive that their assignments might exceed the assigned workload maximum for their appointments. ASEs must obtain express advance written permission from their supervisors before working beyond the number of hours defined for their appointments. **At no time should an ASE continue to work beyond eight hours in a day, or forty hours in a week.**
- All GSIs are required to meet at the beginning of the semester with the faculty member responsible for the course to go over the course syllabus, to clarify GSI responsibilities in the course, and, in the case of discussion sections, to discuss the relationship of sections to lecture. The faculty member responsible for the course is required to meet with GSIs to go over the course syllabus, to clarify GSI responsibilities in the course, and, in the case of discussion sections, describe the relationship of sections to lecture. F
- The Dean, acting as Department Chair, and the Faculty Adviser for GSI Affairs are responsible for explaining principles associated with workload in accordance with departmental needs and the current union contract.
- GSI and Reader appointments are for one academic year or less, and reappointment is not automatic. ASE appointments in Social Welfare are self-terminating unless the appointee is otherwise notified.

## Unit Credit for GSI or GSR Positions

Social Welfare doctoral students holding a GSI or GSR appointment must be enrolled in a minimum of 12 units for the entire semester for which they hold the appointment, unless already advanced to doctoral candidacy. Some of these units may be satisfied by enrolling in the appropriate number of units of either SOC WEL 301-Training in Teaching, or SOC WEL 403-Training in Research, as shown below:

SOC WEL 301 or 403 units:	2 units	3 units	4 units
GSI sections taught:	1	2/same course	2/different courses
GSR hours per week:	6-10	11-15	16-20

# Student Rights and Responsibilities

[Berkeley Campus Code of Student Conduct](#)

[Berkeley Principles of Community](#)

[Nondiscrimination Policies and Resources](#)

[Student Grievance and Appeal Procedures](#)

[Student Records](#)

[Time, Place and Manner Rules](#)

## Berkeley Campus Code of Student Conduct

All Berkeley Social Welfare students, **including graduate students**, are subject to the [Berkeley Campus Code of Student Conduct](#).

The Berkeley Code of Student Conduct outlines expectations for student behavior as well as the process for determining if students violated the Code, and the consequences (or sanctions) that can be imposed. The Code of Student Conduct is enforced on all University-owned or operated properties, at all University-sponsored events, and off-campus within the limitations defined in the Code. The Center for Student Conduct works in conjunction with academic departments, residential units, health services, and campus and local police to ensure that the campus environment is as safe and productive as possible.

The [Center for Student Conduct](#) investigates all allegations and resolves cases of individual and student organizational misconduct. Please contact the Center for Student Conduct with any questions about the Code or related processes: email [studentconduct@berkeley.edu](mailto:studentconduct@berkeley.edu); or call (510) 643-9069.

## Berkeley Principles of Community

These principles of community for the University of California, Berkeley, are rooted in our mission of teaching, research and public service. They reflect our passion for critical inquiry, debate, discovery and innovation, and our deep commitment to contributing to a better world. Every member of the UC Berkeley community has a role in sustaining a safe, caring and humane environment in which these values can thrive.

- We place honesty and integrity in our teaching, learning, research and administration at the highest level.
- We recognize the intrinsic relationship between diversity and excellence in all our endeavors.
- We affirm the dignity of all individuals and strive to uphold a just community in which discrimination and hate are not tolerated.
- We are committed to ensuring freedom of expression and dialogue that elicits the full spectrum of views held by our varied communities.
- We respect the differences as well as the commonalities that bring us together and call for civility and respect in our personal interactions.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.

- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.

UC Berkeley's "Principles of Community" statement was developed collaboratively by students, faculty, staff, and alumni, and issued by the Chancellor. Its intent is to serve as an affirmation of the intrinsic and unique value of each member of the UC Berkeley community and as a guide for our personal and collective behavior, both on campus and as we serve society.

## Nondiscrimination Policies and Resources

### Nondiscrimination Policy Statement

The University of California, in accordance with applicable Federal and State Law, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities

### Hostile Environment

Harassing conduct (e.g., physical, verbal, graphic, or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University creates a racially hostile environment.

Whether there is a racially hostile environment must be determined from the totality of the circumstances, and includes the context, nature, scope, frequency, duration, and location of racial incidents, as well as the identity, number, and relationships of the persons involved. The harassment must in most cases consist of more than casual or isolated racial incidents; generally, the severity of the incidents needed to establish a racially hostile environment varies inversely with their pervasiveness or persistence. In some cases, a racially hostile environment requiring appropriate responsive action may result from a single incident that is sufficiently severe, such as injury or threat of injury to persons or property.

Racial acts need not be targeted at the complainant in order to create a racially hostile environment (the acts may be directed at anyone). Moreover, the harassment need not be based on the ground of the victim's or complainant's race, as long as it is racially motivated (e.g., it might be based on the race of a friend or associate of the victim). Additionally, the harassment need not result in tangible injury or detriment to the victims of the harassment.

Once the University has notice of a racially hostile environment, the University has a legal duty to take reasonable steps to eliminate it. Moreover, the University can and should investigate and appropriately respond to individual racial incidents if and as they arise - regardless of whether any particular incident is severe enough by itself to establish a racially hostile environment under Title VI. By doing so in a timely and thorough manner, the University may prevent the development of a racially hostile environment. The appropriate response to a racially hostile environment must be tailored to redress fully the specific problems experienced at the University as a result of the harassment. In addition, the responsive action must be reasonably calculated to prevent recurrence and ensure that participants are not restricted in their participation or benefits as a result of a racially hostile environment. Examples of possible elements of appropriate responsive action include imposition of disciplinary measures,

implementation of racial awareness training, and provision of counseling for the victims of racial harassment.

## Racial Harassment Reporting

The Berkeley campus has in place procedures for responding to reports of racial harassment. The primary purpose of the procedures is to provide all members of the University community with a process for reporting racial incidents and harassment in accordance with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal funds from discriminating against persons on the basis of race, color or national origin, and to provide for prompt and effective response to reports of racial harassment in accordance with the law. These procedures also cover reports of retaliation related to reports of racial harassment.

All members of the University community are encouraged to contact the Title VI Compliance Coordinator (Racial Harassment Officer) if they observe or encounter conduct that may constitute racial harassment. Reports of racial harassment may be brought to the Title VI Compliance Coordinator (Racial Harassment Officer), to a human resources coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of racial harassment. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees shall be required to notify the Title VI Compliance Coordinator (Racial Harassment Officer) when a report is received.

Reports of racial harassment shall be brought as soon as possible after the alleged conduct occurs. Prompt reporting will enable the University to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action.

- For complete policies and reporting procedures please see [Berkeley Campus Procedures for Responding to Reports of Racial Harassment](#).

## Office for the Prevention of Harassment and Discrimination

The Office for the Prevention of Harassment and Discrimination ([OPHD](#)) is responsible for ensuring the University provides an environment for faculty, staff and students that is free from discrimination and harassment on the basis of categories including race, color national origin, gender, age and sexual orientation/identity. This campus Office has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. The Office also responds to concerns from faculty and students regarding other forms of discrimination as covered by University Nondiscrimination policies-- such as, age, religion, national origin, etc.

## Sexual Harassment and Violence Policy

The University of California is committed to creating and maintaining a community free of sexual violence and sexual harassment. Sexual violence and sexual harassment violate both law and University policy. Any member of the University community may report conduct that may constitute sexual violence, sexual harassment, retaliation, and other prohibited behavior ("Prohibited Conduct"). The University will respond promptly and equitably to such reports, and will take appropriate action to stop, prevent, and remedy the Prohibited Conduct, and when necessary, to discipline the Respondent.

In addition to sexual harassment, discrimination based on sex, gender, gender identity, gender expression, sex- or gender-stereotyping, and sexual orientation violates law and other University policies. Such discrimination may also contribute to the creation of a hostile work or academic environment based on sex and thus constitute or contribute to sexual harassment.

Harassment that may not be sexual, but still contributes to a hostile work or academic environment, may also violate the University's other non-discrimination policies.

- For complete policies and reporting procedures please see [the University of California Sexual Violence and Sexual Harassment Policy \(01/01/2016\)](#).

## Resources & Support for Sexual Harassment & Assault

<http://sa.berkeley.edu/conduct/sexual-harassment>

Division of Student Affairs/Center for Student Conduct web resources and links to sexual harassment and sexual misconduct policies.

## Sexual Harassment & Violence Support & Education

<http://survivorsupport.berkeley.edu/>

This website provides information regarding sexual assault prevention, education, and reporting. It also contains information about support options, campus policies, and disciplinary procedures relating to sexual misconduct.

## Student Grievance and Appeal Procedures

### Purpose and Scope

1. The purpose of this procedure is to afford graduate students in the School of Social Welfare an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, or other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. This procedure may also be used to resolve disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units.
2. The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.).
  - a. This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions may have been influenced by non-academic criteria.
  - b. Grievances by students concerning grades are addressed according to the Academic Senate policies and procedures for grade appeals under Berkeley Division Regulation A207.
3. This procedure is provided for continuing and returning graduate students in the School of Social Welfare on the Berkeley campus. It may not be used by applicants for admission, or students registered in social welfare graduate courses through University Extension, the Graduate Theological Union, or other cross-registration agreements. A student may bring a complaint individually or may file a complaint jointly with other students when each claims injury as a result of the same alleged action(s).

### Informal Resolution Procedures

1. Students are encouraged to first pursue informal resolution of a complaint by meeting with their faculty advisor or the Coordinator of Academic Programs to discuss the complaint and explore possible avenues of resolution.

2. Attempts at informal resolution within the School of Social Welfare must be initiated within 30 days from the time at which the student knew or could reasonably be expected to have known of the action being appealed. The informal resolution process should be concluded within 60 days of initiation.
3. If a satisfactory resolution has not been reached through informal resolution, the student may initiate a formal resolution process within the School of Social Welfare.

### Formal Resolution Procedures in the School of Social Welfare

1. A student who wishes to initiate a formal resolution of grievance must submit a written complaint to the Dean of the School of Social Welfare. The Dean must receive the written complaint within 15 days of the time the student is notified of the informal review process outcome, or if no informal review has been timely initiated, no more than 60 days from the time at which the student knew or could reasonably be expected to have known of the action being appealed.
2. The complaint should indicate the action(s) being appealed, the date(s) the action(s) occurred, the grounds upon which the appeal is based, and the relief requested.
3. The written statement should include notice to the Dean of Social Welfare if the student bringing the appeal will be represented by counsel or other representative. The letter should also include a description of the results of any informal resolution process, and any background information that the student deems pertinent to the case.
4. **For a complaint to be reviewed under the formal resolution process, it must be based on one or more of the following grounds:**
  - a. Procedural error or violation of official policy by academic or administrative personnel.
  - b. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.
  - c. Special mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress.
5. Upon receipt of the written complaint, the Dean of the School of Social Welfare may meet with the complainant and attempt to resolve the problem, or may appoint an Ad Hoc Committee to investigate the complaint. The committee shall make a recommendation to the Dean for resolution of the complaint. The investigation may include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interviews or written statements or documents). The committee's investigation should be concluded and student notified of the outcome within 90 days of initiation of the formal appeal. The Dean of the School of Social Welfare will notify the student in writing of the outcome.
6. **Time Limits:** All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames. The Dean of the School of Social Welfare may extend time limits for good cause upon notice to all parties involved.

### Grievances Concerning Grades

Per University policy, all grades except "Incomplete" and "In Progress" are considered final when assigned by an instructor at the end of a term. Grade changes are not permitted except in the case of clerical or procedural error. Grade changes may not be made on the basis of a reassessment of the quality of the student's work.

### **Grievances about a grade may be addressed as follows:**

1. The student should first meet with the instructor to discuss the grievance and clarify reasons for the grade assignment.
2. If the grievance does not result in satisfactory action, the Coordinator of Academic Programs may mediate the dispute. The Academic Coordinator, however, does not have the authority to require an instructor to change a grade.
3. If the result remains unsatisfactory, the student may address the grievance with the [Campus Ombudsperson](#).
4. If these procedures do not resolve the grievance, the student may submit a formal appeal to the Dean of the School of School Welfare, subject to the conditions outlined below.

### **Formal Grade Appeals**

The only formal challenge of a grade permitted by University policy is when an instructor assigns a grade utilizing non-academic criteria (such as considerations of race, politics, religion, sex, or other factors not directly reflective of performance related to course requirements) or when sexual harassment or improper academic procedures unfairly affect a student's grade.

Formal appeals must be directed to the Dean of the School of Social Welfare, 120 Haviland Hall. The appeal must be accompanied by a written statement indicating the action being appealed, the grounds upon which the appeal is based, the relief requested, and any background information that the student deems pertinent to his or her case. The appeal must be filed with the Dean within two semesters of the alleged offense.

When an appeal is filed, the Dean will appoint an ad hoc Grievance Committee composed of the Chair of the Faculty and two additional faculty members, one of whom shall be from a unit other than Social Welfare, and two students in good standing, appointed by the Social Welfare Graduate Assembly. The Grievance Committee will consider the written appeal of the student; obtain a written response from the instructor; and will provide all parties the opportunity to present additional information orally or in writing. The Grievance Committee will report its recommendations to the Dean as well as to the Berkeley Academic Senate Committee on Courses of Instruction, including minority views, if any.

If the Committee on Courses finds in the student's favor, it may change a failing grade to a P or S, drop the course retroactively, retain the course but eliminate the grade from the GPA, or adopt the letter grade, if any, recommended by four of the five members of the Grievance Committee.

- [Procedures for Grade Appeals Based on the Alleged Use of Non- Academic Criteria](#)

### **Complaints Involving Discrimination**

If a complainant alleges discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department will notify and make referrals as necessary to the appropriate campus compliance officers prior to commencing informal or formal resolution.

### **Graduate Appeal Procedure**

If a student is not satisfied with the resolution of a grievance under the School's procedure, the complaint may be brought to the Graduate Division under the [Graduate Appeal Procedure](#). A formal appeal under this procedure must be received in the Office of the Dean of the Graduate Division within fifteen days of when the student knew or could reasonably be expected to know

of the final decision made by the Dean of the School of Social Welfare in regards to the student's complaint.

## Student Records

Once an admitted applicant submits a Statement of Intent to Register (SIR) to the University, she or he is considered a student whose records are subject to privacy protections governed by the Federal Family Educational Rights and Privacy Act (FERPA) and the Berkeley campus' policies implementing these regulations. Prior to submitting the SIR, a student's records are subject to different privacy protections under the Information Privacy Act.

### Federal Family Educational Rights and Privacy Act Rights

FERPA rules and university policy Berkeley students the following rights:

1. To inspect and review their student records.
2. To have withheld from public disclosure, absent their prior consent, personally identifiable information from their student records.
3. To inspect records maintained by campus offices concerning disclosure of confidential information from their student records.
4. To seek corrections of their records through a request to amend the records, or a request for a hearing to challenge the content of their records, or to include a written statement therein.
5. To file complaints with the Office of the Chancellor or with the U.S. Department of Education regarding violations of the rights accorded by federal law or University policy.

The [Berkeley Campus Policy Governing Disclosures of Information from Student Records](#) defines "public records" which may be released without prior student consent, describes the record access rights of applicants who have not been admitted or enrolled at the Berkeley campus, and describes the conditions under which students may waive the right of access to their records.

**In the School of Social Welfare the following types of information are considered matters of public record:** student name; dates of attendance; major field of study; types and dates of degrees awarded from Berkeley; and name of the most recently attended institution, prior to Berkeley.

Public information about students may be shared with potential and assigned field placement agencies. This information is released, provided it is available, when it is requested in writing. The information is not released if the student requests in writing that it not be disclosed as a matter of public record.

All other records, such as general correspondence, admission applications, and academic transcripts, are considered confidential records. The Academic Coordinator and Graduate Student Affairs Officer are the records custodians for the School of Social Welfare. The following additional persons have access to these records: the Office of the President of the University, the Ombudsperson, and academic and non-academic staff of the School of Social Welfare. Other campus personnel are granted access when it is necessary for the normal performance of their assigned duties. Field placement agencies may obtain information necessary to the assignment and supervision of students in field work placements.

## Procedures for Access to Confidential Records

Students may exercise their right to inspect their own confidential records by making a request in writing to the Academic Coordinator. Access to the records will be provided no later than 45 calendar days after receipt of student's request.

Disclosure to a third party can be made only with the written consent of the student, naming the third party, the records to be released, and the reasons for the disclosure. Under certain exceptions information about confidential records may be released by the School without the written consent of the student; for example by judicial order, to accrediting organizations, for research purposes, or under certain conditions connected with financial aid. In emergency health and safety situations, and at the discretion of the UC Police Department and the Office of the Registrar, disclosure of a limited amount of information may be made to appropriate parties in connection with an emergency when the information is necessary to protect the health and safety of the student or other persons.

## Challenge of Records and Hearing

School of Social Welfare Student Services staff will interpret and explain the information in a student's record upon request. If a student believes that his or her records include data which are inaccurate, misleading, inappropriate, or otherwise in violation of the student's rights of privacy, an appointment should be made with the School's Academic Coordinator to request that the records be amended.

If the student is not satisfied with the result of the appointment, he or she may appeal to the Dean of the School. If the student is still not satisfied, there will be a hearing, presided over by a campus official or other party who does not have direct interest in the outcome of the hearing. The hearing will be within a reasonable length of time and will provide an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the inclusion in the student's records of a written explanation.

## Time, Place and Manner Rules

[Time, Place and Manner rules](#) govern and protect rights of protest on the Berkeley campus. These guidelines are in place to ensure the exercise of free expression does not interfere with campus operations, teaching, student safety, or others' rights of free expression. Free expression is encouraged but must not, interfere with the University operation, teaching and other's rights to expression and may not damage/impede University property.

## Campus Regulations

- UC Property is a public trust, so private property laws apply.
- Non-affiliates must comply with the [non-affiliate rules and regulations](#) set by UCOP

Use of University facilities must be in compliance with law and university policies.

- People may not:
  - Block entrances or impede foot/vehicle traffic;
  - engage in physical abuse;
  - disrupt teaching or administration;
  - possess firearms, firebombs or other weapons;
  - engage in theft/vandalism;
  - climb on or rappel from University buildings or trees;
  - camp or lodge on University property.

- People must comply with the instructions & directions of University officials including University Police and other police agencies called to assist.
- The University House is a residence and activities on and around the property are restricted.

### [UC Berkeley Campus Regulations](#)

#### UCPD Guidelines

- Do not grab, rattle, lean on, move or otherwise disturb physical barricades or barricade tape.
- Physical resistance and assaultive behavior will not be tolerated and will be prosecuted.
- University affiliates have a duty to comply with the directions and instructions of University Police.
- Demonstrations, protests, and acts of civil disobedience may be recorded.
- Obstructing a peace officer in the performance of their duties is a crime.

#### Rules of Conduct in Campus Buildings

The buildings on the Berkeley campus are for appropriate use and enjoyment by students, faculty, staff, and visitors. Per UCPD, The following policies have been established to promote the safety and security of all occupants and visitors:

- Follow all posted building rules restricting use or access.
- Duplicating or distributing keys or card keys without authorization is a violation of the Campus Access Control Policy and is punishable under the California Penal Code.
- Assisting unauthorized access to buildings or propping open exterior doors in violation of building security policies is a violation of the Campus Access Control Policy.
- Lodging overnight except in residential facilities or for academic purposes is prohibited.
- Adhere to all campus fire safety rules (available from the Campus Fire Marshal or Building Coordinator) including prompt, orderly evacuation in case of alarm.
- Intentionally initiating a false fire alarm is a violation of California Penal Code Section 148.4a punishable by a \$1,000 fine or one year jail sentence.
- Disrupting classroom, administrative, or other University sponsored or approved activities can result in citations by UCPD, enforcement by the Student Conduct Office, and/or expulsion from the campus.
- Consistent with its emphasis on health and environmental protection, the University of California, Berkeley is tobacco-free effective January 1, 2014, meaning the use of tobacco, smokeless tobacco, or unregulated nicotine products (i.e. “e-cigarettes” is strictly prohibited in indoor and outdoor spaces owned or leased by UC Berkeley. In addition, the sale and advertising of tobacco products on UC Berkeley-owned or-leased property is not permitted.
- Riding mopeds, bicycles, skateboards, rollerblades, or skates is prohibited in buildings or on walkways where hazards could be created by their use. In accordance with fire marshal policy, vehicles may not be stored in any public spaces, hallways, corridors, or stairwells, or attached to railings. Bicycles may be stored in non-public space sanctioned or authorized in buildings by departments or Building Coordinators/Managers.

- Animals (except laboratory animals or those assisting disabled persons, or as otherwise specifically authorized by departments or Building Coordinators/Managers) are not to be brought into buildings.
- Use of campus or departmental bulletin boards must be authorized by the department or by the Building Coordinator/Manager.
- Tampering, misuse, abuse, or destruction of emergency equipment or other University property is a violation of Penal Code Sections 148.4 and 594(b).

# Academic and Student Support Resources

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## Academic Computing and Research Resources

### [The Social Research Library](#)

The Social Research Library, located on the second floor in 227 Haviland Hall, consists of approximately 35,000 volumes and 200 active serial titles. The Social Research Library serves the research needs of the School of Social Welfare, and provides a research base for the four research units affiliated with the School, researchers from related disciplines, as well as local social workers, alumni, and the general public.

The Library also provides a foundation for the School's thriving doctoral program, and it serves as an academic home base for the students in the masters' program. Services include:

- Printing
- Scanning
- Course reserves
- Laptop computer loan program
- Research help.

Your Cal 1 Card serves as your library card to check out material. For more information on Library hours and services please see the [Social Research Library website](#).

### [Software Central](#)

Software Central offers software to UC Berkeley faculty, staff and students. Many products available through this site are provided free of charge; for example, Berkeley has signed a campus license agreement to provide the most commonly used Microsoft software to all faculty, staff, and students. You can also download Adobe Creative Cloud, statistical software packages and more. You must be an officially registered student to access the products available on Software Central.

### [D-Lab: Social Sciences Data Laboratory](#)

D-Lab provides campus-wide, cross-disciplinary resources for researchers in data intensive social science. Resources and services include in-depth consulting and advising, access to staff support, and training and provisioning for software and other infrastructure needs.

### [Social Science Matrix](#)

UC Berkeley's flagship institute for social scientific research. Drawing on Berkeley's strength in the disciplinary social sciences, Matrix offers a collaborative environment designed to promote new interdisciplinary research questions and to incubate creative new transdisciplinary research programs.

### [UC Berkeley Library Data Lab](#)

The Data Lab offers consultations on research involving numeric data, including finding and recommending data sources and advising on technical data issues such as file format conversion, web scraping, and basic statistical software use. The Lab also provides workstations with analytical software such as ArcGIS, Stata, SAS, SPSS, Stata, R, and Python.

### [X-Lab](#)

Cal's Experimental Social Science Laboratory is an on-campus lab for conducting computer-based experiments of interest to social scientists. It offers PhD students attractive laboratory facilities, development of infrastructure for mobile field experiments, and administrative support.

## Business Cards

Doctoral students may place orders for and purchase official campus business cards directly through the UC Print Storefront. A valid CalNet ID and @berkeley.edu email address are required. UC Berkeley University Relations also requires all student business cards be approved by an Administrator/Supervisor for the department. This is to ensure the information is correct for the department.

### How to Order Business Cards

1. Go online to the UC Print Storefront: <http://campuslifeservices.ucsf.edu/ucprint/>.
2. In the drop-down menus, for affiliation select "UC Berkeley" and for identity select "UC Berkeley Students." Then click the Enter button.
3. Click link and button for Order Business Cards.
4. Complete all required fields in the Contact Information and Supervisor Contact Information windows. For supervisor contact enter the following:  

Lorretta Morales  
[lmorales@berkeley.edu](mailto:lmorales@berkeley.edu)  
(510) 643-96670
5. Enter the data for the business card. Per University Relations regulations business cards can only be printed with a no address option or a department address. **NO HOME ADDRESSES WILL BE PRINTED.**
6. Once you submit the order, it is forwarded to the department "supervisor" listed on your order for review and approval. You will receive a communication from the UC Print Storefront asking for your payment details when the order is ready to go into production.

## Campus Centers and Groups of Interest

### [Alcohol Research Group](#)

Research on alcohol-epidemiology, treatment, and policy. Offers a weekly seminar on alcohol research during school year and pre-doctoral and post-doctoral fellowships.

### [Cal Corps Public Service Center](#)

CBPR, campus-community partnerships, AmeriCorps, leadership development

### [The Center for Race & Gender](#)

Thursday forums & annual conference on race and gender scholarship

### [Center for Science, Technology, Medicine & Society](#)

Colloquia, invited speakers, cross-disciplinary

### [Community-Engaged Scholars](#)

Lectures and events related to CBPR

### [Institute for the Study of Societal Issues](#)

Research center on societal issues

### [Restorative Justice Committee](#)

Hosts RJ-related talks and activities

### [The Thomas Henderson Center for Social Justice](#)

Research and symposia related to social justice and law

### [UC Berkeley Center for Labor Research and Education](#)

Great resource for research; they have a great library on Channing Street

## Campus Safety

The UC Berkeley campus is situated in an urban environment, and though campus areas are relatively safe, the campus is not immune to crime. As a member of the UC Berkeley community, you can help contribute to the safety of your Bear Territory by learning what you can personally do to keep things safe for yourself and others, how to report instances of crime or dangerous occurrences, and the best ways to secure your property when on campus.

The University of California Police Department at Berkeley (UCPD) holds law enforcement authority on campus property, and employs community policing strategies to prevent crime on and around campus properties.

★ **To contact the UC Police Department:**

Dial 911 from any office or campus pay phone or dial (510) 642-3333 from your cell to request emergency assistance while on campus.

- ★ For non-emergencies you can reach UCPD at (510) 642-6760, by email to [police@berkeley.edu](mailto:police@berkeley.edu), or on the web at <http://police.berkeley.edu>

Here are some important actions you can take to increase your safety and reduce your risk of crime:

- **Review [UCPD's Resource Guide for Campus Safety](#).**
- **Utilize Night Safety Services:**  
UC Berkeley offers comprehensive free night safety services made up of BearWalk escort, night shuttle buses, and a door-to-door service. The time of day determines what services are available. BearWalks are available from dusk to 4:00am, night shuttles run

on routes from 7:30 to 4am and the door-to-door service is available from 4am until 5:30am. For details please see <http://nightsafety.berkeley.edu/>.

- **Prevent theft:**  
Theft is the most common crime on campus and it is usually a crime of opportunity. [Review Tips for theft Prevention](#).
- **Report crime:**  
UCPD strongly encourages the reporting of criminal or suspicious activity in a timely manner to assist in intervening in potential criminal activity and apprehending suspects. To learn more please see [How to Report Crime](#).

## Nixle Notification

Nixle provides real-time, relevant public safety and service information directly to communities, residents and businesses. UCPD utilizes Nixle to provide timely notification of such situations as Crime Alerts, Clery Notifications, areas where Law Enforcement actions are taking place or other pertinent activities that may directly affect you. By default, members of the UC Berkeley community are subscribed to receive Alerts, Advisories and Community messages:

- **Alerts** involve situations when UCPD would like our campus community and the public to be aware of situations that require more immediate attention. For example, UCPD may issue an alert regarding a fire on or near campus.
- **Advisories** typically notify recipients about events that could affect their movements around the campus or city of Berkeley. For example, UCPD may issue an advisory regarding criminal activity in the area.
- **Community messages** focus on areas such as crime prevention or events taking place within our local area. For example, we may issue a community message about a demonstration taking place that could potentially disrupt campus routine.

## WarnMe Emergency Alert Service

WarnMe is the campus-wide emergency warning system. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message, or email — you choose the best ways to reach you. By default WarnMe will send a message to your official email address in the CalNet directory (typically your berkeley.edu address). To receive WarnMe emergency warnings via any other method, such as by text or phone, you must provide those addresses or numbers on the [WarnMe Contact Information page](#).

WarnMe is part of the campus's emergency communications system. In all emergencies, natural disasters and other crises, information will be posted on the campus home page, [berkeley.edu](http://berkeley.edu), and on the backup off-site emergency website at [emergency.berkeley.edu](http://emergency.berkeley.edu). It will also be recorded on the off-site, toll-free emergency number (1-800-705-9998), campus radio station (KALX 90.7 FM at [kalx.berkeley.edu](http://kalx.berkeley.edu)), and posted to @UCBerkeley Twitter at [twitter.com/#!/UCBerkeley](https://twitter.com/#!/UCBerkeley) and at UC Berkeley Facebook at [facebook.com/UCBerkeley](https://facebook.com/UCBerkeley) accounts.

## Haviland Hall

Haviland Hall, located on the central north end of campus, is the home of the School of Social Welfare. Most Social Welfare classes, along with the School's administrative, research, and faculty offices, and the Social Research Library, are located in Haviland. The Commons Room on the first floor serves as a student lounge area and is available to all.

## Building Hours and Accessibility

The building is generally open during the week from about 7:30 a.m. until 7:00 p.m., or until the last evening class dismisses. Building hours and access may be restricted on weekends and between sessions. No one should be in the building after 9:00 p.m. without advance approval.

Haviland Hall is wheelchair-accessible from the northwest entrance (closest to Hearst Avenue) on the basement level.

## Doctoral Student Office & Computing Space

**Room 13** is the designated Doctoral Student Office. Work space is available for general use on a first-come, first served basis. Lockable file cabinets are available. Doctoral students can check out a key from the Receptionist in Room 120 Haviland Hall for use of the room and for file cabinets. This key must be returned to the Receptionist at the end of each semester.

**Room 312** is used by current GSIs for holding office hours and course preparation only. No individual desks are assigned and a sign-up sheet is posted at the beginning of each semester.

For students who need a private space to conduct in-person or telephone interviews as data collection for doctoral dissertations, a room is available on a first-come, first-served basis every semester. Students may request access to the office space by contacting the Receptionist.

**Room 16 computing space** is open for use by students and scholars working on their student research or for research on a Center for Social Services Research project. The space is available for students to perform work that supports the research mission of the school. The bank of computers along the northern wall of the Center are unreserved and available for use by any researcher while computers along the western wall are reserved for specific CSSR projects. Please contact Joshua May at [joshlmay@berkeley.edu](mailto:joshlmay@berkeley.edu) if any questions or issues about the space arise.

Security is a major concern for all campus buildings and you are asked to lock the door whenever you leave any of the office spaces, even for brief periods.

## Emergency Assembly Area

In case of emergency the assembly area for Haviland Hall is on the far north side of the building on the path leading to the bridge over Strawberry Creek (beyond the Nathan Grove). Do not gather at the back parking area as emergency vehicles will be parking there. At any time the building is evacuated, please proceed immediately to the nearest exit, and follow the road or path around Haviland Hall to the assembly area. Floor Monitors will help guide you.

## Haviland Hall Room Reservations and Usage Rules

To reserve a room for a meeting or an event, see the Receptionist & Scheduler in 120 Haviland Hall. Rooms 2, 4, 5, 10, 15, 201 and 309 are available for reservation. All other rooms in Haviland are General Assignment Classrooms controlled by the Registrar's Office.

- Each room has a capacity specified by the campus -- please reserve a room that can hold all attendees expected for your event, within the allowable room capacity. Having more people at an event than the capacity of the room allows is not permitted because of potential safety issues.
- Please DO NOT take chairs from other rooms. If the room is re-arranged for the event, please put it back the way it was BEFORE you leave.

- If food and drink are being served at the event and there is a spill, clean it immediately and notify the Front Desk. Please make sure that all food and drink-related trash is completely cleared from the room after use.

## Wireless Network Access

Haviland Hall has full building coverage on the campus AirBears wireless network. We strongly recommend the more-secure AirBears2 option for accessing the campus Wi-Fi network. Visit [AirBears online](#) for information on how to set up and connect to the AirBears wireless network.

## Health and Wellness

University Health Services: The Tang Center  
2222 Bancroft Way (510) 642-8000

University Health Services ([UHS, aka The Tang Center](#)) provides comprehensive medical, mental health and health promotion services to all Cal students. Spouses and domestic partners of Berkeley students may also use UHS on a fee-for-service basis. Students can use all services at the Tang Center whether or not they have the Student Health Insurance Plan.

### Student Health Insurance Plan (SHIP)

All registered students at the University of California are required to meet the university's health insurance mandate as a condition of enrollment. All registered UC Berkeley graduate students are automatically enrolled in the [Berkeley Student Health Insurance Plan \(SHIP\)](#) as a way to meet this mandate. Berkeley SHIP is a comprehensive major medical insurance plan, providing medical, counseling, prescription, vision and dental services. SHIP premiums are included in assessed student fees. Students can choose to waive SHIP if they can show acceptable evidence of comparable coverage. For more information about how to use SHIP or for details about how to waive SHIP, please visit the [SHIP Program](#).

### Counseling and Psychological Services at the Tang Center

Counseling and Psychological Services ([CPS](#)) provides a variety of services for students to help with personal, academic, career, and crisis concerns. Professional counselors are available at the Tang Center, as well as at several satellite offices, which offer access specifically for graduate students. Graduate student-specific groups and workshops focus on managing stress, anxiety, and depression, with support groups for graduate women and men.

All graduate students are eligible for CPS services, regardless of their insurance coverage. A maximum of up to eight sessions is offered per academic year. The first five sessions are offered at no charge. If you need longer term counseling or specialized services, CPS can facilitate connecting you to mental health providers in the community, and where sliding additional scale and low fee options are available.

### Cal Recreational Sports

[Cal Recreational Sports](#) is dedicated to enhancing the knowledge, wellness, fitness, personal skills and quality of life for students, faculty, staff, and the community. By providing facilities, programs, activities and the opportunity for cooperative and competitive play, Recreational Sports teaches life-long fitness skills, leadership, management, interpersonal skills, and helps to balance the stress of studying and working in a rigorous academic environment.

The cost of Cal Rec Sports student membership is now included in all current UC Berkeley students' registration fees. Rec Sports offers a complete package of fitness and recreational activities, from individual and group classes to massage therapy and personal training; all designed to help you meet your fitness and recreational goals. Cal Rec Sports student membership includes access to the following facilities: [Golden Bear Rec Center](#); [Hearst Gym](#); [Recreational Sports Facility \(RSF\)](#); [Stadium Fitness Center](#); and the [Strawberry Canyon Rec Area and Pool](#).

## Housing

Housing options for Berkeley graduate students fall into three general categories: university-owned and operated housing; group housing alternatives, and off-campus housing. Some options and additional resources to consider for graduate student housing at Berkeley are listed below.

[Cal Housing](#) offers University-owned and operated listings exclusively for graduate students, with or without families. Options include:

- [The Ida Louise Jackson Graduate House](#): located one block from campus on College Avenue and reserved for single graduate students. Consists of shared apartments that are furnished and have single-occupancy bedrooms, shared bathroom, kitchen facility, and living/dining room area. Rents are per-person and are determined by apartment size. Utilities (including water, garbage, electricity, data line and basic cable) are included.
- [The Manville Apartments](#): unfurnished single studios, located three blocks from campus at Shattuck Avenue and Channing Way. Utilities include basic cable and Internet data line; students pay for electric service.

The [Cal Rentals](#) listing service provides a wide selection of housing and roommate listings; message boards; access to off-campus housing listings for students; counseling; and additional information on finding housing.

[Berkeley Student Cooperatives](#) are student-run, non-profit cooperatives that provide low-cost housing opportunities off-campus in surrounding communities.

### [Graduate Assembly Housing Guide: Best Practices for Finding Housing](#)

This comprehensive guide provides advice to graduate students on how to navigate the local rental market on a student budget. The guide will also help you understand the nature of the local housing market, determine what you can afford, retain stable housing, and get involved in housing advocacy.

## Parking and Transportation

Berkeley is a busy urban campus and parking near campus is severely limited. The University encourages use of public transit whenever possible. Berkeley is well-served by public transit, and many students walk or bike to campus. The Downtown Berkeley BART (Bay Area Rapid Transit) train station is just 1½ blocks west of the Berkeley campus on Shattuck Avenue. San Francisco Bay Area Transit Information (<http://511.org>) provides schedules for, and information about, major Bay Area public transportation systems, including AC Transit, BART, San Francisco MUNI, and Caltrain.

### AC Transit Class Pass

All currently registered students are entitled to a Class Pass sticker. The Class Pass sticker provides unlimited ridership privileges on all AC Transit bus lines (including the Transbay lines to and from San Francisco) and campus shuttles. Class Pass fees are included in the mandatory Berkeley Campus Fee paid by all registered students. Once officially registered, students can pick up a Class Pass sticker any time during the semester at the Cal 1 Card Office located in Lower Sproul Plaza.

## BearTransit Shuttle

Your Class Pass is also valid on the BearTransit campus shuttle service, which operates 11 lines to and around popular campus destinations nearly 24 hours a day, including service to BART. Shuttle schedules are available on board and on the [Parking and Transportation website](#).

## Parking Permits

Students who live at least two miles from campus can purchase parking permits. To manage local demand, parking permits are strictly enforced on campus and in the surrounding neighborhoods. If you drive to campus every day, you can save money by purchasing a prepaid student permit for a full semester. If you drive to campus only occasionally, you can purchase a Daily Student Fee Lot Permit that will allow you to park in student lots. Night and weekend permits also are available. To purchase a permit, check current parking fees, or obtain a parking map, visit the [Parking and Transportation website](#).

## Student Parent Resources

### Berkeley Parents Network

Extensive web-based resource containing thousands of pages of recommendations and advice contributed by members of the [Berkeley Parents Network](#), a parent-to-parent email network for the community of parents in the San Francisco Bay Area, including Berkeley student parents.

### Breastfeeding Support Program (BFSP)

The [Breastfeeding Support Program \(BFSP\)](#) is sponsored by the Wellness Program for Faculty & Staff (formerly known as Health\*Matters). The BFSP serves faculty, staff, students, and their spouses/domestic partners. Access to [lactation rooms on campus](#) is through free registration with the BFSP. Haviland Hall is close to two campus lactation rooms, one in Moffitt Library and one in Giannini Hall. After you have registered and identified the preferred building with a lactation room, you will be provided the access code and specific directions.

### Child Care

#### [Back-Up Child Care for UC Berkeley Student Parents](#)

Registered student parents, on a “first come, first served” basis as long as funding lasts, are eligible for up to 60 hours per year of highly-subsidized back-up child care from a leading nationwide provider of care services.

#### [Child Care: University Early Childhood Education Program](#)

The University Early Childhood Education Program serves registered Berkeley student parents with children from three months to seven years old. Priority is given to families with children currently enrolled in the program and then to low-income families with child care needs (generally, parents must be in school full time or working). Student families eligible for subsidy pay fees on a sliding scale, based on family income and family size. Some full-fee spaces are also available. Parents are asked to participate at the childcare centers one to two hours per

week. Spaces are limited. Applications are accepted year-round, but admissions process begins mid- May for the fall semester and mid-November for spring semester.

### [Student Family Housing](#)

Student Family Housing is available to married students and students with a domestic partner, with or without children, and to single student parents.

## Student Support Services

### Disabled Students Program (DSP)

The Disabled Students Program ([DSP](#)) offers a wide range of services for graduate students with disabilities, including federal and state legally mandated services and accommodations for eligible students with verified disabilities. Services for students are individually designed, and based on the specific needs of each student as identified by DSP Disability Specialists. All students are encouraged to access services through the DSP as needed.

DSP students who need academic accommodations must have Letters of Accommodation on file. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. Students who know in advance that they may wish to utilize DSP accommodations for a given semester should be evaluated by the DSP office within the first few weeks of the semester. It is important for students to initiate the Letter of Accommodation process early to give adequate time for arranging accommodations. If help is needed to complete the online application, request assistance by contacting [dsp@berkeley.edu](mailto:dsp@berkeley.edu).

### Gender Equity Resource Center

The [Gender Equity Resource Center \(GenEq\)](#) is a UC Berkeley campus community center committed to fostering an inclusive Cal experience for all. GenEq is the campus location where students, faculty, staff and alumni connect for resources, services, education and leadership programs related to gender and sexuality. The programs and services of the Gender Equity Resource Center are focused into four key areas: Women; Lesbian, Gay, Bisexual, & Transgender (LGBT); Sexual & Dating Violence; and Hate Crimes & Bias Driven Incidents.

### Graduate Professional Development (GPD)

The Graduate Division's Graduate Professional Development ([GPD](#)) supports Berkeley's students throughout their graduate studies as they explore career options and develop the skills sought by employers in a wide range of sectors. The GPD Center is located in 309 Sproul Hall. GPD collaborates with graduate program faculty, student groups, and staff networks to offer activities that help graduate students recognize potential career paths, set professional development goals, and build skills vital to a variety of careers, both within and beyond the academy. GPD connects graduate students with programs offered by the [GSI Teaching & Resource Center](#) and [Graduate Writing Center](#), as well as campus partners such as the [Graduate Assembly](#), the [Career Center](#), and others.

### Ombuds Office

The [Ombuds Office](#) provides informal and impartial conflict resolution services. The Ombudsperson operates as a designated neutral and independent agent of justice in University-related matters, including academic as well as administrative concerns. All matters referred to this office are held in strict confidence. The only exception, at the sole discretion of the Ombudsperson, are cases where there appears to be imminent threat of serious harm. Contact the Ombuds Office at (510) 642-5754.

