

GRADUATE PROGRAM HANDBOOK

2017-2018



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	http://graddiv.ucsc.edu/student_affairs (Current Student, Applications & Forms)
Graduate Handbook	http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/
TA Handbook	https://graddiv.ucsc.edu/current-students/pdfs/ta-handbook.pdf
Literature Class Search	http://literature.ucsc.edu/courses
Student Portal	https://my.ucsc.edu

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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.

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.

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 the 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 CONCENTRATION

Creative/Critical Concentration Overview

Entering students complete all the course 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. Students must apply to the concentration during the normal application process; matriculated students may not transfer into the program once admitted.

Requirements

The general requirements for all Ph.D. students apply to the Creative/Critical 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, distributed as follows:
 - One course must focus on pre-1750 literature and culture (may be in second language)
 - 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 Concentration only

Of the twelve courses, a total of four courses must be Creative/Critical Concentration-designated courses (Graduate Creative Writing Studios and Methods and Materials). One of the required four courses may be substituted by an independent study here at UCSC in which substantial written work is creative or creative/critical. Courses taken at other institutions may not be substituted for the four required classes.

- 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), but must submit either: 1) approximately 25 pages of critical work and 25 pages of creative work or 2) 25 pages of hybrid creative/critical work. Students are required to write a five-page artist's statement that locates the work in its literary and historical context (this may be separate or included in the topic statement).

Ph.D. candidates in the Creative/Critical 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 critical chapter or chapters totaling at least 75 pages exploring the historical, methodological, and/or theoretical foundations of the creative work; OR
- 2) A dissertation on theory, form, poetics or literary history; a translation of a creative work with a 30-50-page, substantive, critical introduction; a critical edition.

Creative Writing Faculty

The following faculty are core Creative Writing faculty 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 faculty 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 Concentration. Written work is required. One Independent Study 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 10-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 three 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 TAsip) 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 three weeks after instruction begins. Students may enroll in a course the day after the first class meeting, and Independent studies at any time during this period.

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

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

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 [Requirement Waiver Petition](#) has been approved by the advisor, 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 exam 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 Division of Graduate Studies.

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 four years of entering the program*. An approved Leave of Absence (LOA) is not included in this four-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 (\$402.36 in 2017-2018) for two calendar years (six 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 (\$188 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 Guidelines](#)," 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](#). 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 Guidelines](#)," 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.

ESTABLISHING CALIFORNIA RESIDENCY

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

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

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

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

These measures help to constitute proof that is required for becoming a resident. They do not guarantee that a person *will* be classified as a resident: each case is reviewed individually. In spring quarter, students will need to complete a new Statement of Legal Residence (SLR). Students required to complete the SLR will be prompted on the To Do List in their MyUCSC portals. Students are also advised to make an appointment with the [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](#).

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 in the [TA Jobs Google Group](#). Use your UCSC email to log in. Join the group to receive all new TAship 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 five 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

Only advanced Ph.D. candidates qualify.

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 M.F.A. 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.

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.

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 offered 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.

_____ 4-Outside Committee Member

If different campus, same discipline.

_____ 4-Professional Title & Dept

If UCSC faculty, different discipline.

_____ 4-Email

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

_____ 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

APPLICATION FOR THE DOCTOR OF PHILOSOPHY DEGREE

Instructions: Please complete this form, obtain the necessary signatures, and submit the form to Graduate Studies by the deadline in the Academic Calendar the quarter you wish to receive the PhD. If you do not complete all requirements for the degree, including submission of the dissertation by the deadline, a new application must be filed the quarter you complete. Please use your name as it appears in University records.

Last Name _____ First _____ Middle _____ Department _____

Degree: Ph.D. D.M.A. Ed.D.

Designated Emphasis or Parenthetical Notation (if applicable): _____

Student ID Number: _____ E-mail address: _____

Candidate for Ph.D. degree: Fall Winter Spring Summer Quarter 20 _____

If you wish to participate in June Commencement, please register online at graddiv.ucsc.edu

Reading Committee (please print): _____ (Chair)
_____ (Reader)
_____ (Reader)

Student Signature _____ Date _____

CERTIFICATION BY THE DEPARTMENT:

1. Dissertation Adviser: I certify that the Dissertation of the above named applicant is substantially completed, that the Reading Committee can proceed without delay, and that the Dissertation will be formally submitted by the last day of instruction.

Signed: _____
Dissertation Adviser

2. Department: This is to certify that all requirements for the Department have been met and the degree of Doctor of Philosophy may be conferred upon submission of the approved doctoral dissertation.

Signed: _____
Graduate Representative

3. Reviewed by Dept: Signed: _____
Department Assistant

Office Use Only

Diploma
Ordered: _____

Diploma
Mailed: _____

Your diploma will be mailed to your Permanent Address in 3-4 months. Verify and update your Permanent Address via the Student Portal at <http://my.ucsc.edu>.

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 Kirsten Silva Gruesz; 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 to obtain the Graduate Director's signature. 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 Kirsten Silva Gruesz) 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
2017-18**

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; comparative ethnic literary studies; modern and contemporary U.S. poetry and poetics; contemporary U.S. experimental writing; racial capitalism and theories of comparative racialization

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- through 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; history and theory of criticism; literature and the fine arts; public education; psychoanalysis; beauty

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

Mediterranean studies; medieval Francophone and Mediterranean literature; the global Middle Ages; 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; politics and genre formations; U.S. popular culture; virtual worlds and digital cultures

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

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

Reading and writing; U.S. fiction; creative non-fiction and historical fiction; U.S. alternative communities; U.S. captivity narratives; 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 and cultural studies; Indian literary and intellectual history (especially in Urdu, Sanskrit, Punjabi, Hindi, and English); historiography of South Asia; epic; 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)

Contemporary Latin American literatures; indigeneity and shamanism; ecocritical theory; geocriticism; space and mapping

Marlene Tromp, Humanities 1, room 335, (831) 459-2566 (cpevc@ucsc.edu)

Social justice, particularly gender, racial, and economic justice; marginal culture; violence against women; racially-motivated violence; the law; economics; social ethics; 19th-century literature and culture

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)

Twentieth-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

Zachary A. Zimmer, Humanities 1, room 528, (831) 459-2701 (zaz@ucsc.edu)
Contemporary and comparative colonial-contemporary Latin American literatures and cultural studies; science and technology in society; politics, aesthetics and technology; new media; science fiction

September 22, 2017



ACADEMIC AND ADMINISTRATIVE CALENDAR 2017–18

UNIVERSITY OF CALIFORNIA, SANTA CRUZ



Key Dates	Fall '17	Winter '18	Spring '18	Summer '18
QUARTER BEGINS	Sept 23 Sat	Jan 5 Fri	Apr 2 Mon	June 25 Mon
ORIENTATION See orientation schedule for details (orientation.ucsc.edu).				
INSTRUCTION BEGINS	Sept 28 Thur	Jan 8 Mon	Apr 2 Mon	June 25 Mon
INSTRUCTION ENDS	Dec 8 Fri	Mar 16 Fri	June 8 Fri	Aug. 31 Fri
FINAL EXAMINATIONS	Dec 11-15 Mon–Fri	Mar 19–23 Mon–Fri	June 11–14 Mon–Thur	
QUARTER ENDS	Dec 15 Fri	Mar 23 Fri	June 14 Thur	Aug. 31 Fri
NUMBER OF DAYS OF INSTRUCTION	M-10, T-10, W-10, Th-10, F-9	M-8, 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 15–17 Fri–Sun	

HOLIDAYS OBSERVED

Sept. 4–Labor Day	Feb. 19–Presidents’ Day
Nov. 10–Veterans Day	March 30–César Chávez Day
Nov. 23-24–Thanksgiving Holidays	May 28–Memorial Day
Dec. 25, 26, Jan. 1-2–Winter Holidays	July 4–Independence Day
Jan. 15–Martin Luther King, Jr. Day	

CAMPUS CLOSURE DATES–The campus is closed from Saturday, Dec. 23 through Tuesday, January 2 (pending approval).

Advising and Advance Enrollment

Fall '17 Winter '18 Spring '18 Summer '18

Continuing and Readmitted Students (includes visitors)				
ADVISING WEEK	May 15–19	Nov 9–16	Feb 21–26	
Continuing and readmitted undergraduates.	Mon–Fri	Thur–Thur	Wed–Mon	
PRIORITY ENROLLMENT BEGINS	May 22	Nov 15	Feb 26	May 1
Continuing and readmitted graduate and undergraduate students, by appointment.	Mon	Wed	Mon	Tues
Enrollment continues following priority enrollment. For more information, see the online Schedule of Classes at registrar.ucsc.edu/soc/index.html .				

	Fall '17	Winter '18
New Students		
PRIORITY ENROLLMENT		
New graduate students.	June 22 Thur	Nov 15 Wed
Undergraduates: priority groups and those who attend orientation, by appointment	July 24–Aug. 4 Mon–Fri	
Undergraduates new to UCSC who do not attend orientation	Aug 7 Mon	Nov 15 Wed
Enrollment continues following priority enrollment. For more information, see the online Schedule of Classes at registrar.ucsc.edu/soc/index.html .		

	Fall '17	Winter '18	Spring '18	Summer '18
E-BILLS AVAILABLE ON UCSC eBILL/ePAY	Aug 29 Tues	Nov 28 Tues	Feb 28 Wed	Varies*
Including registration and housing fees.				
STUDENT HEALTH INSURANCE	Sept 1 Fri	Dec 1 Fri	Mar 1 Thur	N/A
Deadline to apply for waiver. Cowell Student Health Center.				
MINIMUM CREDIT LIMIT ENFORCED	Sept 19 Tues	Dec 29 Fri	Mar 26 Mon	N/A
Twelve credits for undergraduates and five credits for graduates.				
FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS	Sept 19 Tues	Dec 29 Fri	Mar 26 Mon	Varies*
HOUSING AND DINING FEES DUE	Sept 21 Thur	Dec 19 Tues	Mar 27 Tues	Varies*
Late housing fee of \$25 assessed after this date. Cashier's Office.				
UNDERGRADUATE REGISTRATION FEES DUE	Sept 21 Thur	Dec 19 Tues	Mar 27 Tues	Varies*
Late registration fee of \$50 assessed after this date. Cashier's Office.				
WITHDRAW FROM THE UNIVERSITY	Sept 28 Thur	Jan 8 Mon	Apr 2 Mon	N/A
Deadline to file to withdraw during quarter and receive full registration fees refund. College/Division of Graduate Studies.				
UNDERGRADUATE ENROLLMENT DEADLINE	Oct 2 Mon	Jan 10 Wed	Apr 4 Wed	Varies*
Students must be enrolled in one class by this date, or \$50 late enrollment fee assessed.				
GRADUATE STUDENT ENROLLMENT AND FEE PAYMENT DEADLINE	Oct 6 Fri	Jan 16 Tues	Apr 9 Mon	N/A
\$50 late enrollment fee after this date. Cashier's Office.				
GRADUATE STUDENT PART-TIME STATUS	Oct 6 Fri	Jan 12 Fri	Apr 6 Fri	N/A
Deadline to apply for a reduced class load and fees. Department.				
CLASS PERMISSION NUMBERS REQUIRED	Oct 7 Sat	Jan 18 Thur	Apr 11 Wed	N/A
ADD/DROP/SWAP CLASSES ENDS	Oct 18 Wed	Jan 29 Mon	Apr 20 Fri	Varies*
Deadline to process enrollment transactions.				
GRADE OPTION	Oct 18 Wed	Jan 29 Mon	Apr 20 Fri	Varies*
Deadline to change grade option.				
UNDERGRADUATE PART-TIME PROGRAM	Oct 18 Wed	Jan 29 Mon	Apr 20 Fri	N/A
Deadline to apply for a reduced class load and fees. Office of the Registrar.				
ADD BY PETITION BEGINS	Oct 19 Thur	Jan 30 Tues	Apr 23 Mon	N/A
First day to add a class by petition (\$10 fee). Office of the Registrar.				
UNDERGRADUATE WITHDRAW FROM A CLASS BEGINS	Oct 19 Thur	Jan 30 Tues	Apr 23 Mon	Varies*
Students petition for a W (Withdraw) notation. College.				
DECLARATION/CHANGE OF MAJOR/MINOR	Oct 27 Fri	Feb 9 Fri	Apr 27 Fri	N/A
Deadline to file petition. Contact your department for major/minor declaration information.				
UNDERGRADUATE WITHDRAW FROM A CLASS ENDS	Nov 8 Wed	Feb 20 Tues	May 11 Fri	Varies*
Deadline to petition for a W (Withdraw) grade notation, except for emergency reasons. College.				

*See summer.ucsc.edu for session dates and deadlines.



ACADEMIC AND ADMINISTRATIVE CALENDAR 2017–18

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Fall '17 Winter '18 Spring '18 Summer '18

	Fall '17	Winter '18	Spring '18	Summer '18
UNDERGRADUATE CREDIT BY PETITION ENDS Deadline to file petition to challenge a class (\$10 fee). Office of the Registrar.	Nov 8 Wed	Feb 20 Tues	May 11 Fri	N/A
ADD BY PETITION ENDS Deadline to add a class by petition (\$10 fee). Office of the Registrar.	Nov 8 Wed	Feb 20 Tues	May 11 Fri	N/A
LEAVE OF ABSENCE/WITHDRAW FROM THE UNIVERSITY Undergraduates: deadline to petition to withdraw during the quarter except for emergency reasons or to request a leave of absence. College. Graduates: deadline to withdraw during the quarter, except for emergency reasons. Division of Graduate Studies.	Nov 8 Wed	Feb 20 Tues	May 11 Fri	N/A
CHANGE OF COLLEGE Deadline to file petition to be effective the following quarter. College.	Nov 30 Thur	Feb 28 Wed	April 13 Fri	N/A
UNDERGRADUATE REMOVAL OF INCOMPLETE Deadline to file petition (\$10 fee) and submit class work for Incomplete grade from preceding quarter. Office of the Registrar.	Dec 15 Fri	Mar 23 Fri	June 14 Thur	Dec. 14 Fri
GRADUATE STUDENT REMOVAL OF INCOMPLETE Deadline to file petition (\$10 fee) and submit class work for Incomplete grade within the last three quarters. Office of the Registrar.	Dec 15 Fri	Mar 23 Fri	June 14 Thur	N/A
LEAVE OF ABSENCE/GRADUATE Deadline to petition for leave beginning the next quarter. Division of Graduate Studies.	Dec 15 Fri	Mar 23 Fri	Aug 31 Fri	N/A
GRADES DUE From instructors.	Dec 20 Wed	Mar 28 Wed	June 19 Tues	Varies*
EVALUATIONS DUE From instructors. Optional.	Jan 5 Fri	Apr 13 Fri	July 5 Thur	Varies*

*See summer.ucsc.edu for session dates and deadlines.

Fall '17 Winter '18 Spring '18 Summer '18

Announcing Candidacy for Degree/Apply to Graduate

	Fall '17	Winter '18	Spring '18	Summer '18
UNDERGRADUATES Deadline to apply with no fee. Late deadline to apply with \$75 fee. Final deadline to apply with \$100 fee.	Oct 27 Dec 15 Jan 26 Fri	Feb 9 March 23 May 4 Fri	April 27 June 15 July 27 Fri	Aug 3 Aug 31 Oct 12 Fri
UNDERGRADUATES Deadline to complete all requirements for degree and for the Office of the Registrar to receive transcripts from other institutions.	Dec 15 Fri	Mar 23 Fri	June 14 Thur	Aug 31 Fri
GRADUATE STUDENTS Deadline to announce for certificate, master's, or Ph.D., or pay for filing fee, if applicable.	Oct 13 Fri	Jan 19 Fri	Apr 13 Fri	July 6 Fri
GRADUATE STUDENTS Deadline to complete all requirements for degree.	Dec 15 Fri	Mar 23 Fri	June 1* Fri	Aug 31 Fri

* Students not participating in June commencement have until June 14 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, 2017, UC Berkeley, 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.ca.gov if applicable) by March 2 prior to each academic year for enrollment in fall 2017, file by March 2, 2017 for enrollment in fall 2018 file by March 2, 2018

- Complete your financial aid application by providing all supporting documentation requested on your MyUCSC To Do List by June 2 prior to the year for which you are applying.

- Applications received after the March 2 priority deadline and documentation completed after the June 15 deadline will be considered for aid on a funds-available basis.

- For summer consideration, file a financial aid application as indicated above and enroll in credits by June 1.

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

UNDERGRADUATE READMISSION APPLICATION

Filing period for priority/first pass enrollment. Office of Admissions.

Fall '17	Winter '18	Spring '18	Summer '18
Nov. 1, 2016– April 1, 2017	July 1, 2017– Oct. 1, 2017	Oct. 1, 2017– Jan. 2, 2018	April 1– June 1

FINAL DEADLINE (FALL ONLY) TBD

Late submission after April 1 may affect enrollment appointment.

GRADUATE STUDIES APPLICATION FOR READMISSION

Division of Graduate Studies.

July 31, 2017 Mon	Oct 30, 2017 Mon	Jan 30, 2018 Tues
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Summer Session 2018

Summer term active in class search–March 15, 2018
Enrollment opens–May 1, 2018
Session 1 dates–June 25–July 27, 2018
Session 2 dates–July 30–Aug 31, 2018
8-week dates–June 25–Aug 17, 2018
10-week dates–June 25–Aug 31, 2018

For additional information, see 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/current-students/academic-regulations/graduate-student-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