

GRADUATE PROGRAM HANDBOOK

2016-2017



UNIVERSITY OF CALIFORNIA
SANTA CRUZ

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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 you consult your faculty advisor, the Graduate Program Director, or the department's Graduate Program Coordinator whenever you have questions. Please read your handbook and keep it readily accessible. This document is designed to answer your questions and to save you time.

Important Websites

You are invited to visit the following websites:

Department of Literature	http://literature.ucsc.edu
Graduate Division Applications & Forms	http://graddiv.ucsc.edu/student_affairs (Current Student, Forms,
Graduate Handbook	http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/
TA Handbook	http://graddiv.ucsc.edu/current-students/pdfs/ta-handbook.pdf
Literature Class Search	http://literature.ucsc.edu/courses/index.php
Student Portal	http://its.ucsc.edu/myucsc/

Literature Graduate Contact Information

Deanna Shemek

Department of Literature Chair
Phone: 831-459-2716
Email: shemek@ucsc.edu

Sandra Yates

Graduate Program Coordinator
Phone: 831-459-4126
Email: syates1@ucsc.edu

Mary Allen

Department Assistant
Phone: 831-459-4778
Email: litdept@ucsc.edu

Karen Bassi

Director of Graduate Studies
Phone: 831-423-7617
Email: bassi@ucsc.edu

Stephanie Casher

Department Manager
Phone: 831-459-4129
Email: scasher@ucsc.edu

Ph.D. PROGRAM

Normative time to degree in the Ph.D. program is seven years. An approved Leave of Absence (LOA) from the program is not counted when calculating normative time. 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;
- Satisfy the department's second language requirement;
- Pass the qualifying examination (QE) during the third year or fall quarter of the fourth year;
- Complete a dissertation prospectus and advance to candidacy by the end of the fourth year;
- Complete the dissertation by the end of the seventh year.

M.A. en route to Ph.D.

Requirements to receive a Master's Degree in Literature en route to the Ph.D.:

- Complete the required coursework;
- Successfully complete the Literature Ph.D. qualifying examination OR write a Master's thesis under the supervision of a faculty advisor and two committee readers;
- 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: 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.

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) the equivalent of nine seminars of graduate level study in literature 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 Teaching course (Literature 201), which is offered every fall quarter.

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), or two courses and a teaching assignment. It is recommended that students without teaching assignments take three courses per quarter.

Required courses for the Ph.D. are:

- 1) Literature 200: The Proseminar, to be taken in Fall Quarter of the first year;
- 2) Literature 201: Pedagogy of Literature, a one quarter Teaching Assistant Training, to be taken prior to or in conjunction with the first Teaching Assistant appointment.
- 3) Literature 291F: two-unit advising course each quarter until ATC
- 4) The Literature Department's intensive three-week Graduate Summer Language Program (GSLP) or equivalent (e.g. an independent study focused on translation or on literary study in the language of interest with a faculty member proficient in that language);
- 5) Twelve courses leading to the definition of an area of concentration
 - a) One course must focus on pre-1750 literature and culture
 - b) Two courses must be in a second-language literature (three are recommended)
 - c) Up to three courses may be Independent Studies (numbers 296 or 297)
 - d) Up to three courses may be graduate seminars offered by other departments (in exceptional cases, one additional course may be requested by petition)
- 6) Three quarters of supervised teaching experience

Ph.D. SECOND LANGUAGE REQUIREMENT

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 follow lectures and participate in seminars delivered in both languages (with the exception of Ancient Greek and Latin which require reading proficiency only). To help students achieve this goal, the department offers a minimum of two Graduate Summer Language Program seminars (GSLP) every year, as well as travel and study funds, for which students may apply. In addition, faculty will encourage and advise students to apply for extramural funding. Available languages and ways to gain or demonstrate competency: English, French, German, Ancient Greek, Italian, Latin and Spanish. Students interested in working with other languages are accommodated on an individual basis through independent studies and coursework at nearby institutions.

Course Requirements

The language requirement consists of three component parts: coursework in the target language, the QE translation exam, and dissertation (if possible, the second-language literature should be incorporated into dissertation research). Ph.D. students are required to take A) the GSLP or equivalent and B) a minimum of two graduate courses in which the student reads 50% or more of the texts in a second language. In the case of independent studies or group-initiated seminars, 75% of the primary texts must be in the second language. Such independent studies should not replicate existing graduate courses and must be approved by the Graduate Program Director.

Students are also encouraged to learn or to improve their proficiency in more than two languages. Students working in European pre- and early modern fields, for example, are strongly encouraged to learn Latin or other appropriate languages.

Graduate Summer Language Program

The Graduate Summer Language Program (GSLP) is offered by the Literature Department each summer, with a rotating schedule of languages. The GSLP is required of all Ph.D. students and recommended for MA students to enhance their language skills for applying to doctoral programs and may be taken either before they enter the program or during the summer between the first and second year. The goal of the course is to help students achieve scholarly proficiency in studying non-English texts in the original language. Students are assumed to have some prior knowledge of the language. The courses meet for three weeks in late August to early September. (Precise dates and course offerings are announced during spring quarter.) The courses are free to all graduate students; they carry no academic credit and are not graded. The department records successful completion of the course. The course may be repeated.

Qualifying Examination

Students are expected to incorporate texts in two or more languages, studied in the original, into their QE portfolios (in the bibliography and the topic statement). One of these languages may be English. Before the QE, the student will do a translation selected from the student's bibliography that will require no more than an hour to complete. A dictionary may be used. Exemption from the translation exam may be made for native speakers and students teaching in the language program.

Ph.D. CREATIVE/CRITICAL WRITING CONCENTRATION

Creative/Critical Writing Concentration Overview

Entering students complete all the requirements for the Literature Ph.D. with the addition of a creative/critical component to their degrees in the form of original creative work in poetry, prose fiction, creative non-fiction or hybrid/cross genre, with a critical introduction and, if desired, work in poetics, translation, form and/or critical writing focused on creative practices.

Requirements

The general requirements for all Ph.D. students apply to the Creative/Critical Writing concentration, with two additional elements for the concentration only:

- 1) The Proseminar, Literature 200
- 2) Literature 201: Pedagogy of Literature
- 3) Literature 291F: two-unit advising course each quarter until ATC
- 4) The Literature Department's intensive three-week Graduate Summer Language Program or equivalent
- 5) Twelve courses leading to the definition of an area of concentration:
 - One course must focus on pre-1750 literature and culture
 - Two courses must be in a second-language literature (three are preferable)
 - Up to three courses may be Independent Studies (numbers 296 or 297)
 - Up to three courses may be graduate seminars offered by other departments (in exceptional cases, up to one additional course may be requested by petition)

Creative/Critical Writing Concentration only

Of the twelve courses a total of four courses must be Creative/Critical Concentration-designated courses (Graduate Creative Writing Workshops and Methods and Materials)

- 6) Three quarters of supervised teaching experience; at least two will be in the undergraduate creative writing concentration
- 7) A qualifying exam portfolio (includes an oral component)
- 8) A prospectus outlining and defining the dissertation project
- 9) A dissertation (written in conjunction with Literature 299, Thesis Research)

Qualifying Examination and Dissertation

At least one member of the QE committee, normally the chair, must be from among the participating core faculty in Creative Writing, and at least one departmental member of the committee will not be from among the core faculty in Creative Writing. Students in the concentration will meet the requirements of the (revised) Ph.D. program Qualifying Examination (see Qualifying Exam Portfolio Guidelines, pp. 9-11), with the choice to substitute original creative work for the Qualifying essay requirement. This work may also be a hybrid creative/critical work.

Ph.D. candidates in the Creative/Critical Writing concentration may choose one of two options for the dissertation:

- 1) A book length original creative project—novel, novella, collection of poems, collection of stories, creative non-fiction, or a hybrid/experimental form (including but not limited to digital/new media, performance/performativity/screenplay, the lyric essay) with a substantial critical chapter of at least 75 pages that locates the work in its literary and historical contexts; OR
- 2) A dissertation on theory, form, poetics or literary history; a translation; a critical edition.

Creative/Critical Writing Concentration Faculty

The following faculty are core Creative/Critical Writing Concentration mentors:

Christopher Chen
Tyrus Miller
Micah Perks
Rob Wilson
Ronaldo Wilson
Karen Tei Yamashita

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:

- 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 an area of concentration:
 - a) One may be an independent studies course (Literature 296 or 297)
 - b) Up to two courses may be offerings of other departments
- 4) Literature 299: Thesis Research – in conjunction with the writing of a thesis

COURSEWORK – FOR ALL GRADUATE STUDENTS

The Proseminar– Literature 200

This course is intended to introduce first-year students to trends and issues in literary theory and criticism (the particular focus is determined by the faculty member offering the course.) It also provides guidance on revising papers for publication. Students are expected to attend and participate in every class meeting.

Pedagogy of Literature Workshop– Literature 201

The Pedagogy of Literature workshop is required of all Literature Ph.D. students and recommended for all MA students in their first year. The department's TA Trainer, an advanced graduate student with extensive teaching experience, conducts the training under the general supervision of the Graduate Program Director. The course meets once a week throughout fall quarter. The TA Trainer is also available during winter and spring quarters for any teaching problems or concerns that new students may encounter.

Pre-1750 Course Requirement

Ph.D. students must enroll in a designated pre-1750 course as one of the required seminars. Students may, but need not, take this pre-1750 course in their areas of concentration, and they may use it to satisfy one of the second-language literature requirements.

Independent Studies

Independent Studies allow students to work closely with professors on individually defined topics, which are agreed upon by the student and the sponsor of the course. 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.

The types of individual studies for graduate students are:

293 **Independent Study: Creative Writing (5 units):** Individual study with one professor: in the Creative/Critical Writing Concentration. Written work is required. Up to three Independent Studies may count toward program requirements. A Directed Reading (Lit 295) must be used for QE topic preparation or dissertation prospectus writing.

295 **Directed Reading (5 units):** Directed Readings are intensive graduate reading courses. They *do not* satisfy any course requirements toward your graduate degree. They are **designed for pre-thesis or pre-dissertation research**, for example, for students **preparing their qualifying examinations, qualifying examination topics, or dissertation prospectuses.**

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 members (appropriate if your research preparation is split between two or more fields). If you are enrolling in Directed Readings with more than one faculty member, you must fill out a separate petition for each.

- 295A Studies in English or English translation
- 295B Studies in a language other than English
- 295C Studies in Creative Writing

- 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. Up to three Independent Studies may count toward program requirements. You will need to indicate on the Independent Study form if you are studying a language other than English. A Directed Reading (Lit 295) must be used for QE topic preparation or dissertation prospectus writing.
- 297F **Independent Study (2 units):** Individual study with one professor: written work is required. This 2-unit course may not be included among the three Independent Studies that count toward program requirements.
- 299 **Thesis Research:** For Ph.D. dissertation research and writing only or M.A. thesis writing.
- 299A 5 units Thesis Research
 299B 10 units Thesis Research

A completed Independent Study Petition requires the instructor's signature, a description of the required work, and the selection of the rubric under which the student will enroll (see above). An undergraduate course may be taken for graduate credit as an independent study, with all requirements described on the petition. Students should not enroll in the undergraduate course itself, only in the independent study. Once a completed form is submitted, the department issues a class number. The class numbers will be emailed along with a scanned copy of the completed Independent Study Petition for your records.

Thesis Research (299) class numbers are issued by the department. Class enrollment numbers associated with 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 a ten-unit thesis research section for full time students or a five-unit section for part time students.

Literature 291F: Advising

All students must enroll in Literature 291-F with an academic faculty advisor each quarter until they are advanced to candidacy. Course numbers affiliated with each faculty advisor are sent via email to students at the beginning of each quarter. Two units are earned.

Enrollment Procedures

PLEASE NOTE: IT IS GENERALLY ADVISABLE FOR STUDENTS NOT TO REQUEST LETTER GRADES. Enrolling in a course allows the instructor to enter a Satisfactory or Unsatisfactory grade and, at the student's request, to provide a narrative evaluation of the student's work. At UCSC, enrollment is accomplished online through the student portal, which uses numerical codes, known as class numbers, to identify courses each quarter. Class numbers for individual studies are obtained from the department. In order to enroll, students must be registered (i.e., registration fees must be paid or deferred for payroll deduction.)

There are different periods during which students can enroll in courses (listed below). Students are responsible for meeting the deadlines on the [Registrar's Academic and Administrative Calendar](#) for enrolling. There is ample time for assuring correct enrollment.

After the enrollment periods have expired in any quarter, enrollments for that quarter cannot be changed. If the transcript does not reflect the student's coursework, problems will ensue at the end of the quarter. If students are enrolled in courses they are *not* taking, they will receive an F or U on their transcripts. If they are *not* enrolled in a course they *are* taking, that course will not appear on the transcript and cannot be counted towards the required coursework. The instructor will also not be able to enter an evaluation of the student's performance into his or her academic record. **Therefore, it is extremely important for students to verify they are enrolled correctly before the final Add By Petition deadline each quarter.**

Priority/Open Enrollment: The enrollment period begins near the middle of the preceding quarter, and ends approximately 3 weeks after the quarter starts. Students must be enrolled in at least one course by the Minimum Credit Limit Enforced date which occurs before the start of the quarter; if not, any fellowship or financial aid will be placed on hold.

Minimum Credit Limit Enforced: Graduate students must be enrolled in a minimum of 5 units usually two weeks before instruction begins.

Graduate Student Enrollment and Fee Payment Deadline: Deadline to be enrolled in the minimum required units of study. Senate Regulations state that the regular course load for a full-time graduate student is 15 units of graduate and/or upper-division undergraduate course work taken for graduate credit, including any 297 or 299 units for which the student may enroll. The minimum course load for a full-time graduate student is 10 units of graduate and/or upper-division undergraduate course work. Part-time students can enroll for 5-8 units of graduate 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 Representative or Graduate Program Director of her or his department.

Graduate students **must** be enrolled in at least **one 5-unit course for credit** (not just a TAship) during this period, or a \$50 late fee will be assessed.

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.

Add/Drop/Swap: Deadline to process enrollment transactions is approximately 3 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

COURSEWORK WAIVER PETITION

Students who have completed graduate coursework at other institutions may petition to have two courses applied to fulfill their degree requirements. Once the [Coursework Waiver Petition](#) has been approved by the adviser, this form, along with a syllabus for the relevant course, should be submitted to the Graduate Program Director for approval.

Exemptions from the Proseminar (Lit 200) are granted only in exceptional circumstances. The instructor must recommend exemption by the second week of fall quarter of the student's first year, and the Graduate Program Director must then approve the exemption. Exemption from the Proseminar will only be considered if a student has taken a similar course in a graduate program from which he or she is transferring. Before recommending such an exemption, the instructor will require a syllabus of the course the student wishes to substitute for Literature 200, and copies of the student's written work for that course.

Ph.D. QUALIFYING EXAMINATION (QE)

To maintain satisfactory academic progress, students must complete course requirements, pass the qualifying examination, submit an approved dissertation prospectus to the department, and register their dissertation committees with Graduate Division by the end of the fourth year.

QUALIFYING EXAM PORTFOLIO GUIDELINES

The qualifying examination, which consists of a written portfolio and an oral component, 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.

Students should begin constituting their QE committees in consultation with their academic advisors in the second year of the program. The examination should be taken during the third year or during the fall quarter of the fourth year of graduate study. Students who enter the program with a Master's degree may take the examination as early as the end of the second year. Prior to taking the examination, any incomplete grade notations must be cleared from the student's record, and the second-language requirement must be satisfied.

The oral examination is based on the portfolio materials: an article-length paper, a comprehensive field bibliography covering the student's area(s) of interest, and a topic statement (with specialized, shorter bibliography) that develops and defines a particular approach to selected issues in the field or fields. The portfolio also includes a short field statement and a preliminary sketch of the dissertation. Students should begin to compile the comprehensive bibliography, to draft the paper and to compose the examination topic as early as possible, preferably before the end of the second year. Sample bibliographies are available on the department's website. Contact the Graduate Coordinator for access information.

QE Committee

At least two quarters, but 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. 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 are asked to work closely with their committees to establish clear guidelines for submission of drafts and return of feedback on the paper.

The qualifying exam committee normally consists of at least four examiners: three from the department and one from outside the UCSC Literature Department (from another UCSC department or a department at another institution). The committee chair usually represents the primary literature or field. 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.

The [Intent to QE form](#) should be submitted to the department at least 90 days before students intend to QE. [The Intent to QE form](#) should be accompanied by the [Committee Nomination of Ph.D. Qualifying Examination](#) form and is submitted to the department Graduate Program Director for approval. Once approved, students submit the form to the Graduate Program Coordinator, who then forwards the nomination form to the Graduate Division.

In consultation with the Graduate Coordinator, the student will schedule the precise dates of the translation and oral components of the examination. It is up to the student to schedule the oral examination for a day and time that fits the schedules of all the members of the QE committee. Students should contact the Graduate Coordinator in advance for room availability. The portfolio must be preliminarily approved by the committee and then reviewed by the Graduate Program Director prior to scheduling the oral and translation examination dates. In order to avoid delay in the translation exam and to allow scheduling the oral with maximum lead time, it is understood that the written portfolio materials may be revised in the period leading up to the oral exam but must be considered final at least 4 weeks prior to the exam.

QE Approval Process

The QE portfolio (bibliography, topic, paper, field statement and dissertation sketch) must be approved by all members of the QE committee, 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 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 Preparation

In advance of the qualifying examination, the student prepares:

- 1) 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.
- 2) A topic statement, incorporating the second-language literature, 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. 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.
- 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.

Translation Exam

All Ph.D. graduate students are required to pass a translation exam before the QE. Upon request, students who have served as GSIs in the Language Program may be exempted from this requirement. The translation exam must be taken before the oral examination.

The passage to be translated (which should require no more than an hour to translate) will normally be selected by the member of the student's QE committee who is most familiar with the foreign language material. In cases where no member of the committee works in the designated language, an outside expert (from another department or another institution) will be asked to administer the exam. The passage should be relevant to the student's field of study but need not figure explicitly on the QE bibliography.

The student has one hour to complete the translation and may use a dictionary. 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. A polished translation is not the goal. Once the translation exam is completed, the [Report on Language Requirement](#) form must be approved by the committee chair(s) and then submitted to the Graduate Program Coordinator, who will then forward the completed form to the Graduate Division.

Logistics of the Qualifying Examination

The examination must take place during the regular academic year (fall, winter, or spring quarters). 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 Graduate Program Director.

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. The committee chair must

complete the [Report on Qualifying Exam form](#) and submit to the Graduate Program Coordinator for submission to the graduate division.

DISSERTATION PROSPECTUS AND COMMITTEE NOMINATION

A dissertation prospectus (of approximately 10-15 pages, including chapter descriptions, footnotes and bibliography) is the final departmental requirement for advancement to candidacy (the last step before writing the dissertation) and ideally grows directly out of the preparation for and successful completion of the QE.

The dissertation committee consists of at least three faculty members. The majority of committee members must be members of the UC Santa Cruz Academic Senate (all ladder-rank and Security of Employment UC Santa Cruz faculty are Academic Senate members). The dissertation advisor is the chair of the committee; one reader is designated as the primary reader, and the other(s) secondary readers. The department and the Dean of Graduate Studies must approve a change in the membership of the committee.

Within one quarter of the qualifying examination, but no later than the end of the fourth year of study, the student will prepare a dissertation prospectus, which must include the following:

- 1) Approved title page signed by ALL proposed dissertation committee members and the Graduate Program Director;
- 2) 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.

Approval by all committee members of the prospectus is required. Signatures are required on the title page (see Appendix for sample). Students must submit a completed [Nominations for Dissertation Reading Committee](#) form and fee (\$90 to be posted to the student's MyUCSC account) when submitting the prospectus to the department. Upon Graduate Director approval, the Graduate Program Coordinator will submit the dissertation committee nomination. If all other conditions for advancement have been met (see below), the student will advance to candidacy the following quarter. It is the student's responsibility to obtain evidence of all committee members' approval. If a committee member is unavailable for written signature(s), students may request electronic approval from committee members, collect them with email headers of faculty into one email, print them out and submit them in this form with the prospectus. Please do not have faculty email separately to the Graduate Director or Graduate Program Coordinator.

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 4 years of entering the program*. An approved Leave of Absence (LOA) is not included in this 4-year count.

A student advances to candidacy for the Ph.D. degree in Literature when the following conditions are met:

- The student passes the qualifying examination;
- A passing [Report on Qualifying Examination](#) and [Report on Language Requirement](#) form have been received by the Graduate Program Coordinator. The student completes a Dissertation

Prospectus, approved by all dissertation committee members and the Graduate Program Director;

- A [Nominations for Dissertation Reading Committee](#) form has been approved by the Graduate Director and the Graduate Dean;
- There are no “Incompletes” on the academic record.

Advancement to candidacy becomes effective the following quarter. The Graduate Dean sends a letter to the student verifying advancement. After advancement to Ph.D. candidacy, students enroll in Thesis Research (Literature 299) each quarter, with the chairs of their dissertation committees 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 he or she is enrolled correctly and on time.

Once a student advances to candidacy within normative time s/he will automatically receive the In-Candidacy Fee-Offset Grant (ICFOG) that waives the campus quarterly fees (\$358 in 2016-2017) for two calendar years (6 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 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).

DISSERTATION

To maintain satisfactory academic progress, students should complete their dissertations within three years of advancement to candidacy. Students who go beyond seven years 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.

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.

Ph.D. Degree Application

A student must be registered 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.

By the end of the second week of the quarter, an [Application for the Ph.D. Degree](#) form must be filed with Graduate Division (requires Dissertation Advisor and Graduate Director approval). 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 (\$179 posted to the student's MyUCSC account) must also be submitted to Graduate Division by this deadline. The student must file the required dissertation copies and forms with Graduate Division by the last day of instruction of the quarter in which the degree is to be conferred (except for Spring degrees when participation in commencement is desired; then the deadline is approximately one week earlier). Guidelines for the style and filing requirements of theses and dissertations are detailed in a PDF, "[Dissertation & Thesis Submission](#)," available on the Graduate Division website.

All Graduate Division petition deadlines are stated on the [Academic and Administrative 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.

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: <http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda%20/designated-emphasis-policy/index.html>). 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.

M.A. THESIS

The thesis for a Master's Degree in Literature will be a substantial critical work, written in conjunction with Literature 299. Typically, a thesis will range in length from 35-50 pages, plus a bibliography. The project must be developed in close consultation with the thesis advisor, who is also chair of the thesis reading committee, and it must 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 (all ladder-rank and Security of Employment UC Santa Cruz faculty are Academic Senate members.) The chair must be a tenured literature faculty member. Two of the three members of the committee should be literature faculty.

After obtaining faculty agreement to serve as committee members, the student must submit a [Master's Thesis Reading Committee nomination](#) form to the department office no later than the second week of the quarter in which the degree is to be conferred. Upon Graduate Director approval, the department will submit the committee nomination to the Graduate Division.

Guidelines for the style and filing requirements of the M.A. Thesis are detailed in a PDF, "[Dissertation & Thesis Submission](#)," available on the Graduate Division website.

M.A. Degree Application

An [Application for the Master's Degree](#) form must be filed with the Graduate Division by the end of the second week of the quarter in which the degree is to be awarded. All requirements for the degree must be completed by the last day of instruction of the same quarter (except for spring degrees when participation in commencement is desired; then the deadline is approximately one week earlier). Applications for the degree must be submitted to the department at least one week prior to the Graduate Division deadline as stated on the academic calendar.

Department Verification

When the Master's thesis is approved, up to six weeks, but no less than three weeks prior to graduation, 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.

Only advanced Ph.D. candidates qualify or PhD students who entered the program with either an MFA/MA in Literature or a closely related field.

TEACHING APPOINTMENTS

There are two types of teaching appointments that graduate students may hold.

The most common appointment is a Teaching Assistantship, in which the graduate student works closely with the instructor of a course and leads discussion sections and/or reads student work independently. Normally Literature Teaching Assistantships are awarded only to Ph.D. students, but M.A. students who have completed the Pedagogy course (Literature 201) are eligible in cases of curricular need.

Teaching Fellow appointments give students the opportunity to design and teach their own courses. These are awarded, upon availability of funding, on a merit basis to a small number of advanced Ph.D. candidates.

Additional Teaching Fellowships in Creative Writing are available to advanced Ph.D. candidates or Ph.D. students with a Master's Degree and two years of college-level teaching experience.

Although there is a departmental procedure for applying for graduate-student teaching appointments, the Dean of Humanities has sole hiring authority. Therefore, discussions with faculty and staff about openings and possibilities do not constitute an official commitment. It is only when students receive an appointment letter from the Humanities Division that an appointment is official. To complete the process, students must accept the appointment in writing.

Teaching Assistant Assignments

The process of assigning Teaching Assistants begins in the spring quarter of the preceding academic year. Priority for assignment is given to Ph.D. students with multi-year support offers and those with fewer than 12 quarters of teaching assignments already accrued in Literature. The department encourages students with over 12 quarters of teaching assignments to apply to openings in other departments, many of which rely upon students from Literature to supply their TA needs. TA openings in all departments are posted on the [Graduate Student Employment](#) page. Use your UCSC email to log in. Join the group to receive all new TAs hip 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.

The Literature Department's TA application process requires the student to apply for 5 different courses per quarter and rank them in order of preference. Students should also expect to be assigned to assist in Literature 1 and/or Literature 101 at least once per year. These two courses are required for the undergraduate major and comprise about 40% of all Literature TA openings in any given quarter. Advanced graduate students should also apply to teach at least one lower-division Literature course annually (60s or 80s).

Student teaching preferences are kept confidential. After the deadline to apply, the Graduate Coordinator provides each member of the faculty with the names of the applicants, their applications, and access to the students' CVs. Graduate students indicate on the preferences worksheet the quarter they will be taking their qualifying examinations or submitting their Dissertations. Faculty rank the applicants and submit their preferences to the Graduate Coordinator. Every effort is made to take student and faculty preferences into account, but this is not always possible. The Graduate Coordinator will then seek the approval of the Graduate Program Director before submitting the TA assignment recommendations to the Humanities Academic Human Resources department.

The Humanities Division issues an appointment letter electronically at the end of spring quarter each year and the student must either accept or decline the entire year's offer. Acceptance guarantees the student a position. However, changes in undergraduate enrollments may necessitate the reassignment of TAs for specific courses. In making last-minute changes to the assignments, every effort is made to minimize inconvenience to teaching assistants and faculty. Ultimately, however, the Teaching Assistant assignments serve, and are dictated by, the needs of the undergraduate curriculum.

Teaching Fellowships

Advanced Ph.D. candidates or Ph.D. students with a Master's or MFA Degree and two years of college level teaching experience (teaching assistantships included) qualify for these appointments.

Normally, and pending available funds, the department recommends three advanced graduate students, selected by competition, for Teaching Fellow appointments for the following year. The students will design and teach their own courses, with minimal faculty supervision. The salary is slightly higher than the other teaching appointments, and the department or division pays the student's registration fees for the quarter.

Teaching Fellowships in Creative Writing

Advanced Ph.D. candidates or Ph.D. students with a Master's or MFA Degree and two years of college level teaching experience (teaching assistantships included) qualify for these appointments.

Summer Session Instructors

The call for Summer Session Instructors is sent out during the fall quarter of the preceding year. Literature graduate students are invited to apply to teach Summer Session undergraduate offerings in Literature. Courses are selected on the basis of undergraduate curricular needs.

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. 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. Sections of beginning language classes will be taught independently by GSIs under the continued guidance of a faculty mentor.

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.

A call from the Department of Languages & Applied Linguistics is sent out via email each year to solicit applications. 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.

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 may apply for Graduate Student Instructor (GSI) positions in the Writing Program.

Once they have met the requirements described above, graduate students can apply to teach Writing 2 during the spring quarter for appointments in the following year, via the Graduate Division's TA, Associate In, and Teaching Fellow application procedure.

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.

Limits to Teaching

No graduate student will be allowed to hold over 18 quarters of teaching appointments. This includes all appointments across the campus with titles described above, including appointments held in Master's Degree programs at UCSC. Summer Session teaching is not included in the count. There are no exceptions to this university-wide rule.

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 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 [Residence 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](#).

ACADEMIC ADVISING

Advisors

The Graduate Program Director consults with first-year students to assign them faculty advisors in their first year. Students may select a different faculty advisor at any time. If a student wishes to initiate a transfer, he or she should inform the Graduate Program Coordinator, who will aid the student in the process of informing the faculty involved.

During the coursework phase of the program, students should consult regularly with their faculty advisors 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. Students are also expected to define both a primary-language literature and a secondary-language literature. Primary or secondary concentrations are available in English/American, French, and Spanish/Latin American/Latino literatures. German, Italian, Latin, and Ancient Greek are available for secondary concentrations only. Students interested in working with other languages are accommodated on an individual basis through independent studies and coursework at nearby institutions.

In choosing areas of concentration, students are strongly advised to consider the fields in which they ultimately want to teach and do research. In order to better understand the realities of the job market, they are also urged to consult recent Modern Language Association (MLA) job lists. It is important to remember that the choice of a concentration is directly related to the ultimate choice of a professional specialty.

When preparing for the qualifying examination (QE), students generally select a faculty member in their primary area of concentration to chair their examination committee. The chair of the QE

committee must be tenured and may also, given the student's preference, chair the dissertation committee.

Progress Reports

Each spring quarter, students and faculty advisors meet to review the student's academic progress and direction. To facilitate these meetings, the Graduate Program Committee (GPC) reviews the academic progress of all students and, in some cases, makes recommendations that are sent to faculty advisors. 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.

OTHER FUNDING OPPORTUNITIES

In addition to the teaching appointments described above, the Literature Department and the Graduate Division have other funding opportunities for continuing graduate students. These include, but are not limited to:

Graduate Student Researcher (GSR): There are some opportunities to be a GSR. All graduate students are eligible; there are two salary levels depending on whether or not the student is advanced to candidacy. Normally, a faculty member may propose to hire a graduate student to do research (if the faculty member has research funds for this purpose); the appointment comes through the Humanities Division. 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 while they have a TAship. Work done for a less-than-50%-time GSRship is normally paid during vacations and summers.

Doctoral Student Sabbatical Fellowship: Any graduate student in good academic standing who has served as a Teaching Assistant, Associate-In, or Teaching Fellow for at least six of the previous nine quarters may apply for this fellowship which provides funding equivalent to a TAship and pays all fees for that quarter.

The Anne and Jim Bay Fellowship: Annual fellowship consists of a substantial stipend usually disbursed as a form of summer support, and is awarded to a UCSC doctoral student working on Victorian or nineteenth-century British Literature.

TA Trainer Position: Advanced-to-candidacy students may apply to hold the position of TA Trainer for the Literature Department. A call for applications goes out winter quarter for appointment the following fall. This position provides the funding equivalent to a TAship in salary, and reduction in fees.

Literature Department Research and Travel (R&T) Awards: All graduate students are eligible; however, you must be a registered student to qualify for payment of the awards. When selected to give a presentation at a conference, or an opportunity to do research, students may apply for an R&T award. These awards are generally up to \$600 for domestic travel and up to \$1,200 for International travel. To ensure direct payment of these awards, please refer to the [Student Business Services webpages](#).

QE Fellowships: Funds permitting, the department sends out a call for one-quarter QE fellowships to all students who have not completed the QE requirement. These are intended to give students time to focus on preparation of the QE portfolio, free of teaching obligations.

Dissertation Fellowships: Funds permitting, the department sends a call out to all advanced-to-candidacy students for one-quarter dissertation fellowships. These are intended to facilitate focused dissertation research, free of teaching obligations.

Institute for Humanities Research (IHR) Dissertation Fellowships: The IHR offers one-quarter fellowships on a competitive basis. A call goes out annually for the following year. For more information visit the IHR web site: <http://ihr.ucsc.edu>. The IHR also offers modest research and travel grants to graduate students.

UC President's and Chancellor's Dissertation-Year Fellowships: The Graduate Division sends out an annual call for nominations for fellowships to advanced graduate students.

Other University 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](#).

External Fellowship and/or teaching opportunities: The Department encourages our students to apply for extramural funding, ranging from short-term library fellowships to language study abroad, to major fellowships for dissertation research and writing.

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.

The **IHR** maintains a Funding Opportunities Database as a service for graduate students: <http://ihr.ucsc.edu/funding-opportunities/>. The database contains information about funding from major government agencies and private foundations. Please use it as a helpful guide, rather than as an exhaustive list of extramural funding opportunities.

Information about specific external fellowships and/or teaching opportunities is also forwarded to students via email and posted in the graduate student computer lab and mailroom.

If you obtain a teaching position or funding from any source other than the Literature Department, please notify the Graduate Program Coordinator immediately.



DIVISION OF GRADUATE STUDIES
OFFICE OF THE VICE PROVOST AND DEAN

1156 HIGH STREET
SANTA CRUZ, CALIFORNIA 95064
PHONE: (831) 459-5079
FAX: (831) 459-4843

Fall 2006

These Mentoring Guidelines have been reviewed and approved by the Graduate Council, Graduate Division and Graduate Student Association.

GRADUATE STUDENT MENTORING AT UCSC

In general, the goal of this document is to provide suggestions on how to conduct constructive interactions between graduate students and their mentors, and to encourage the development of positive, supportive and respectful relationships between graduate students and their faculty advisors. The development of every graduate student requires many shared responsibilities on the parts of both student and faculty member, and a strong commitment to ethical treatment of all. For constructive mentoring, departments should provide intellectual support and guidance to the graduate student. For all involved, an attitude of honesty, courtesy and professionalism is crucial to this process.

Below we suggest, as an opening dialogue, the responsibilities that the relevant campus constituencies should embrace.

GRADUATE DIVISION RESPONSIBILITIES:

- Maintain the Graduate Division Handbook
- Provide leadership on issues of graduate student welfare, training, and education, including the mentoring of graduate students
- Provide teaching assistant orientation programs

GRADUATE COUNCIL RESPONSIBILITIES:

- Review graduate programs
- Ensure that each department publish and disseminate a departmental graduate handbook - Provide guidance to the Vice Provost and Dean of Graduate Studies

ACADEMIC UNIT (Department) RESPONSIBILITIES:

The department may delegate these responsibilities to staff, department chair, or to a graduate program committee.

- Publish and keep up to date a departmental grad handbook for requirements towards degrees - Provide orientation programming for new graduate students annually, separate and in concert with Graduate Division and GSA activities

- Provide seminars (formal + informal), separately and in concert with Graduate Division activities
- Ensure graduate students have an advisor and meet degree requirements in a timely manner
- Assist graduate student with department and university degree requirement logistics
- Foster professional writing, presentation skills and career development in all aspects

DEPARTMENT CHAIR RESPONSIBILITIES:

- Ensure degree requirement exams follow departmental and university guidelines
- Mediate conflicts between graduate student and advisor

THESIS COMMITTEE RESPONSIBILITIES

- Meet or comment on a PhD candidate's progress annually once the Qualification Exam has been passed
- Be available to the graduate student for feedback and guidance
- Provide timely thesis and dissertation review

FACULTY ADVISOR RESPONSIBILITIES:

- Bear in mind the consequences of agreeing to be an advisor
- Be available to graduate student for feedback and guidance
- Suggest thesis committee members
- Encourage graduate student to utilize literature and other resources
- Assist in grant writing and peer review skills
- Write reference letters
- Arrange alternate supervision during sabbaticals
- Write at least one annual narrative evaluation of the student's progress

GRADUATE STUDENT RESPONSIBILITIES

- Take initiative to maintain regular communication with advisor and thesis committee; we recommend communication on at least a quarterly basis
- Adhere to departmental and divisional rules and policies
- Meet degree requirements
- Update thesis committee on progress annually before graduation (written or in a meeting)
- Follow disciplinary and scholarly codes of ethics
- Obtain proper approvals for research and publication activities.

Sources

The above suggestions are loosely based on the following sources:

UC Davis

gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf

Michigan

www.msu.edu/user/gradschl/all/ris04relations.pdf

grad.msu.edu/all/ris04.pdf

UCB

<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>

UW

http://www.grad.washington.edu/area/goodpract/m_good_pract.htm

Chancellors Suggestion <http://www.nap.edu/readingroom/books/mentor/2.html>

and UCSC Graduate students.

LITERATURE GRADUATE PROGRAM
REQUIREMENT WAIVER PETITION

Name: _____ Date: _____

This is a request that alternate work be accepted as fulfillment of a course requirement of the program as described below. Supporting materials (syllabus, transcript, etc.) are attached and have been reviewed by my academic advisor and/or other authorized faculty member (signature below).

1) COURSE Name and # or type: _____

Course substitution or reason for waiver:

2) GSLP (Graduate Summer Language Program)

Course substitution or reason for waiver:

Student Signature: _____

Advisor/Authorized Faculty Member Signature: _____

Approved by: _____ Date _____
Graduate Director

Department of Literature - Graduate Independent Study Petition

LIT 293 Creative Writing Independent Study

LIT 296 Special Student Seminar

LIT 297 Independent Study 5 unit

LIT 297F Independent Study 2 unit

A class number will not be issued until this petition, completed and approved by a faculty member, is received in the department office before the quarterly deadline for Add/Drop/Swap. Written work is required.

Up to three Independent Studies may count toward program requirements. A Directed Reading (LIT 295) must be used for QE Topic Preparation or Dissertation Prospectus Writing.

Student Name: _____ Quarter: Fall Winter Spring Year _____

Student Email Address: _____ Instructor Name: _____

COURSE NUMBER:

LIT 293 Independent Study Creative Writing

Special Student Seminar (3 or more students)

LIT 296A Studies in English or English translation

LIT 296B Studies in a language other than English

LIT 296C Studies in Creative Writing

LIT 297 Independent Study

Please indicate if this Independent Study will be in a language other than English; if so, what language:

_____ Language Coursework Requirement Fulfillment: Yes

LIT 297F Independent Study (This 2 unit Independent Study does not count towards coursework credit)

Subject of Proposed Course: _____

Coursework bibliography (required):

Written work to be completed (required). Please attach additional pages as needed:

Signatures: (Faculty email approvals accepted, please attach)

Student: _____

Date: _____

Faculty: _____

Date: _____

Staff: _____

Date: _____

Course ID: LIT _____ Section #: _____ Enrollment Class Number: _____

Department of Literature - Graduate Directed Reading Petition

LIT 295A/LIT295-B/LIT 295C

Directed Readings are intensive graduate reading courses. They **do not** satisfy any course requirements toward your graduate degree. They are designed for pre-thesis or pre-dissertation research, for example, for students preparing for their Qualifying Examination, Qualifying Examination topics, or Dissertation Prospectus.

You may enroll in 10 units with one faculty member (normally your QE or dissertation chair) or in 5 units with each of two faculty members (appropriate if your research preparation is split between two or more fields). If you are enrolling in Directed Readings with more than one faculty member, you must fill out a separate petition for each.

Student Name: _____ Quarter: Fall Winter Spring Year _____

Student Email Address: _____ Instructor Name: _____

HOW MANY UNITS:

5 Unit 10 Unit

LIT 295A Directed Reading

Study of literature in English or English translation. Directed reading that does not involve a term paper. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit.

LIT 295B Directed Reading

Speaking, reading, and writing proficiency in French, German, Italian, Spanish or other modern non-English target language required. For Greek and Latin, reading and writing proficiency required. Directed reading does not include a term paper. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit.

LIT 295C Directed Reading

Study of creative writing. Directed reading which does not require a term paper. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit.

Subject of Proposed Course (May be QE Topic, Related Topic, Dissertation or Thesis Title): _____

Coursework Bibliography (Approximately 5 book-length works or equivalent): _____

Signatures: (Faculty email approvals accepted, please attach)

Student: _____ Date: _____

Faculty: _____ Date: _____

Staff: _____ Date: _____

Course ID: LIT _____ Section #: _____ Enrollment Class Number: _____

Course ID: LIT _____ Section #: _____ Enrollment Class Number: _____

Name _____

Department of Literature

Intent to QE

This form should be submitted to the Literature Department at least 90 days before you intend to QE. It should be accompanied by your **Committee Nomination Form**.

Quarter of QE _____ Year in which you entered program _____

Primary language of emphasis _____ Secondary language _____

Language in which you intend to complete the translation exam _____

QE Committee

1. _____, Chair

2. _____

3. _____

4. _____, _____
External member Departmental or institutional affiliation

Field(s) _____

Title of Paper _____

Topic(s) (tentative: exact title[s] may change before final submission)

1. _____

2. _____

3. _____

Approximate date of Language Exam _____

Approximate date of QE portfolio submission _____
(applicable to students entering the program in Fall 2013 or after)

Approximate date of oral exams _____

Date _____
Department _____

Dean Tyrus Miller
Division of Graduate Studies

Re: Committee Nomination of Ph.D. Qualifying Examination

_____ / _____ has successfully completed the required course work
(name) (email)
and language requirements (if necessary). In consultation with the student and the dissertation adviser
_____, the following examination committee has been proposed and is submitted

for your approval:

Must be tenured.

_____ Chair
_____ 1-Professional Title & Dept
_____ 1 -Email
_____ 1- Campus

_____ 2- Committee Member
_____ 2 - Professional Title & Dept
_____ 2-Email
_____ 2-Campus

_____ 3-Committee Member
_____ 3-Professional Title & Dept
_____ 3-Email
_____ 3-Campus

Outside Member must be tenured.

If different campus, same discipline.

If UCSC faculty, different discipline.

If non-academic, provide vitae and
publication list; subject to Graduate Dean approval.

_____ 4-Outside Committee Member
_____ 4-Professional Title & Dept
_____ 4-Email
_____ 4-Campus/Institution/Agency

All members have agreed to serve on: Date: _____

Time: _____

Location: _____

Approved: _____
(Graduate Representative)

Graduate Division approval: _____

LITERATURE GRADUATE PROGRAM

QE Topics submitted in partial satisfaction
of the requirements for PhD candidacy

Title(s) of QE Topic(s)

by

(Student Name)

Date: Month Day, Year

Approved by:

Qualifying Exam Committee Chair Date
(this signature constitutes approval by all committee members)

Professor Karen Bassi, Graduate Program Director Date

SAMPLE

NOMINATIONS FOR MASTERS THESIS READING COMMITTEE

Academic Senate Regulation 17.4 states that a committee to read and pass upon the thesis is appointed by the candidate's department, and the department shall at the same time notify Graduate Studies of the membership of the committee by the end of the second week of the quarter in which the degree will be granted. The majority of the membership of a thesis committee shall be members of the Santa Cruz Division of the Academic Senate. Membership of the committee must be approved by the Graduate Dean.

The following thesis reading committee has been appointed for:

Student: _____ SID: _____ Department: _____

Name	Department	Campus
Chair	_____	_____
Reader	_____	_____
Reader	_____	_____
Optional Reader	_____	_____

Approved for the Department: _____

Date: _____

Graduate Studies Approval: _____ Date: _____

NOMINATIONS FOR DISSERTATION READING COMMITTEE

Academic Senate Regulation 18.7 states: "A committee to read and pass upon the dissertation is appointed by the candidate's department, subject to the approval of the Graduate Dean. The committee will have at least three members, and at least half of the committee must be members of the Santa Cruz Division of the Academic Senate."

The following dissertation reading committee has been appointed for:

Student: _____ Department: _____

Name	Department	Campus
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved for the Department: _____

Date: _____

Graduate Studies Approval: _____ Date: _____

In order to Advance to Candidacy, a student who has passed the Qualifying Examination must have a Dissertation Reading Committee approved by the Department and the Dean of Graduate Studies. The student must have no incomplete grades (I) on her/his record and will be billed a \$90 Advancement to Candidacy fee. In addition, a language requirement must be satisfied (depending on department requirements). The student will be officially advanced the following term after all of these requirements are met.

Distribution:
Division of Graduate Studies
Department
Student

LITERATURE GRADUATE PROGRAM

A dissertation prospectus submitted in partial satisfaction
of the requirements for PhD candidacy

Title of Dissertation Prospectus

by

Your Full Name

Month Day, Year

Approved by:

Professor X, Dissertation Committee Chair

Professor Y, Dissertation Committee Member

Professor Z, Dissertation Committee Member

SAMPLE

Professor Karen Bassi, Graduate Program Director

Date

APPLICATION FOR THE MASTER'S DEGREE

Instructions: Please complete the top portion of this form and submit the entire application to your Department Assistant by the deadline date listed in the Academic Calendar. After review, your Department will forward the application to the Division of Graduate Studies. If you do not complete all the requirements for the degree by the deadline date, a new application must be filed the quarter you will complete. Please use your name as it appears in University records.

Last Name First Middle Department/Program Name

Candidate for MA : Fall Winter Spring Summer Quarter 20 _____
(choose MA, MS or MFA)

Student I.D. Number: _____ Terminal Master's Degree? Yes No
(Please mark Yes if you are not continuing at UCSC)

E-mail address: _____

Student Signature

Date

CERTIFICATION BY THE DEPARTMENT

Reviewed by Graduate Coordinator: _____

Is this student continuing in the Ph.D. program? Yes No

Plan I Thesis track

For theses submitted to the Graduate Division only

This is to certify that all the department requirements have been met and the degree may be conferred upon submission of the approved masters thesis.

Signed: _____ Date _____
 Graduate Representative

---- or ----

Plan II Comprehensive examination or project

This is to certify that all requirements for the Department have been met and the Master's degree may be conferred effective the last day of the quarter of application.

Signed: _____ Date _____
 Graduate Representative

UC SANTA CRUZ

DISSERTATION AND THESIS PREPARATION GUIDELINES

The submission of the Doctoral dissertation or Master's thesis is the final step in the program leading to the award of your degree. The manuscript is a scholarly statement of the results of a substantial period of research and preparation. It will be made available for public use in McHenry Library, and published by UMI Dissertation Publishing/ ProQuest Information and Learning.

For these reasons, the Graduate Council has established guidelines for uniformity in the physical format of the manuscript. The concern of the Graduate Council in establishing these guidelines is to obtain a permanent and readily reproducible form of presentation and consistency in the arrangement of the contents. The dissertation or thesis must be a professionally finished work in format, style, spelling and appearance.

Deadline: All candidates for a degree must submit an Application for Doctor of Philosophy Degree or Application for Master's Degree to the Graduate Studies by the date stated in the Academic and Administrative Calendar for the quarter you wish to receive the degree.

Registration Requirement: A student is required to be registered or on filing fee status, whichever is applicable, during the quarter in which the degree is conferred. Students should consult Graduate Studies or the department to determine which option fits their situation.

PREPARATION OF FINAL COPIES

A. Number of copies

One approved pdf copy should be submitted through the ProQuest/UMI dissertation site by the date stated on the Academic Calendar. Consult your graduate adviser to determine the number of additional copies required by the faculty committee. Please note that your department may require a separate electronic or paper copy.

B. Fonts

Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic or ornamental fonts, equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. However, fonts should not be mixed inappropriately. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.

C. Spacing

Double spacing throughout the dissertation/thesis should be used except in footnotes, indented quotations set off from the text, bibliographic entries of more than one line, and materials such as captions or tables and appendices of data.

D. Margins

Every page of the dissertation or thesis must be kept within margins set as follows: a minimum margin of 1.5 inches (for binding purposes) on the left side of the page; 1.25 inches at the right side; 1.25 inches at the top and the bottom of the page. Page numbers must print at least 0.75 inches from the edge of the page.

E. Pagination

All pages of the dissertation are counted, but not all pages have the number displayed.

The following pages are counted in lower case Roman numerals (i, ii, iii, etc.): title page, copyright page (or blank page if you choose not to copyright), Table of Contents, List of Figures, Table of Illustrations, Abstract, Dedication and Acknowledgment. However, the page number should NOT be displayed on the title page or copyright page (or blank page if you choose not to copyright).

Beginning with the first page of text, all pages should be numbered in Arabic sequence beginning with "1" and all numbers should be displayed. This includes the footnotes section, appendices, computer printout material, and bibliography.

All page numbers (Roman or Arabic) that are displayed must be centered at the bottom of each page, at least 0.75 inches away from the edge of the paper. No words, punctuation, or diacritics of any kind accompany the page number: it says "4", not "-4-" or "4." or "Page 4".

F. Figures, Tables, Oversize Materials, etc.

Figures may be embedded in the text or take up a full page. Full-page tables, charts, graphs and other non-text material require the same margins as text pages. If necessary, wide tables,

charts, and figures can be placed sideways; however, the page number must still appear at the vertical bottom of the page, centered at least 0.75 inches from the edge.

Each figure or table must be numbered and should have a caption. With full page figures, captions must be on the facing page. Such a caption page must be the mirror image of a normal page, i.e., the wider margin (1.5") is on the right. The caption page precedes the figure. The caption itself should be single-spaced and centered on the page. Both pages are numbered, e.g. caption page 34, figure page 35. Page numbers remain centered at least 0.75" from the bottom of the page. When listing your full-page figure or table in the Table of Contents, list the page number for the full-page figure or table (not the caption).

Supplemental material, (oversize materials, digital art, movies, etc.) may be included as a separate file.

G. Published material

As the author of the dissertation/thesis manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner.

With the approval of the dissertation/thesis committee and the Department, your own published material may be accepted as all or part of the Master's thesis or Doctoral dissertation, where the publication or publications represent research or scholarship comparable in scope and contribution to that portion of the standard thesis or dissertation they are intended to replace, and where the published material is substantially the product of the candidate's period of graduate study at UCSC. There should be an introduction showing the historical development, methods used, and results.

If your own published material lists a co-author, and if the co-author is listed by reason of having directed and supervised the research that serves as the basis of the dissertation or thesis, only the candidate's name is listed as the author in the preliminary pages. The acknowledgment page should state: *The text of this dissertation [or thesis] includes reprint[s] of the following previously published material: [give full publication information here]. The co-author listed in this publication directed and supervised the research which forms the basis for the dissertation [or thesis].* If your own published material approved for submission has co-authors other than the research director, the candidate must obtain permission from the co-authors and copyright holders giving their approval for the material to be used. Permission letters may be included as a supplementary file attached to your dissertation submission, or may be submitted separately to ProQuest. A detailed statement of the contribution by the candidate to all multiauthored publications must be included in the acknowledgment.

If your own published material is approved by the dissertation/thesis committee for submission as a part or whole of the dissertation or thesis, a memorandum stating this and

approving the student's acknowledgment statement must be submitted by the committee chair to the Dean of Graduate Studies.

The pages of the published material must have the same margins as specified for the dissertation, which may necessitate reduction of the material. Note that enlargement of the materials to meet standard margin requirements is not needed. When using reprints, page numbers of the reprint should be removed and replaced with numbers corresponding to the position of the reprint within the dissertation. Each chapter that is an article reprint may have an abstract of its own, but in any event there must be a general abstract covering the entire dissertation.

PREPARING THE MANUSCRIPT AS A FORMATTED PDF

In its final form the dissertation or thesis is arranged in the following order:

1. Title Page (to view the accepted format go to the end of this document)

One original title page, prepared in the exact format as the attached sample, must be submitted with the original signatures of all members of the Dissertation/Thesis Reading Committee. The title page included in the electronic copy should be unsigned. The date on the title page will depend on the quarter you will receive your degree and must reflect one of the four dates listed below.

Quarter degree conferred	Title page date (month and year)
Fall	December 20xx
Winter	March 20xx
Spring	June 20xx
Summer	September 20xx

The *only* degree designations and disciplines to be indicated on the title page are as follows:

Discipline Designation

Anthropology
 Applied Mathematics and Statistics
 Astronomy and Astrophysics
 *Bioinformatics

Degree Designation

Doctor of Philosophy
 Master of Science/Doctor of Philosophy
 Doctor of Philosophy
 Master of Science/Doctor of Philosophy

Biomolecular Engineering & Bioinformatics	Master of Science/Doctor of Philosophy
Chemistry	Master of Science/Doctor of Philosophy
Collaborative Leadership	Doctor of Education
Computer Engineering	Master of Science/Doctor of Philosophy
Computer Science	Master of Science/Doctor of Philosophy
Earth Sciences	Master of Science/Doctor of Philosophy
Economics	Doctor of Philosophy
Ecology and Evolutionary Biology	Master of Arts/Doctor of Philosophy
Electrical Engineering	Master of Science/Doctor of Philosophy
Education	Master of Arts/Doctor of Philosophy/ Doctor of Philosophy
Environmental Studies	Doctor of Philosophy
Feminist Studies	Doctor of Philosophy
Film & Digital Media	Doctor of Philosophy
History	Doctor of Philosophy
History of Consciousness	Doctor of Philosophy
*International Economics	Doctor of Philosophy
Latin American & Latino Studies	Doctor of Philosophy
Linguistics	Master of Arts/Doctor of Philosophy
Literature	Master of Arts/Doctor of Philosophy
Mathematics	Master of Arts/Doctor of Philosophy Doctor of Philosophy
Microbiology and Environmental Toxicology	Doctor of Philosophy
Molecular, Cell and Developmental Biology	Master of Arts/Doctor of Philosophy
Music	Master of Arts/Doctor of Philosophy
Music Composition	Doctor of Musical Arts
Ocean Sciences	Master of Science/Doctor of Philosophy
Philosophy	Doctor of Philosophy
Physics	Master of Science/Doctor of Philosophy
Politics	Doctor of Philosophy
Psychology	Doctor of Philosophy
Sociology	Doctor of Philosophy
Statistics and Applied Mathematics	Master of Science/Doctor of Philosophy
*Statistics and Stochastic Modeling	Master of Science/Doctor of Philosophy
Visual Studies	Doctor of Philosophy

*The names of these programs have been changed. Students who matriculated under the previous name may choose to receive their degree under either the original or current program name.

If you have completed a designated emphasis in addition to your graduate degree it should be included on your title page per the following example:

HISTORY OF CONSCIOUSNESS
with an emphasis in FEMINIST STUDIES

2. Copyright Notice or Blank Page

If you are planning to copyright your dissertation or thesis, include a copyright statement on a separate page directly following the title page (sample attached). If you do not wish to copyright your dissertation or thesis, you should insert a blank page in lieu of the copyright page. Either way, the page in question is counted as page ii of the preliminary materials, but the page number is not printed on the page.

Doctoral students may register the copyright of their dissertation using the services of ProQuest. Information on ProQuest services and the required forms are included in the online submission process.

3. Table of Contents

Theses and dissertations are expected to have a Table of Contents for the convenience of the reader. The Table of Contents always begins on page iii of the dissertation [thesis].

4. List of Figures and/or Table of Illustrations

If plates or illustrations (i.e. maps, diagrams, charts, photographs, etc.) are scattered throughout the text, include a separate List of Figures and/or Table of Illustrations after the Table of Contents.

5. Abstract

An abstract must be included in your dissertation or thesis. The abstract must (a) state the problem briefly; (b) describe the methodology; (c) summarize the findings. The abstract should include the word Abstract, the dissertation or thesis title, and your name, centered at the top of the page. It should be double-spaced, and should be within the dissertation/thesis margin requirements. There is no word limit on your abstract. However, ProQuest still publishes print indexes that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indexes require limits of 350 words for doctoral dissertations and 150 words for master's theses. If it exceeds these word limits ProQuest will simply truncate your abstract and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. The abstract as you submit it will NOT be altered in your published manuscript.

6. Dedication and/or Acknowledgments

If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular persons. (See Section G under Preparation of Final Copies, Published Material, regarding acknowledgment for published material).

7. Text

The text of the dissertation/thesis follows at this point. The first text page is Arabic numeral 1.

8. Footnotes

The placement of footnotes is a matter of preference that you should discuss with your advisers. Footnotes may be placed at the bottom of the pages, at the end of the chapter, or at the end of the text preceding the appendices.

9. Appendices

A last section may contain supporting data for the text in the form of one or more appendices. Examples of appendix material are data sheets, questionnaire samples, glossary, illustrations, maps, charts, etc. If the appended data includes oversized illustrations or maps (as in the case of an Earth Sciences thesis or dissertation) you may submit them as a separate file. (See ProQuest instructions for acceptable formatting).

10. Supplemental Files

List supplementary files that are included in your submission; these may include a computer printout or programming data, audio or video files, etc.

11. Bibliography

A section headed Bibliography or References follows after the text and notes. Discuss the physical arrangement/style of the bibliography with your advisers. It should include all of your citations and references in alphabetical order by the author's last name and should be in a format that is considered adequate for professionally published material in the field in question. The section should be double spaced between citations, but may be single spaced within a multiple lined entry.

ELEMENTS OF THE MANUSCRIPT

1. Title page
2. Copyright notice or blank page
3. Table of Contents
4. List of Figures and/or Table of Illustrations, if applicable
5. Abstract
6. Dedication and/or Acknowledgments

7. Text
8. Footnotes (if displayed at the end of the dissertation/thesis)
9. Appendices, if applicable
10. List of supplemental files, if applicable
11. Bibliography

SUBMISSION INSTRUCTIONS

Graduate degree candidates must submit the following items to the Graduate Division by the deadline date listed in the Academic Calendar for the quarter the degree is to be conferred.

1. One electronic copy of the dissertation/thesis must be submitted online via ProQuest <http://www.etdadmin.com/cgi-bin/main/submschools>. Please pay particular attention to correctly formatting your dissertation/thesis title in ProQuest; titles must be in Upper and lower case NOT all caps.
2. Signed title page (This gets handed in directly to the Graduate Division, Kerr Hall, 2nd Floor)

In addition, Doctoral students should submit the following required forms:

1. Survey of Earned Doctorates Form – Complete online via the following link <https://sed.norc.org/survey>
2. Online UCSC Doctoral Exit Survey – Submit online via <http://graddiv.ucsc.edu/current-students/applications-forms/index.html#six>

Both forms are available on line at the Graduate Division web site:
http://graddiv.ucsc.edu/student_affairs/formsdownloads.php.

If you wish to participate in the June commencement ceremony, please register online at <http://graddiv.ucsc.edu/current-students/applications-forms/index.html#six>. Scroll down the webpage to “Degree Application and Commencement Forms”.

The Graduate Division encourages you to have your dissertation/thesis formatting checked by our office prior to submitting your final draft online via ProQuest. Contact the Graduate Division for assistance.

The following pages contain the format of the copyright page and title page. You should reproduce the format of these pages exactly.

(SAMPLE COPYRIGHT PAGE)

Copyright © by

Ima S. Tressing

2008

(SAMPLE TITLE PAGE FOR DISSERTATION)

UNIVERSITY OF CALIFORNIA
SANTA CRUZ

**PSYCHOLOGICAL EFFECTS OF STRESS AND FATIGUE IN NORTHERN
CALIFORNIA GRADUATE STUDENTS**

A dissertation submitted in partial satisfaction
of the requirements for the degree of

DOCTOR OF PHILOSOPHY

in

PSYCHOLOGY
with an emphasis in FEMINIST STUDIES

by

Ima. S. Tressing

December 20xx

The Dissertation of Jane Smith-Jones is
approved:

Professor Mary Jones, chair

Professor John F. Doe

William Brown, Ph.D.

Tyrus Miller
Vice Provost and Dean of Graduate Studies

(SAMPLE TITLE PAGE FOR MASTER'S DEGREE)

UNIVERSITY OF CALIFORNIA

SANTA CRUZ

COASTAL EROSION IN CAPITOLA

A thesis submitted in partial satisfaction
of the requirements for the degree of

MASTER OF SCIENCE

in

EARTH SCIENCES

by

Sandy Beach

June 2010

The Thesis of Sandy Beach
is approved:

Professor Mary Jones, Chair

Professor John F. Doe

Professor William Brown

Tyrus Miller
Vice Provost and Dean of Graduate Studies

PLAN OF COMPLETION (POC) GUIDELINES

To remain within **Normative Time**, a student must advance to candidacy by the end of the fourth year and complete the PhD dissertation by the end of the seventh year (three calendar years from the date of first enrollment for Master's degree students). A student who has exceeded either of these timelines must submit a **Plan of Completion (POC)** in order to remain eligible for financial aid. The POC takes the form of a letter prepared by the student and approved by the faculty advisor. It should be addressed to the Dean of Graduate Studies (presently Professor Tyrus Miller) include the following:

- Why (family responsibilities, change of direction, medical, etc) the student has exceeded normative time.
- A timeline outlining what is complete (QE/ATC dates, dissertation chapter drafts, etc), what is left to do, and when each portion will be completed.
- The quarter the student intends to file for the Ph.D.
- Signatory lines for the advisor; the QE or dissertation chair, if different from the advisor; the Literature Graduate Director, Professor Karen Bassi; and the Dean of Graduate Studies, Professor Tyrus Miller

After you have received all the signatures from your faculty advisor, please forward to the Graduate Program Coordinator – Sandra Yates to obtain the signature of the Graduate Director – Karen Bassi. The Graduate Program Coordinator will submit to the Dean of Graduate Studies to obtain approval and signature on the POC.

The departmental GPC (Graduate Program Committee) requests a POC at the end of the sixth year in order to clarify the student's academic progress. If you have reached 14 quarters of teaching a POC outlining your Plan of Completion is required to be submitted to the Literature Graduate Program Coordinator. This POC is necessary for appointments for teaching beyond the 14 quarters as required by Academic Personnel. In this case, the letter should be addressed to the Graduate Director (presently Professor Karen Bassi) and include the same information as above, except beyond normative time explanation and the signature lines for the Dean of Graduate Studies may be omitted.

UC Santa Cruz
Literature Department Faculty
2016-2017

Jorge Aladro Font, Humanities 1, room 527, (831) 459-3832 (jaladro@ucsc.edu)

Spanish mysticism; theory and historical developments of imagery in the Middle Ages to the Baroque period; Renaissance and Baroque Hispanic literature; Italian ideas in the Spanish Renaissance; Cervantes

Karen Bassi, Cowell 228, (831) 459-2586 (bassi@ucsc.edu)

Greek and Latin literatures; gender; literary and cultural theory; pre- and early modern studies; tragedy; historiography; visual and performance studies; death studies

Dorian Bell, Humanities 1, room 227, (831) 459-4560 (dbell1@ucsc.edu)

Nineteenth- and 20th-century French literature and intellectual history; histories of empire and anti-Semitism; literature and science; film studies; digital humanities

A. Hunter Bivens, Cowell 110, (831) 459-4037 (abivens@ucsc.edu)

Twentieth- and 21st-century German literature and film; Marxism and critical theory; psychoanalysis, lyric poetry; literary realism; the novel

Christopher S. Chen, Humanities 1, room 628, (831) 459-2051 (cche75@ucsc.edu)

Twentieth- and 21st-century African American literature; Asian American literature; 20th and 21st-century US multiethnic poetry and poetics; comparative ethnic literary studies; literary formalisms and comparative racialization; contemporary experimental poetics and political theory

Christopher Connery, Humanities 1, room 641, (831) 459-2761 (cconnery@ucsc.edu)

World literature and cultural studies; globalism and geographical thought; the 1960s; Marxism; pre-modern and modern Chinese cultural studies; cultural revolution

Vilashini Cooppan, Humanities 1, room 633, (831) 459-5632 (vcooppan@ucsc.edu)

Postcolonial studies; comparative and world literature; literatures of slavery and diaspora; globalization studies; cultural theory of race and ethnicity

Martin Devecka, Cowell 226, (831) 459-2381 (mdevecka@ucsc.edu)

Greek and Latin languages and literatures; cultural history; Arabic language and literature; animal studies; history of technology; Renaissance studies

Renee Fox, Humanities 1, room 638, (831) 459-3726 (rafox@ucsc.edu)

Victorian literature and culture; 19th-21st-century Irish studies; the gothic; poetry; Neo-Victorian fiction and adaptation; history of science; queer theory

Carla Freccero, Humanities 1, room 637, (831) 459-3342 (freccero@ucsc.edu)

Renaissance studies; French and Italian language and literature; early modern studies; postcolonial theories and literature; contemporary feminist theories and politics; queer theory; U.S. popular culture; posthumanism; animal studies

Susan Gillman, Humanities 1, room 640, (831) 459-4199 (sgillman@ucsc.edu)

Transnational American studies; literatures of the 19th-century Americas; critical race studies; translation theory; comparative history of slavery and emancipation; world literature and cultural studies

Wlad Godzich, Humanities 1, room 514, 459-1771 (bogusz@ucsc.edu)

Theory of literature; philosophy and literature; emergent literature; translation theory; globalization and culture; European integration; knowledge society; literatures of Africa, the Caribbean, Europe (Central, Eastern and Western), Brazil, Canada; detective and crime fiction; science fiction; medicine and literature

Camilo Gomez-Rivas, Humanities 1, room 642, (831) 459-5223 (cgomezri@ucsc.edu)

Medieval and Mediterranean studies; western Mediterranean historical and cultural studies; refugees, law and society, and religious identity; Arabic literature and cultural history; medieval Iberian literature and culture

Jody Greene, Humanities 1, room 635, (831) 459-5457 (jgreene@ucsc.edu)

Seventeenth- and 18th-century British literature and culture; pre- and early modern studies; critical theory, especially Derrida; poststructuralism and ethics; gender studies; history of authorship; history of the book; human property

Kirsten Silva Gruesz, Humanities 1, room 636, (831) 459-2225 (ksgruesz@ucsc.edu)

Transnational Americas studies; Chicano/Latino literatures and cultures; 19th-century U.S. and Latin American literature; poetry; history of the book; reading and literacy; bilingualism

Christine Hong, Humanities 1, room 634, (831) 459-2920 (cjhong@ucsc.edu)

Asian American literature and cultural criticism; African American literature and black freedom studies; Korean diasporic cultural production; Pacific Rim studies; postcolonial theory; critical race theory; human rights discourse; law and literature; narrative theory; film and visual studies

Sean Keilen, Humanities 1, room 629, (831) 459-2322 (keilen@ucsc.edu)

Shakespeare; Ovid; the classical tradition; early British literature; Renaissance humanism; poetry and poetics; imitation; theory of literature; interpretation and its history; the division of the arts and sciences; creative criticism; literature and the fine arts; literature and ethics; psychoanalysis; the passions; the senses; beauty

Sharon Kinoshita, Humanities 1, room 632, (831) 459-2395 (sakinosh@ucsc.edu)

Mediterranean studies; medieval Francophone and Mediterranean literature; literature, translation, and empire; postcolonial and globalization theory; Marco Polo; world literature and cultural studies

Kimberly J. Lau, Humanities 1, room 239, (831) 459-2769 (lau@ucsc.edu)

Feminist theory; fairy tale studies; virtual worlds; social fictions; discourse analysis and ethnographic methods

H. Marshall Leicester, Jr., Cowell 201, (831) 459-2146 (hml@ucsc.edu)

Psychoanalysis; poststructuralism; gender theories; theory of cultural change; cultural studies and popular culture: opera, film, American country music; history, theory, and interpretation of horror film; affect and affect theory

Tyrus Miller, Cowell 112, (831) 459-2251 (tyrus@ucsc.edu)

Modernist, avant-garde, and postmodernist literature; the interrelations of the arts in the 20th century; aesthetics theory; communist and post-communist society, intellectual history, and culture, especially in East-Central and Southern Europe; cinema and film theory; the Frankfurt School; György Lukács; contemporary poetry and language arts

Loisa Nygaard, Humanities 1, room 627, (831) 459-2842 (nygaard@ucsc.edu)

Eighteenth- and early 19th-century German literature; Goethe; Romantic fiction; landscape and landscape aesthetics; xenophobia in Germany

Micah Perks, Humanities 1, room 233, (831) 459-4586 (meperks@ucsc.edu)

Reading and writing contemporary fiction; creative non-fiction and historical fiction; U.S. alternative communities; feminism

Juan Poblete, Humanities 1, room 530, (831) 459-5734 (jpoblete@ucsc.edu)

Latin(o) American literatures; transnational/global cultures (literature, radio, film); Latin(o) American cultural studies; 19th-century studies; the history of reading practices

G. S. Sahota, Humanities 1, room 630, (831) 459-2487 (sahota@ucsc.edu)

Postcolonial studies, world literature; Indian literary and intellectual history (especially in Urdu, Sanskrit, Punjabi, Hindi, and English); religion and modernity (Islam, Hinduism, Sikhism); romanticism; Marxism; translation

Daniel Selden, Humanities 1, room 639, (831) 459-2175 (dselden@ucsc.edu)

Afroasiatic languages and literatures; Greek and Latin; Hellenistic culture; the classical tradition; history of criticism; literary theory; film history, theory, and analysis

Deanna Shemek, Cowell 227, (831) 459-2716 (shemek@ucsc.edu)

Renaissance Italian literature and culture; early modern feminism; humanism; letter-writing and epistolary culture; early modern literacy and media; Renaissance theater; the northern court circles; digital humanities

Amanda Smith, Humanities 1, room 333, (831) 459-2704 (ams@ucsc.edu)

Analyzes the ways that literature has intervened in and shaped Latin American spatial politics, especially in Amazonia and the Andes. Critical examination of the canon through the study of underrepresented voices and languages in 20th and 21st-century Latin American literatures

Rob Wilson, Humanities 1, room 631, (831) 459-2401 (rwilson@ucsc.edu)

Transnational and postcolonial literatures, especially as located and transformed in Asia/Pacific; cultural-political emergences as posited against empires of globalization; cultural poetics of America in the Pacific and Oceania; the sublime, Longinus to Hiroshima; poetics of experimental writing, especially poetry; the poetry and cultural poetics of Bob Dylan; Beat beatitude, social and literary, from Jesus to Juliana Spahr et al; San Francisco as Global City, with its literature read as archive of vision and critique; Pacific Rim cities from Hong Kong and Seoul to Taipei, Kaohsiung, Shanghai, Honolulu, San Francisco, and Los Angeles

Ronaldo V. Wilson, Humanities 1, room 238, (831) 459-5247 (rvwilson@ucsc.edu)

20th-century and contemporary African American literature; poetry; contemporary American poetry and poetics; Black visual culture; recent experimental writers and artists

Karen Tei Yamashita, Humanities 1, room 231, (831) 459-2167 (ktyamash@ucsc.edu)

History and anthropology of Japanese immigration to Brazil; Asian-American literature; modern fiction; playwriting

Zac Zimmer, Humanities 1, room 528, (831) 459-2701 (zaazimmer@ucsc.edu)

Latin American literature and cultural studies; contemporary-colonial comparison; hemispheric studies; science fiction; science and technology in society; aesthetics and politics; digital humanities; indigenous studies; translation; intellectual property



ACADEMIC AND ADMINISTRATIVE CALENDAR 2016-17

UNIVERSITY OF CALIFORNIA, SANTA CRUZ



Key Dates	Fall '16	Winter '17	Spring '17
QUARTER BEGINS	Sept 17 Sat	Jan 6 Fri	Apr 3 Mon
ORIENTATION See orientation schedule for details (orientation.ucsc.edu).			
INSTRUCTION BEGINS	Sept 22 Thur	Jan 9 Mon	Apr 3 Mon
INSTRUCTION ENDS	Dec 2 Fri	Mar 17 Fri	June 9 Fri
FINAL EXAMINATIONS	Dec 5-9 Mon-Fri	Mar 20-24 Mon-Fri	June 12-15 Mon-Thur
QUARTER ENDS	Dec 9 Fri	Mar 24 Fri	June 15 Thur
NUMBER OF DAYS OF INSTRUCTION	M-10, T-10, W-9 Th-10, F-10	M-9, T-10, W-10 Th-10, F-10	M-9, T-10, W-10 Th-10, F-10
TOTAL DAYS OF INSTRUCTION	49	48	49
COMMENCEMENTS			June 16-18 Fri-Sun
HOLIDAYS OBSERVED			
	Sept. 5-Labor Day Nov. 11-Veterans Day Nov. 24-25-Thanksgiving Holidays Dec. 23, 26, 30, Jan. 2-Winter Holidays Jan. 16-Martin Luther King, Jr. Day	Feb. 20-Presidents' Day March 31-César Chávez Day May 29-Memorial Day July 4-Independence Day	

CAMPUS CLOSURE DATES-The campus is closed from Friday, Dec. 23 through Monday, January 2 (pending approval).

Advising and Advance Enrollment

Fall '16 Winter '17 Spring '17

Continuing and Readmitted Students (includes visitors)			
ADVISING WEEK	May 9-13	Oct 31-Nov 4	Feb 21-24
Continuing and readmitted undergraduates.	Mon-Fri	Mon-Fri	Tues-Fri
PRIORITY ENROLLMENT BEGINS	May 16	Nov 7	Feb 27
Continuing and readmitted graduate and undergraduate students, by appointment.	Mon	Mon	Mon
Enrollment continues following priority enrollment. For more information, see the online Schedule of Classes at registrar.ucsc.edu/soc/index.html .			

Fall '16 Winter '17

New Students		
PRIORITY ENROLLMENT		
New graduate students.	June 22 Wed	Nov 7 Mon
Undergraduates: priority groups and those who attend orientation, by appointment	July 18-29 Mon-Fri	Nov 7 Mon
Undergraduates new to UCSC who do not attend orientation	Aug 1 Mon	
Enrollment continues following priority enrollment. For more information, see the online Schedule of Classes at registrar.ucsc.edu/soc/index.html .		

	Fall '16	Winter '17	Spring '17
E-BILLS AVAILABLE ON UCSC eBILL/ePAY Including registration and housing fees.	Aug 24 Wed	Nov 23 Wed	Feb 24 Fri
STUDENT HEALTH INSURANCE Deadline to apply for waiver. Cowell Student Health Center.	Sept 1 Thur	Dec 1 Thur	Mar 1 Wed
MINIMUM CREDIT LIMIT ENFORCED Twelve credits for undergraduates and five credits for graduates.	Sept 13 Tues	Dec 20 Tues	Mar 24 Fri
FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS	Sept 13 Tues	Dec 30 Fri	Mar 24 Fri
HOUSING AND DINING FEES DUE Late housing fee of \$25 assessed after this date. Cashier's Office.	Sept 15 Thur	Dec 20 Tues	Mar 27 Mon
UNDERGRADUATE REGISTRATION FEES DUE Late registration fee of \$50 assessed after this date. Cashier's Office.	Sept 15 Thur	Dec 20 Tues	Mar 27 Mon
WITHDRAW FROM THE UNIVERSITY Deadline to file to withdraw during quarter and receive full registration fees refund. College/Division of Graduate Studies.	Sept 22 Thur	Jan 9 Mon	Apr 3 Mon
UNDERGRADUATE ENROLLMENT DEADLINE Students must be enrolled in one class by this date, or \$50 late enrollment fee assessed.	Sept 26 Mon	Jan 11 Wed	Apr 5 Wed
GRADUATE STUDENT ENROLLMENT AND FEE PAYMENT DEADLINE \$50 late enrollment fee after this date. Cashier's Office.	Sept 30 Fri	Jan 13 Fri	Apr 10 Mon
GRADUATE STUDENT PART-TIME STATUS Deadline to apply for a reduced class load and fees. Department.	Sept 30 Fri	Jan 13 Fri	Apr 10 Mon
CLASS PERMISSION NUMBERS REQUIRED	Oct 1 Sat	Jan 18 Wed	Apr 12 Wed
ADD/DROP/SWAP CLASSES ENDS Deadline to process enrollment transactions.	Oct 12 Wed	Jan 27 Fri	Apr 21 Fri
GRADE OPTION Deadline to change grade option.	Oct 12 Wed	Jan 27 Fri	Apr 21 Fri
UNDERGRADUATE PART-TIME PROGRAM Deadline to apply for a reduced class load and fees. Office of the Registrar.	Oct 12 Wed	Jan 27 Fri	Apr 21 Fri
ADD BY PETITION BEGINS First day to add a class by petition (\$10 fee). Office of the Registrar.	Oct 13 Thur	Jan 30 Mon	Apr 24 Mon
UNDERGRADUATE WITHDRAW FROM A CLASS BEGINS Students petition for a W (Withdraw) notation. College.	Oct 13 Thur	Jan 30 Mon	Apr 24 Mon
DECLARATION/CHANGE OF MAJOR/MINOR Deadline to file petition. Contact your department for major/minor declaration information.	Oct 21 Fri	Feb 10 Fri	Apr 28 Fri
UNDERGRADUATE WITHDRAW FROM A CLASS ENDS* Deadline to petition for a W (Withdraw) grade notation, except for emergency reasons. College.	Nov 2 Wed	Feb 17 Fri	May 12 Fri



ACADEMIC AND ADMINISTRATIVE CALENDAR 2016–17

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Fall '16 Winter '17 Spring '17

UNDERGRADUATE CREDIT BY PETITION ENDS Nov 2 Wed Feb 17 Fri May 12 Fri
Deadline to file petition to challenge a class (\$10 fee). Office of the Registrar.

ADD BY PETITION ENDS Nov 2 Wed Feb 17 Fri May 12 Fri
Deadline to add a class by petition (\$10 fee). Office of the Registrar.

WITHDRAW FROM THE UNIVERSITY Nov 2 Wed Feb 17 Fri May 12 Fri
Deadline to file to withdraw during the quarter, except for emergency reasons. College/Division of Graduate Studies.

CHANGE OF COLLEGE Nov 30 Wed Feb 28 Tues April 14 Fri
Deadline to file petition to be effective the following quarter. College.

UNDERGRADUATE REMOVAL OF INCOMPLETE Dec 9 Fri Mar 24 Fri June 15 Thur
Deadline to file petition (\$10 fee) and submit class work for Incomplete grade from preceding quarter. Office of the Registrar.

GRADUATE STUDENT REMOVAL OF INCOMPLETE Dec 9 Fri Mar 24 Fri June 15 Thur
Deadline to file petition (\$10 fee) and submit class work for Incomplete grade within the last three quarters. Office of the Registrar.

LEAVE OF ABSENCE Dec 9 Fri Mar 24 Fri Aug 31 Thur
Deadline to petition for leave beginning the next quarter. College/Division of Graduate Studies.

GRADES DUE Dec 14 Wed Mar 29 Wed June 20 Tues
From instructors.

EVALUATIONS DUE Jan 6 Fri Apr 14 Fri July 6 Thur
From instructors. Optional.

Announcing Candidacy for Degree/Apply to Graduate

	Fall '16	Winter '17	Spring '17	Summer '17
UNDERGRADUATES Apply to graduate on portal.*	June 20– Oct 21 Mon-Fri	Sept 17– Feb 3 Sat-Fri	Jan 6– April 28 Fri-Fri	Apr 3– Aug 4 Mon-Fri

*Students who apply after the deadline are billed a \$60 late application fee.

UNDERGRADUATES Dec 9 Fri Mar 24 Fri June 15 Thur Sept 1 Fri
Deadline to complete all requirements for degree and for the Office of the Registrar to receive transcripts from other institutions.

GRADUATE STUDENTS Oct 7 Fri Jan 20 Fri Apr 14 Fri July 7 Fri
Deadline to announce for certificate, master's, or Ph.D., or pay for filing fee, if applicable.

GRADUATE STUDENTS Dec 8 Thur Mar 23 Thur June 2* Fri Sept 1 Fri
Deadline to complete all requirements for degree.

* Students not participating in June commencement have until June 15 to complete all requirements for degree.

Intercampus Visitor/Exchange Programs

UNDERGRADUATES Deadline to file application. Office of the Registrar.	Apr 30	Oct 31	Jan 31 (Oct 1, UC Berkeley, UC Merced)
GRADUATE STUDENTS Deadline to file application. Division of Graduate Studies.	Sept 1 (Aug 1, 2016, UC Berkeley, UC Merced)	Dec. 1	March 1

Financial Aid

FINANCIAL AID APPLICATION FOR UNDERGRADUATES

- Submit the free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.gov> (or Dream App at dream.csac.gov if applicable) by March 2 prior to each academic year for enrollment in fall 2016, file by March 2, 2016 for enrollment in fall 2017, file by March 2, 2017

- Complete your financial aid application by providing all supporting documentation requested on your MyUCSC To Do List by June 1 prior to the year for which you are applying.

- Applications received after the March 2 priority deadline and documentation completed after the June 1 deadline will be considered for aid on a funds-available basis.

FINANCIAL AID APPLICATION FOR GRADUATES

- To apply for federal student loans, submit the Free Application for Federal Aid (FAFSA) each year at <http://www.fafsa.gov>. Applications are accepted throughout the academic year in which you are enrolled.

- To apply for other types of graduate support, contact your academic department.

Readmission

READMISSION APPLICATION

Undergraduate
Filing period.
Office of Admissions.

Fall '16	Winter '17	Spring '17
Nov. 1, 2015– April 1, 2016	July 1, 2016– Oct. 1, 2017	Oct. 1, 2016– Jan. 2, 2017

GRADUATE STUDIES APPLICATION FOR READMISSION

Division of Graduate Studies.

Aug 1, 2016 Mon	Oct 31, 2016 Mon	Jan 31, 2017 Tues
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Summer Session 2017

SUMMER TERM ACTIVE IN CLASS SEARCH–April 1, 2017

ENROLLMENT OPENS–May 1, 2017*

SESSION 1 DATES–June 26–July 28, 2017

SESSION 2 DATES–July 31–Sept 1, 2017

For additional Summer Session information, procedures, and calendar deadlines, go to summer.ucsc.edu.

Additional Resources

For more information on procedures and deadlines, including links to the UCSC *General Catalog* and *Navigator Undergraduate Handbook*, go to registrar.ucsc.edu.

Graduate students may also refer to the *Graduate Student Handbook* at graddiv.ucsc.edu/regulations/handbook/

A printable version of this calendar is available at registrar.ucsc.edu/calendar/calendar.pdf; for key dates, go to registrar.ucsc.edu/calendar/key-dates.html

Published by the Office of the Registrar