

A decorative flourish consisting of several overlapping, curved lines in shades of gray, starting from the left and looping around the word 'Literature'.

THE DEPARTMENT OF  
**Literature**  
Graduate Program

HANDBOOK  
2023-2024

UNIVERSITY OF CALIFORNIA  
SANTA CRUZ

REVISED SEPTEMBER 22, 2023

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# INTRODUCTION

Welcome to graduate study in the Department of Literature at the University of California, Santa Cruz. We hope that you will find this guide useful as you navigate the university bureaucracy and work to fulfill our program's requirements.

This handbook is intended as a supplement to other informational materials, such as the Division of Graduate Studies Graduate Student Handbook (see the URL below), the UC Santa Cruz Student Policies and Regulations Handbook, the UCSC General Catalog, the TA Handbook and TA Training Reader. It is important that whenever you have questions, you consult your faculty advisor, the Graduate Program Director, or the department's Graduate Program Coordinator. Please read your handbook and keep it readily accessible. This document is designed to answer your questions and to save you time.

**Entering first-year students**, please see sections on "Establishing California Residency" (Appendix A) and "Enrollment Procedures" (Appendix B) at the end of the Handbook.

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## Important Websites:

Department of Literature	<a href="http://literature.ucsc.edu">literature.ucsc.edu</a>
Graduate Division	<a href="http://graddiv.ucsc.edu/student_affairs">graddiv.ucsc.edu/student_affairs</a> (Current Student, Applications & Forms)
Graduate Handbook	<a href="http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/">graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/</a>
TA Handbook	<a href="http://graddiv.ucsc.edu/current-students/pdfs/ta-handbook.pdf">graddiv.ucsc.edu/current-students/pdfs/ta-handbook.pdf</a>
Literature Class Search	<a href="http://literature.ucsc.edu/courses">literature.ucsc.edu/courses</a>
Student Portal	<a href="http://my.ucsc.edu">my.ucsc.edu</a>

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## Ph.D. PROGRAM

Normative time to degree in the Ph.D. program is seven years. The minimum matriculation requirement is six terms, including three at UC Santa Cruz, and a minimum of one term between advancement to candidacy and the awarding of the Ph.D. Please see the Graduate Division's page on [Academic Requirements and Standards](#).

To maintain satisfactory academic progress and eligibility for fellowships and other benefits, students must:

- Complete required coursework in the first two to three years, enrolling in a minimum of 30 units per year (and passing a minimum of 25 units per year before Advancing to Candidacy);
- Satisfy the department's non-English language requirement;
- Advance to candidacy by the end of the fourth year; this entails having passed the qualifying examination (QE), normally during the third year or fall quarter of the fourth year; and preparing a dissertation prospectus;
- Complete the dissertation by the end of the seventh year.

### M.A. en route to Ph.D.

Ph. D. students who have completed the required coursework may apply to receive a Master's Degree in Literature en route to the Ph.D. by successfully completing the Literature Ph.D. qualifying examination OR writing a Master's thesis under the supervision of a faculty advisor and two committee readers. Students should file an [Application for the Master's Degree with Graduate Division](#) by the end of the second week of the quarter in which the degree is to be awarded. For the Master's thesis option, they should submit a copy of the signed title page of the thesis to the department's Graduate Coordinator in order to verify completion of requirements three weeks before the Graduate Division deadline.

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## M.A. PROGRAM

The Master's Degree in Literature is intended primarily for students who plan to transfer to a Ph.D. program at another institution. The M.A. is granted to students upon completion of (1) eight graduate courses (the Proseminar and seven other seminars) and (2) an exit requirement. Requirements for the M.A. degree typically cannot be completed in one year but must be completed by the end of the student's second year. Minimum residency requirement for the M.A. degree is three terms, two of them at UC Santa Cruz.

The department does not normally provide financial support to M.A. students, including TAs. Some departments on campus outside of the Humanities Division (which reserves TAs for doctoral students) hire M.A. students from Literature, so we urge our students to apply for TAs in other programs and departments.

M.A. students interested in applying for TAs are encouraged to enroll in the Pedagogy of Literature course (Literature 201), which is offered every fall quarter.

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## ACADEMIC ADVISING

### Advisors

Entering students are assigned a faculty advisor based on the interests expressed in their application statements. Over the course of the first year, students should meet regularly with their advisors (formalized as the 2-unit course LIT 291F) to decide on course selection and other matters related to developing their field of study/areas of concentration (see below) and general preparation. Students should direct general questions about requirements, procedures, and deadlines to the Graduate Program Coordinator. Students at the end of their first year should reflect on who their advisor should be in the following years in consultation with faculty. See the Graduate Program Coordinator for help in facilitating the change and to ensure all records are properly updated.

Beyond the first year, students in the coursework phase of the program continue to meet regularly with their faculty advisors (enrolling in LIT 291F each quarter) in order to devise study plans and develop their areas of concentration. Concentrations may be defined by a period, a national literature, genre studies, cultural studies, gender studies, performance studies, history and literature, literature and social change, critical theory, world literature, etc. At the same time, students should define their primary and secondary-language literatures. The department regularly offers coursework in English, Spanish, Italian, French, and German. Students interested in working with other languages are accommodated on an individual basis through independent studies and/or coursework at nearby institutions. It is important to remember that the choice of a concentration and of primary/secondary language literatures is directly related to the ultimate choice of a professional specialty. Students whose goal is to prepare themselves for the academic job market are encouraged to consult recent Modern Language Association (MLA) job listings to make informed choices about defining the fields in which they ultimately wish to teach and do research.

### Progress Reports

Each spring quarter, students and faculty advisors meet to review the student's academic progress and direction. The progress report is signed by the faculty advisor and the student, and then returned to the department. A copy is provided to each student.

### Second Year Check-in (for Ph.D. students)

In spring quarter of their second year, Ph. D. students meet with two members of the Graduate Program Committee to review the student's preparation for and progress towards the Qualifying Examination (QE). Students can best prepare for this meeting by drafting preliminary versions of their QE topic statements and bibliography. Discussions are typically open and free-ranging, meant to provide students with outside perspectives and a broader sense of scholarly engagement.

### QE and Dissertation (for Ph.D. students)

After coursework has been completed, the faculty advisor typically doubles as chair of the QE committee and director of the dissertation. Note that, especially at the dissertation stage, it is not uncommon to have co-directors, depending on the breadth of the dissertation topic.

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## Ph.D. COURSEWORK REQUIREMENTS

Before advancement to candidacy (ATC), a full-time course load is constituted by two or three courses at the graduate seminar level (200 course number series) plus two units of advising. It is recommended that students with teaching assignments take two courses per quarter for a total of twelve units per quarter. Those without teaching assignments may take three courses per quarter for a total of seventeen units.

Required courses for the Ph.D. are:

1. Literature 200: The Proseminar, to be taken in fall quarter of the first year. This course is intended to introduce first-year students to trends and issues in literary theory and criticism (the particular focus determined by the instructor). It may also provide guidance on revising papers for publication.
2. Literature 201: Pedagogy of Literature, a one-quarter Teaching Assistant Training course, to be taken prior to or in conjunction with the first Teaching Assistant appointment. This course is taught by the department's TA Trainer (an advanced graduate student with extensive teaching experience) under the general supervision of the Graduate Program Director. The course meets once a week during fall quarter.
3. Literature 291F: a two-unit advising course required each quarter until Advancement to Candidacy. Course numbers affiliated with each faculty advisor are emailed to students at the beginning of each quarter.
4. Graduate Summer Language Program (GSLP) or equivalent (see p. 6);
5. Twelve courses leading to a field or fields of specialization. Six of these must be regularly-scheduled Literature seminars (from the sequence LIT 221-288). Up to two graduate-level courses may be formally approved for transfer from other graduate institutions or programs.<sup>1</sup> Courses transferred from other institutions do not count towards the six required to be within the department.
  - a) One course must focus on pre-modern literature and culture. This course may, but need not, be in their areas of concentration; it may also be used to satisfy one of the non-English-language-literature course requirements (5b).
  - b) A minimum of two courses must be in a non-English language literature
  - c) Pedagogy courses (eg, LIT 201, WRT 203, APLX 235) do not contribute to the twelve course requirement unless they contribute meaningfully to your field of specialization, as determined by the Graduate Director.
6. Three quarters of supervised teaching experience

## Ph.D. CREATIVE/CRITICAL CONCENTRATION

Students apply and are admitted to the Creative/Critical concentration during the normal application process; matriculated students may not transfer into the program once admitted.

### Requirements

The course requirements for the Creative/Critical concentration are the same as those for the regular Ph.D. program with these additions:

5. Of the twelve courses leading to the definition of an area of concentration:  
Four courses must be Creative/Critical Concentration-designated courses (Graduate Creative Writing Studios and Methods and Materials). One of these may be an independent study course

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<sup>1</sup> See Coursework Waiver Petition, p. 6.

in which substantial written work is creative or creative/critical. Courses taken at other institutions may not be used to satisfy this requirement.

6. Of the three quarters of supervised teaching experience, at least two will be in the undergraduate creative writing concentration

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## M.A. COURSEWORK REQUIREMENTS

A full-time course load is two or three courses at the graduate seminar level (200 course number series). It is recommended that students without teaching assignments take three courses per quarter.

The course requirements are as follows. For fuller descriptions, please see Ph.D. Coursework Requirements (p. 4).

1. Literature 200: The Proseminar
2. Literature 291F: two-unit advising course each quarter until required coursework is completed
3. Seven elective courses leading to the definition of a field of specialization. One may be an independent studies course (Literature 296 or 297); up to two courses may be offerings in other departments. All other courses must be from the sequence LIT 221-288.
4. Literature 299: Thesis Research – in conjunction with the writing of a thesis

## INDEPENDENT COURSEWORK – FOR ALL GRADUATE STUDENTS

Independent study courses allow students to work closely on individually defined topics, as agreed upon in advance by the student and the faculty sponsor. This agreement is formalized in the Independent Study Petition, which must be completed and submitted to the department office before an enrollment class number will be issued for the course. Note especially the distinction between [Independent Studies](#) (LIT 293, 296, 297), which may be counted toward satisfaction of M.A. or Ph.D. course requirements until the cap is reached; and [Directed Readings](#) (LIT 295) and Thesis Research (LIT 299), which may not.

- 293 Independent Study: Creative Writing (5 units): Individual study with one professor in the Creative/Critical Concentration. Written work is required. One Independent Study may count toward program requirements for Creative/Critical students.
- 295 Directed Reading (5 units): Directed Readings are intensive reading courses designed for students preparing their qualifying examinations, qualifying examination topics, or dissertation prospectuses. **They do not satisfy any course requirements toward the degree.**
- 295A Studies in English or English translation
  - 295B Studies in a language-literature other than English
  - 295C Studies in Creative Writing

You may enroll in 10 units (2 directed readings at 5 units each) with a single faculty member (normally your QE or dissertation chair) or in 5 units with each of two faculty committee members (especially appropriate if your research preparation is split between two or more fields). In the latter case, you must fill out a separate petition for each.

- 296 Special Student Seminar: For three or more students doing the same independent study with the same professor.
- 296A Studies in English or English translation
  - 296B Studies in a language other than English
  - 296C Studies in Creative Writing

- 297 Independent Study (5 units): Individual study with one professor. **Written work is required.** Indicate on the **Independent Study form** if you are studying a literature in a language other than English. A completed Independent Study Petition requires the instructor's approval, a description of the required work, and the selection of the rubric under which the student will enroll (see above).

Students wishing to receive graduate credit for an undergraduate course taught by a regular member of the Literature faculty may, with the consent of the instructor, enroll in an Independent Study; the course description and requirements listed on the petition should include readings from the undergraduate course, with appropriate graduate-level additions or modifications as agreed upon by the student and the instructor. Students wishing to receive graduate credit for an undergraduate course taught by an instructor who is not a member of the UCSC Academic Senate should consult the Graduate Program Coordinator.

- 297F Independent Study (2 units): Individual study with one professor: written work is required. This 2-unit course may NOT be counted toward program requirements.

- 299 Thesis Research: For Ph.D. dissertation research and writing or M.A. thesis writing only. Class numbers for faculty who are dissertation chairs are emailed each quarter to all Ph.D. and M.A. students. Ph.D. students who have advanced to candidacy and M.A. students who have completed their required coursework may enroll in up to 10 units of thesis research.

- 299A 5 units Thesis Research
- 299B 10 units Thesis Research

## COURSEWORK WAIVER PETITION

Students may petition to have two graduate-level courses completed at other institutions applied to fulfill their degree requirements. The student should submit a [Requirement Waiver Petition](#), approved by the advisor, to the Graduate Program Director for approval, accompanied by a syllabus, copies of written work submitted, and a transcript (may be unofficial) verifying completion of the course.

Exemptions from the Proseminar (Lit 200) are considered only if a student has taken an equivalent or similar course in a graduate program from which they are transferring. The student must supply a syllabus, copies of written work submitted, and a transcript (may be unofficial) verifying completion of the course **to the Proseminar instructor, who must recommend exemption by the second week of fall quarter.** The request for exemption is subject to the approval of the Graduate Program Director.

Students who earned an MA in Literature from UCSC and who are subsequently admitted to the PhD program may waive the Proseminar and Pedagogy course requirements. In addition, they may apply to waive up to three courses, rather than two, of the Ph.D. course requirements.



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## Ph.D. SECOND LANGUAGE-LITERATURE REQUIREMENT

All Ph.D. students are required to be able to read proficiently at least two languages that are integral to their intellectual work, one of which may be English. Ideally, they should have sufficient aural competence and speaking skills to be able to participate in intellectual and creative life in the non-English language; students should identify this target language upon entry to the program, and work with their advisor and the Graduate Coordinator to plan ways to complete this requirement that enhance and expand their course of study. Students are also encouraged to learn or to improve their proficiency in more than two languages.

The language-literature requirement consists of four component parts:

### 1. Graduate Summer Language Program or equivalent

The Graduate Summer Language Program (GSLP), offered in a rotating schedule of languages including Spanish, French, and German, is required of all Ph.D. students; it should be taken either in the summer before entering the program or in the summer between the first and second year. The courses meet for three weeks in late August to early September. The courses carry no academic credit and are not graded. There is no fee. Once they have successfully completed the GSLP requirement, students are welcome to repeat the course in subsequent years, in the same or in a different language.

The GSLP is designed to help students achieve scholarly proficiency in reading and studying non-English texts in the original language prior to undertaking coursework involving texts in that language. Students are assumed to have some prior knowledge of the grammar of the language. Emphasis is on reading knowledge; the course typically focuses on literary, critical, or theoretical texts.

This requirement may be waived by the Graduate Director for students with extensive preparation in a language other than English. Students whose target language is not among those offered in the GSLP may substitute an equivalent language course taken at another institution.

### 2. Coursework in target language

All PhD students are required to take a minimum of two five-credit offerings involving reading texts in a language other than English. Students whose non-English language is Spanish or French normally satisfy this requirement by taking regularly scheduled graduate seminars in Literature; students and instructors should agree in advance whether oral and written assignment will be done in the target language or in English. (To see which Literature seminars fulfill the language requirement, consult the Course schedule.) For students working in German, Italian, Latin, or Ancient Greek, certain Literature graduate seminars will offer an option of completing an appropriate amount of reading in the original language. Some seminars offered in other departments on campus may also be appropriate. Students working in all other languages should seek the department's advice to plan a course of study either on- or off-campus. The general guideline is that 50% of the reading material assigned for a graduate seminar should be in the target language.

With the approval of the Graduate Director, Independent Study courses may also be used to satisfy the language coursework requirement. The general guideline is that 75% of the texts should be in the target language.

### 3. Translation Exam

All Ph.D. students are required to pass a one-hour translation exam; it **may** be taken at any point following the completion of the two required courses, and **must** be taken before the QE. The passage, chosen by the faculty member, normally a member of the QE committee who is designated to oversee the student's non-English-language work, should be relevant to the student's course of study but need not figure

explicitly on the QE bibliography. In cases where no member of the committee works in the designated language, an outside faculty member or an expert from another institution will be asked to administer the exam. The translation should demonstrate a solid comprehension of the ideas presented in the passage, reflecting a basic competence in the grammar, syntax, and vocabulary of the original language. The use of a dictionary is allowed.

With approval from the instructor, the student may substitute for the translation exam a substantial seminar paper or Independent Study paper written in the target language. The Graduate Director may grant other exemptions on a case-by-case basis when provided with evidence of advanced academic proficiency in reading literary, critical, or theoretical texts.

#### **4. Qualifying Examination**

The QE portfolio should incorporate texts in the non-English language in the bibliography, and ideally in the topic statement as well. On the Intent to QE form, the student should identify which member of the committee will oversee the second-language literature work. For more on the QE portfolio, see page 10 of the Handbook.

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## Ph.D. QUALIFYING EXAMINATION (QE)

To maintain satisfactory academic progress, students should pass the qualifying examination (QE) during the third year or fall quarter of the fourth year. Students who enter the program with a Master's degree may take the examination as early as the end of the second year. The examination must take place during the regular academic year (fall, winter, or spring quarters). Prior to taking the examination, the second-language literature requirement must be satisfied and any incomplete grade notations must be cleared from the student's record or may not be counted toward coursework completion.

The examination itself consists of a written portfolio component and a three-hour oral component to be held after the portfolio has been approved by the QE committee and Graduate Program Director. Students are advised to begin compiling components of the QE portfolio (a comprehensive bibliography, an article-length paper, and an examination topic) as early as possible, preferably before the end of the second year. Sample bibliographies are available on the [Literature website](#), contact the Graduate Coordinator for access information. The portfolio is described in greater detail below.

### Constituting the QE Committee

Students should begin constituting their QE committees, in consultation with their academic advisor, in the second year of the program. The qualifying exam committee normally consists of at least four examiners: three from the UCSC Literature Department and one from outside (i.e., from another UCSC department or from another institution). The committee chair usually represents the primary literature or field. **Normally, both the committee chair and the outside member must be tenured faculty (associate or full Professors); the other two members may be tenure-track faculty.**

CREATIVE/CRITICAL CONCENTRATION: At least one member of the QE committee, normally the chair, must be a core faculty member in Creative Writing; at least one departmental member of the committee come from outside the core faculty in Creative Writing.<sup>2</sup>

At least two quarters (preferably earlier) before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisors or committee chairs and file their [Intent to QE form](#) with the Graduate Program Coordinator. Students should notify the committee of the approximate date of the examination (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide members with early drafts of the paper, bibliography, and topic so that their responses and suggestions may be incorporated into the student's revisions. Students and committee members should work together closely to establish clear guidelines for submission of drafts and return of feedback on the paper.

As soon as all QE committee members have agreed to serve and confirmed a date and time, the student should submit the [Committee Nomination of Ph.D. Qualifying Examination](#) form to the department for approval by the Director of Graduate Studies; the department will then forward the form to the Graduate Division for approval.

### Scheduling the QE

In consultation with the Graduate Coordinator, the student will schedule the precise date of the translation exam (if not already satisfied); also consultation with the Graduate Coordinator, the student will schedule the oral component of the QE on a day and time agreed upon by all the members of the QE committee.

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<sup>2</sup> Core faculty in Creative Writing are Christopher Chen, Micah Perks, Jennifer Tseng, Rob Wilson, and Ronaldo Wilson.

## QE Portfolio Approval Process

The portfolio must receive preliminary approval from all members of the committee, be signed by the committee chair, and submitted to the department office for the Graduate Director's approval, preferably six but no later than four weeks prior to the oral exam date. The written portfolio materials may be revised in the period leading up to the oral exam but must be approved at least 4 weeks prior to the exam. The paper will be read and approved by all members of the committee in polished draft form; only minor revisions and minor formatting changes may occur after committee approval.

## QE Portfolio and Oral Component

The qualifying examination has three purposes: to sum up and assess the preparatory phase of the student's training; to assess the student's preparation for future teaching fields; and to prepare the student to undertake a dissertation. It consists of a written portfolio and an oral component.

The QE portfolio for the regular Ph.D. program comprises:

1. A topic statement that defines the student's materials and critical framework for the dissertation. The topic identifies the texts and contexts that will be the focus of the dissertation, as well as the critical approach that will inform the dissertation. Ideally, it will incorporate material in the second language. The topic statement should be approximately 8-10 double-spaced pages, plus a short, specialized bibliography of primary and secondary works excerpted from and/or in addition to the comprehensive bibliography. The selected topic, to be elaborated in consultation with the student's QE committee members, will depend on the student's areas of emphasis.
2. A comprehensive general bibliography of approximately 75-100 works demonstrating chronological and generic range in the student's teaching and research field(s). (This is the field in which the student is "qualified" to teach; see #4 below for examples.) Primary texts, categorized by language, should be cited by date or (where relevant) by specific edition. Secondary works (critical, historical and theoretical texts, including those from fields other than literature) must be cited with full references in a consistent bibliographical style.
3. A paper of journal-article length (approximately 20-25 pages, including notes) and quality (a seminar paper, revised through a Directed Reading, or a freestanding paper, written for a course, an Independent Study, or a Directed Reading).
4. A field statement (no longer than one paragraph) that: names the student's principal professional/teaching field(s) (e.g. American Modernism, Twentieth-Century Latin American Literature, Twentieth-Century U.S. Ethnic Literatures, Seventeenth-Century Transatlantic Literature, The English and European Novel, etc.); describes recent turns or emphases within this field that frame the student's own work; situates the student's own area of investigation within these contexts. It should also indicate whether a student is qualified to teach in a foreign language and which one(s). Please note that this is not a summary of coursework and teaching to date.
5. A brief, preliminary sketch of the dissertation, to be discussed at the end of the oral exam.

Students in the Creative/Critical concentration will meet the requirements of the Ph.D. program Qualifying Examination, except that they submit approximately 25 pages of critical work and 25 pages of creative work OR (b) 25 pages of hybrid creative/critical work. Students are required to write a five-page artist's statement that locates the work in its literary and historical context (this may be separate or included in the topic statement).

## The Oral Exam

The oral examination is based on the portfolio materials. The organization of the three-hour oral examination is left to the discretion of the committee. Typically, the student is first invited to comment or elaborate upon portions of the portfolio and on the structure of the portfolio as a whole. Then, each

committee member is given approximately 20-30 minutes to question the student on the paper, topic statement, and bibliography. Second-language proficiency and use of the second-language literature may be assessed at this time. After being given the opportunity to add final comments, the student is asked to leave the room while the committee confers. When the committee has reached a decision, the student is recalled and given a detailed assessment of both the portfolio and oral parts of the examination. In the case of a passing examination, the committee and student discuss the student's prospective dissertation project, based on the preliminary sketch of the dissertation in the portfolio. In cases of an unsatisfactory examination, strategies for improvement will be discussed. The committee evaluation will assess the student's command of the field bibliography, the originality and scholarly contribution of the portfolio paper, the strength of the writing, and the dissertation plan as reflected in the topic statement and preliminary sketch. In consultation with the committee, the committee chair completes a [Report on Qualifying Exam form](#) for submission to the Graduate Program Coordinator and the Division of Graduate Studies.

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## ADVANCEMENT TO CANDIDACY (ATC)

To maintain eligibility for fellowships, the In-Candidacy Fee Offset Grant (ICFOG), and satisfactory academic progress, students must advance to candidacy within four years of entering the program.

Within one quarter of the qualifying examination, but no later than the end of the fourth year of study, the student submits to the department:

1. A dissertation prospectus, which comprises:
  - a. A title page approved by all proposed dissertation committee members and the Graduate Program Director
  - b. A 10-15-page summary, stating the critical problem or issue addressed in the dissertation, the overall argument and theoretical focus of the project, chapter descriptions, footnotes, and substantive bibliography with complete citations.
2. A completed Nominations for Dissertation Reading Committee form (along with a \$90 fee, to be posted to the student's MyUCSC account).

The dissertation committee consists of at least three faculty members, the majority of whom must be members of the UC Santa Cruz Academic Senate (UC Santa Cruz ladder-rank and Security of Employment faculty). The dissertation advisor, who serves as chair of the committee, must be a tenured member of the Literature faculty; one reader is designated as the primary reader, the other(s) as secondary readers. It is the student's responsibility to obtain evidence of all committee members' approval. Any subsequent changes in the membership of the committee must be approved by the Literature Graduate Program Director and by the Dean of Graduate Studies. Once the Graduate Director has approved the committee, the Literature Graduate Program Coordinator will submit the dissertation committee nomination to Graduate Division. If all other conditions for advancement have been met (see below), the student will advance to candidacy the following quarter.

Advancement to candidacy becomes effective the quarter after the Nominations for Dissertation Reading Committee form is filed and approved. The student will receive a letter from the Graduate Dean verifying advancement. A student who advances to candidacy within normative time will automatically receive the In-Candidacy Fee-Offset Grant (ICFOG) that waives the campus quarterly fees (\$453.70 in 2022-2023 for two calendar years (six consecutive quarters) following advancement. **If a student takes an approved Leave of Absence (LOA) or other non-enrolled quarter after advancement, the ICFOG will be forfeited.**

Timeline: QE to ATC

- Begin to compose QE committee with help from academic advisor in year two
- Complete coursework; remove incompletes before QE can be taken
- Complete second language-literature requirement
- Pass QE (written portfolio review and oral qualifying examination) by end of year three or first quarter of year four
- Complete approved prospectus and constitute dissertation committee in second quarter of fourth year (by spring of fourth year for fee reduction eligibility)
- Submit a Dissertation Prospectus signed by all prospective dissertation committee readers to the Graduate Coordinator for Graduate Director approval
- Submit [Nominations for Dissertation Reading Committee form](#) and ATC fee (\$90 will be posted to the student's MyUCSC account)

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## DISSERTATION

The dissertation is a substantial piece of original research in the field of literature.

A dissertation submitted for the Creative/Critical concentration may take alternative forms:

1. A book-length original creative project—novel, novella, collection of poems, collection of stories, creative nonfiction, or a hybrid/experimental form (including but not limited to digital/new media, performance/performativity/screenplay, the lyric essay) with a critical chapter or chapters totaling at least 75 pages exploring the historical, methodological, and/or theoretical foundations of the creative work; or
2. A dissertation on theory, form, poetics or literary history; a translation of a creative work with a 30-50-page, substantive, critical introduction; a critical edition.

The dissertation committee is composed of three members, with the dissertation advisor acting as chair. The majority of the membership of a dissertation committee shall be members of the Santa Cruz Division of the Academic Senate.

Detailed instructions for the preparation of the dissertation are available on the [Graduate Division website](#).

After advancement to Ph.D. candidacy, students enroll in Thesis Research (Literature 299) each quarter, with the chair of their dissertation committees and/or other committee members as the faculty sponsors. Class numbers are issued each quarter via email to all advanced to candidacy students. It is the student's responsibility to assure that they are enrolled correctly and on time.

To maintain satisfactory academic progress, students should complete their dissertations within three years of advancement to candidacy. Students who go beyond seven years' normative time become ineligible for certain fellowships and must petition for extensions of financial aid eligibility, and justify their continued enrollment to the Graduate Division. A formal Plan of Completion (POC) will be required and must be approved by the student's faculty advisor, Graduate Program Director, and the Dean of Graduate Studies.

### Designated Emphasis

Graduate students may apply for a designated emphasis in programs and departments such as Critical Race and Ethnic Studies, Education, Feminist Studies, History of Consciousness, Latin American and Latino Studies, Philosophy, Politics, Sociology, and the History of Art and Visual Culture, and receive a designated

emphasis on the literature doctoral diploma. (A full listing of programs and departments offering a Designated Emphasis can be found [here](#)). Interested students should review the respective program requirements early in their careers in order to select appropriate courses and make the necessary faculty contacts. When submitting the application for the Ph.D. degree, students must verify with the Graduate Coordinator that the department has received notification of completion of requirements from the appropriate program or department. The request for designated emphasis must be indicated on the application for degree.

### Ph.D. Degree Application

A student must be enrolled or on Filing Fee status during the quarter the degree is to be conferred. Filing Fee status may only be used for one quarter and entails a substantially reduced fee, but entitles the student to file a dissertation only, with no further campus privileges; thus, the dissertation should be essentially complete before applying for Filing Fee status.

→ All Graduate Division petition deadlines are listed on the [Academic Calendar](#). When department approval is required, forms must be submitted to the Graduate Program Coordinator at least one week prior to any Graduate Division deadlines.

By the end of the second week of the quarter, an [Application for the Ph.D. Degree](#), approved by the Dissertation Advisor and Literature Graduate Program Director, must be filed with Graduate Division. If a student plans to use the Filing Fee, the [Application for Filing Fee Status](#) (with the signatures of the entire dissertation committee) and the fee itself (\$188 posted to the student's MyUCSC account) must also be submitted to Graduate Division by this deadline.

**At least six weeks prior to the proposed final submission of the dissertation, a draft of the dissertation, approved by the chair of the dissertation committee, must be submitted to the readers for review and comment.** Then, a final version is submitted to all readers for signatures.

**The student must file the dissertation with Graduate Division by the last day of instruction of the quarter in which the degree is to be conferred. NOTE: in Spring quarter, the deadline for students wishing participate in the Commencement ceremony is approximately one week earlier.** Guidelines for the style and filing requirements of Ph.D. dissertations are detailed in the PDF "[Dissertation & Thesis Guidelines](#)," available on the Graduate Division website.

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### M.A. THESIS

The thesis for a Master's Degree in Literature will be a substantial critical work (typically ranging from 35 to 50 pages, plus a bibliography), written in conjunction with Literature 299. The project must be developed in close consultation with the thesis advisor, who serves as chair of the thesis reading committee, and ultimately be approved by at least two other reading committee members, who are chosen by the student and the advisor.

- The majority of the reading committee must be members of the UC Santa Cruz Academic Senate (ladder-rank and Security of Employment faculty). The chair must be a tenured member of the Literature faculty. At least two of the three members of the committee should be Literature faculty.

Once the student and advisor have chosen the reading committee members and secured their agreement to serve, the student must submit a [Master's Thesis Reading Committee nomination](#) form to the department

office; this form should be submitted as early as possible and in any case no later than the second week of the quarter in which the degree is to be conferred.

### M.A. Degree Application and Department Verification

An [Application for the Master's Degree](#) form must be submitted to the department at least one week prior to the Graduate Division deadline as stated on the academic calendar (normally by the end of the first week in which the degree is to be awarded).

The thesis is approved by all Committee members up to six weeks, but no less than three weeks, prior to the last day of instruction (or Commencement, if the student intends to participate in the ceremony). A copy of the title page, signed by all thesis committee members, must be submitted to the department for verification of completion. The department does not require a copy of the thesis.

**The student must file the thesis with Graduate Division by the last day of instruction of the quarter in which the degree is to be conferred. NOTE: in Spring quarter, the deadline for students wishing participate in the Commencement ceremony is approximately one week earlier.** Guidelines for the style and filing requirements of the M.A. Thesis are detailed in the PDF "[Dissertation & Thesis Guidelines](#)," available on the Graduate Division website.



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## TEACHING APPOINTMENTS

There are three types of academic student employee positions in Literature available to graduate students. → **Students are limited to 18 total quarters of teaching appointments.** This includes all appointments in the department, across campus, and at other UC Campuses (excluding Summer Session). This is a University of California system-wide rule and is *not* subject to the discretion of the department.

- **Teaching Assistantships:** the most common type of appointment, in which the graduate student works closely with the instructor of a course and leads discussion sections and/or reads student work independently. Teaching Assistantships in Literature are normally awarded only to Ph.D. students; however, M.A. students who have completed or are currently enrolled in the Pedagogy course (Literature 201) are eligible in cases of curricular need. (The application process is described below.)
- **Teaching Fellowships:** Teaching Fellows design and teach their own courses. Applicants must be Advanced to Candidacy, or be ready to file the petition to advance to candidacy, by the end of the quarter in which the Call is issued (typically Fall). The department, upon availability of funding, makes three awards, based on merit and other criteria, for the following academic year.
- **Teaching Fellowships in Creative Writing** are available to advanced Ph.D. candidates or Ph.D. students with a Master's Degree (M.A. or M.F.A.) and at least three quarters of college-level teaching experience.
- **TA Trainer Position:** The TA Trainer conducts, under the supervision of the Graduate Program Director, a pedagogy course for entering graduate students and/or first-time TAs. The course meets once a week, usually in fall quarter. A call for applications goes out in winter quarter of the previous academic year. Applicants must be advanced to candidacy. The salary and fee reduction are equivalent to those accompanying a Graduate Student Instructor.
- **Summer Session Instructors:** Literature students may apply to teach undergraduate Summer Session offerings in Literature. Courses are selected by the Undergraduate Program Committee on the basis of undergraduate curricular needs. The call is sent out during Fall quarter preceding the Summer in question. Summer courses do not count toward the 18-quarter teaching limit and carry no additional benefits.
- **Summer Session Teaching Assistants and Readers:** a limited number of positions may become available, subject to summer session enrollments. Teaching Assistant assignments are for 100 hours over a five-week period and may or may not require teaching sections. Reader positions, at a lower pay rate, may be available for up to 100 hours. An application call for Summer Session TA and Reader positions is distributed in mid-May; priority will be given to advanced students in the program. Summer courses do not count toward the 18-quarter teaching limit and carry no additional benefits.

### Applying for Teaching Assistant Assignments

The process of assigning Teaching Assistants in Literature begins in the spring quarter of the preceding academic year. Priority is given to Ph.D. students within their guarantee for support. The department encourages students outside of their guarantee of support to apply to openings in other departments, many of which employ Literature students to supply their TA needs. Occasionally, even students within their guarantee of support may find the content of courses in other departments to be more closely supportive of their academic and/or professional goals.

- TA openings in all departments are typically posted in the [TA Jobs Google Group](#). Use your UCSC email to log in. Join the group to receive all new TAsip postings in your UCSC email. Graduate students may apply for all courses in which they are interested. All applications are sent directly to the hiring department for review.

- TA application process for Literature: the student ranks courses for the upcoming academic year in by level of interest (indicating the quarter in which they will be taking their qualifying examinations or submitting their Dissertations, if applicable). Faculty then rank the applicants who have expressed interest in their course. The department makes every effort to accommodate student and faculty preferences to the extent possible.
- Students should expect to receive at least one assignment per year in Literature 1 and/or Literature 101, the two courses required for the undergraduate major (and comprising about 40% of all Literature TAs in any given quarter). Advanced graduate students should also expect to be assigned to at least one lower-division Literature course (60s or 80s) annually.
- The department submits its assignment recommendations to the Humanities Division, which holds final authority for making appointments. At the end of spring quarter, students receive from the Humanities Division an appointment letter, which they must accept in writing in order to guarantee the appointment. NOTE: changes in undergraduate enrollments and other eventualities may necessitate the reassignment of TAs from one course to another. While the department makes every effort to minimize inconvenience to both teaching assistants and faculty, TA assignments ultimately serve, and are dictated by, the needs of the undergraduate curriculum.

### Independent Teaching for Other Departments

Some independent teaching opportunities may be available in college core courses and in other departments at UCSC. Students must meet the requirements of the hiring departments, and may be appointed as Associates-In or Teaching Fellows, depending upon whether they are advanced to candidacy. Of special relevance to Literature students:

- **Writing Program Graduate Student Instructor Positions.** Registered graduate students with a Master's Degree (or equivalent) who have completed a one-quarter course in the theories and practices of teaching college-level writing (WRIT 203) for academic credit are eligible to apply for Graduate Student Instructor (GSI) positions in the Writing Program. Students meeting the requirements can respond to the call for instructors, typically sent during spring quarter for appointments in during the upcoming academic year. All appointments and applications are handled by the Writing Program.
- **Language Program Graduate Student Instructor Positions:** Registered graduate students in Literature with an interest in second-language pedagogy may apply for Graduate Student Instructor (GSI) positions in the Department of Languages & Applied Linguistics. Subject to curricular need, applications are invited for students with strong language skills and cultural competence in the following languages: Chinese (Mandarin), French, German, Ancient Greek, Hebrew, Italian, Japanese, Latin, Portuguese, Russian, or Spanish. Students selected for these positions must take a one-quarter course on the theory and methods of second-language teaching (LAAD 201) for academic credit. This course will include opportunities to observe and participate in teaching relevant classes and to prepare and provide individual course lessons and materials for those classes. After completing LAAD 201, students teach independent sections of beginning language classes under the continued guidance of a faculty mentor. A call from the Department of Languages & Applied Linguistics is sent out via email to solicit applications as the need arises. Successful applicants will be called for an interview with members of the Languages & Applied Linguistics Department faculty. Graduate students interested in serving as GSIs are advised to take LAAD 201 as early as possible in their careers so as to be prepared when opportunities for this teaching arise.
- **Reader positions:** may become available during the academic year through other departments. (See also Summer Session Literature Readerships, above). Assigned responsibilities may include: grading of student work, including homework, papers, laboratory reports, and exams; attending lecture or labs; and meeting with your supervisor. Responsibilities exclude tutoring or leading classroom activities. Reader positions are paid at a lower rate than Teaching Assistant and graduate student

instructor positions and do not include additional benefits. They do not count toward the 18-quarter teaching cap and can often be held in tandem with a teaching position, with permission from the Division of Graduate Studies.

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## OTHER FUNDING OPPORTUNITIES

In addition to teaching appointments, funding opportunities for continuing graduate students include:

**Graduate Student Researcher (GSR):** There are two salary levels for pre- and post-ATC (Advanced-to-Candidacy) studies. Faculty members who have research funds may propose to hire a graduate student to do research. GSR appointments vary in percentage of time; since graduate students are allowed to work a maximum of 20 hours a week, students do not normally hold a GSRship concurrently with a TAship.

**Literature Department Research and Travel (R&T) Awards:** R&T awards cover expenses for activities such as presenting papers at conferences, traveling offsite to do archival or library research, or intensive (usually summer) language study. Calls are issued twice a year. These awards are capped at \$600 for domestic travel and \$1,200 for international travel. All graduate students are eligible but only registered students qualify for payment of the awards. To ensure direct payment of these awards, please refer to the [Student Business Services webpages](#).

**Literature Department QE Fellowships:** Funds permitting, department awards a limited number of one-quarter QE fellowships to free students from teaching obligations as they prepare their QE portfolios. The call is issued in Winter quarter for the following academic year.

**Literature Department Dissertation Fellowships:** Funds permitting, the department awards a limited number of one-quarter dissertation fellowships to free students from teaching obligations in order to make progress on their dissertations; they may *not* be held concurrently with dissertation-year fellowships. The call is issued in Winter quarter for the following academic year.

**UC President's and Chancellor's Dissertation-Year Fellowships:** These year-long fellowships are administered by the Graduate Division. The Literature Department selects nominees from among the applicants to the Literature Department Dissertation Fellowship.

**The Humanities Institute (THI) Dissertation Fellowships:** THI offers one-quarter fellowships on a competitive basis. A call goes out annually for the following year. For more information visit the THI website: <https://thi.ucsc.edu/>. THI also offers modest research and travel grants to graduate students, as well as summer and year-long internship programs called "Public Fellows". The Humanities Institute Website maintains a rolling list of opportunities and deadlines at <https://thi.ucsc.edu/funding/> > Graduate Student Funding.

**Other Fellowships:** Various campus-wide opportunities are advertised widely via email throughout the year. If there are changes to your contact information, always immediately update your contact information in your [MyUCSC portal](#). The Department encourages students to apply for **Extramural Funding**, ranging from short-term library fellowships to language study abroad, to major fellowships for dissertation research and writing. The departments forwards via email and posts in the graduate student computer lab and mailroom notices it receives for external fellowships and teaching opportunities.

→ If you obtain a teaching position or funding from any source other than the Literature Department, please notify the Graduate Program Coordinator immediately to ensure the position or award is properly reported to the Division of Graduate Studies for stipend and benefits dispersals.

**Pivot** combines the most comprehensive, editorially maintained database of funding opportunities worth an estimated \$44 billion with our unique database of 3 million pre-populated scholar profiles, drawing from Community of Scholars and Community of Science profiles. Click [here](#) to set up an account.

## APPENDIX A: ESTABLISHING CALIFORNIA RESIDENCY

Students entering the program from out of state are advised to establish their California residency during their first year in order to avoid out-of-state tuition assessment in subsequent years in the program. To establish California residency, you must be continuously, physically present in California for more than one year (366 days) immediately prior to the residence determination date (generally the first day of classes) and intend to make California your home permanently. You can demonstrate your intention to stay in California by relinquishing legal ties to your former state and establishing legal ties to California.

Steps you should take upon arrival to California and during the first year:

1. Remain in California when school is not in session
2. Register to vote in the California elections
3. Designate your California address as permanent on all school and employment records
4. Obtain a California driver's license or identification card within 10 days of settling in California. (If you've never had a driver's license in any state, then obtain a California identification card)
5. If you have a car, obtain a California motor vehicle registration within 20 days of settling in California
6. Work in California and file California resident income tax forms from the date of entry into the state. Income earned outside California after that date must also be declared in California
7. Establish and maintain active bank accounts in California banks and close out-of-state accounts
8. Surrender all out-of-state identification (including driver's license)
9. Establish a permanent home in California where your belongings are kept

You will need to relinquish out-of-state institutional ties and demonstrate intent while simultaneously meeting the physical presence requirement.

These measures help to constitute proof that is required for becoming a resident. They do not guarantee that a person will be classified as a resident: each case is reviewed individually. In spring quarter, students will need to complete a new Statement of Legal Residence (SLR). Students required to complete the SLR will be prompted on the To Do List in their MyUCSC portals. Students are also advised to make an appointment with the [Residency Deputy](#) at the Registrar's office to review the application for California resident status. Continuing students must submit a [Petition for Change of Legal Residence Status](#) to the Residency Deputy by the filing deadline.

For more information regarding residency, refer to the [UC Residence Policy and Guidelines](#).

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## Appendix B: Enrollment Procedures

### Course Load Requirements

In the Department of Literature, a full time course load for Ph.D. or M.A. students is 12 units of graduate work (including LIT 297, 299, and/or upper-division undergraduate course work taken for graduate credit). No graduate student is permitted to enroll for more than 19 units without prior approval from the Graduate Program Director. Part-time students can enroll for 5-8 units of graduate and/or upper-division undergraduate course work taken for graduate credit.

A Ph.D. candidate who is advanced to candidacy is required to enroll in a minimum of 5 units.

The default enrollment for graduate courses is Satisfactory/Unsatisfactory; IN GENERAL, WE RECOMMEND THAT STUDENTS NOT REQUEST LETTER GRADES.

Students are responsible for meeting the deadlines on the [Academic Calendar](#) for enrollment. In order to enroll, students must be registered (i.e., registration fees must be paid or deferred for payroll deduction).

Enrollment is done online through the student portal, which uses numerical codes (class numbers) to identify courses each quarter. For individual studies courses, request a class number from the Graduate Program Coordinator.

- It is particularly crucial for International Students to enroll on time and in a full academic course load in order to maintain visa status.
- Domestic students who have loans from previous years should determine if their lending agencies will continue repayment deferments if they are not enrolled full-time.

### Priority/Open Enrollment

The enrollment period begins near the middle of the preceding quarter and ends approximately three weeks after the quarter starts.

- By the **Minimum Credit Limit Enforced date**, usually two weeks before instruction begins, **students must be enrolled in at least one course (a minimum of 5 units) or any fellowship or financial aid will be placed on hold and a \$50 late fee will be assessed.**
- After the enrollment period has expired, enrollments for that quarter cannot be changed. Students who do not complete the courses in which they are enrolled will receive an F or U on their transcripts. If a student is not enrolled in a course, that course—regardless of work completed—will not appear on the transcript and cannot be counted towards the required coursework. To avoid problems, **students should verify their enrollments *before* the Add By Petition deadline.**

### Add/Drop/Swap

Deadline to process enrollment transactions is approximately three weeks after instruction begins. Students may enroll in a course the day after the first class meeting, and Independent studies at any time during this period.

### Add by Petition:

During this period courses may be added through the Office of the Registrar. A \$10 fee applies. First time enrollments are assessed a \$50 late fee.

The Enrollment Help Line is (831) 459-4412.