

A decorative flourish consisting of several overlapping, flowing lines in a light gray color, starting from the left and curving around the word 'Literature'.

THE DEPARTMENT OF **Literature** Graduate Program

HANDBOOK 2021-2022

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.

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

Important Websites:

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

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Ph.D. PROGRAM

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

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

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

M.A. en route to Ph.D.

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

M.A. PROGRAM

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

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

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

ACADEMIC ADVISING

Advisors

Entering students are assigned a faculty advisor based on the interests expressed in their application statements. Over the course of the first year, students should meet regularly with their advisors (formalized as the 2-unit course LIT 291F) to decide on course selection and other matters related to developing their field of study/areas of concentration (see below) and general preparation. Students should direct general questions about requirements, procedures, and deadlines to the Graduate Program Coordinator. Students who, whether because of changes in their areas of interest or for other reasons, wish to select a different faculty advisor should consult with the Graduate Program Director and the Graduate Program Coordinator for help in facilitating the change and to ensure all records are properly updated.

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

Progress Reports

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

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

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

QE and Dissertation (for Ph.D. students)

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

Ph.D. COURSEWORK REQUIREMENTS

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

Required courses for the Ph.D. are:

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

Ph.D. CREATIVE/CRITICAL CONCENTRATION

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

Requirements

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

5. Of the twelve courses leading to the definition of an area of concentration:
Four courses must be Creative/Critical Concentration-designated courses (Graduate Creative Writing Studios and Methods and Materials). One of these may be an independent study course in which substantial written work is creative or creative/critical. Courses taken at other institutions may not be used to satisfy this requirement.
6. Of the three quarters of supervised teaching experience, at least two will be in the undergraduate creative writing concentration

¹ See Coursework Waiver Petition, p. 6.

M.A. COURSEWORK REQUIREMENTS

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

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

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

INDEPENDENT COURSEWORK – FOR ALL GRADUATE STUDENTS

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

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

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

- 296 Special Student Seminar: For three or more students doing the same independent study with the same professor.
- 296A Studies in English or English translation
 - 296B Studies in a language other than English
 - 296C Studies in Creative Writing
- 297 Independent Study (5 units): Individual study with one professor. **Written work is required.** Indicate on the Independent Study form if you are studying a language other than English. 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).

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

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

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

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

COURSEWORK WAIVER PETITION

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

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

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

Ph.D. SECOND LANGUAGE REQUIREMENT

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

The language requirement consists of four component parts:

1. Graduate Summer Language Program or equivalent

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

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

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

2. Coursework in target language

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

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

3. Translation Exam

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

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

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

4. Qualifying Examination

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

Ph.D. QUALIFYING EXAMINATION (QE)

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

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

Constituting the QE Committee

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

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

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

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

Scheduling the QE

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

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

QE Portfolio Approval Process

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

QE Portfolio and Oral Component

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

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

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

Students in the Creative/Critical concentration will meet the requirements of the Ph.D. program Qualifying Examination, except that they submit:

6. approximately 25 pages of critical work and 25 pages of creative work OR (b) 25 pages of hybrid creative/critical work. Students are required to write a five-page artist's statement that locates the work in its literary and historical context (this may be separate or included in the topic statement).

The Oral Exam

The oral examination is based on the portfolio materials. The organization of the three-hour oral examination is left to the discretion of the committee. Typically, the student is first invited to comment or

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

ADVANCEMENT TO CANDIDACY (ATC)

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

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

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

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

Advancement to candidacy becomes effective the quarter after the Nominations for Dissertation Reading Committee form is filed and approved. The student will receive a letter from the Graduate Dean verifying advancement. A student who advances to candidacy within normative time will automatically receive the In-Candidacy Fee-Offset Grant (ICFOG) that waives the campus quarterly fees (\$441.70 in 2021-2022 for two calendar years (six consecutive quarters) following advancement. **If a student takes an approved**

Leave of Absence (LOA) or other non-enrolled quarter after advancement, the ICFOG will be forfeited.

Timeline: QE to ATC

- Begin to compose QE committee with help from academic advisor in year two
- Complete coursework; remove incompletes before QE can be taken
- Complete second language 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

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

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

Designated Emphasis

Graduate students may apply for a designated emphasis in programs and departments such as Critical Race and Ethnic Studies, Education, Feminist Studies, History of Consciousness, Latin American and Latino Studies, Philosophy, Politics, Sociology, and the History of Art and Visual Culture, and receive a designated emphasis on the literature doctoral diploma. (A full listing of programs and departments offering a Designated Emphasis can be found [here](#)). Interested students should review the respective program requirements early in their careers in order to select appropriate courses and make the necessary faculty contacts. When submitting the application for the Ph.D. degree, students must verify with the Graduate Coordinator that the department has received notification of completion of requirements from the appropriate program or department. The request for designated emphasis must be indicated on the application for degree.

Ph.D. Degree Application

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

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

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

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

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

CREATIVE/CRITICAL CONCENTRATION

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.

M.A. THESIS

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

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

Once the student and advisor have chosen the reading committee members and secured their agreement to serve, the student must submit a [Master's Thesis Reading Committee nomination](#) form to the department office; this form should be submitted as early as possible and in any case no later than the second week of the quarter in which the degree is to be conferred.

M.A. Degree Application and Department Verification

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

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

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

TEACHING APPOINTMENTS

There are three types of academic student employee positions in Literature available to graduate students.

→ **Students are limited to 18 total quarters of teaching appointments.** This includes all appointments in the department, across campus, and at other UC Campuses (excluding Summer Session). This is a University of California system-wide rule and is *not* subject to the discretion of the department.

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

Applying for Teaching Assistant Assignments

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

- TA openings in all departments are typically posted in the [TA Jobs Google Group](#). Use your UCSC email to log in. Join the group to receive all new 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.

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

Independent Teaching for Other Departments

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

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

classroom activities. Reader positions are paid at a lower rate than Teaching Assistant and graduate student instructor positions and do not include additional benefits. They do not count toward the 18-quarter teaching cap and can often be held in tandem with a teaching position, with permission from the Division of Graduate Studies.

OTHER FUNDING OPPORTUNITIES

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

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

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

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

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

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

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

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

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

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

APPENDIX A: ESTABLISHING CALIFORNIA RESIDENCY

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

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

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

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

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

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

Appendix B: Enrollment Procedures

Course Load Requirements

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

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

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

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

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

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

Priority/Open Enrollment

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

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

Add/Drop/Swap

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

Add by Petition:

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

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

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

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.

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: _____

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: _____
Graduate Director

Date

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 of Ph.D. Qualifying Examination** 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 _____
(applicable to students entering the program in Fall 2009 or after)

QE Committee

1. _____, Chair

2. _____, Language Specialist

3. _____

4. _____, _____
External member Departmental or institutional affiliation

Field(s) _____

Topics (tentative: exact titles may change before final submission)

1. _____

2. _____

3. _____

Approximate date of written exams _____

Approximate date of oral exams _____

COMMITTEE NOMINATION FOR THE DOCTORAL QUALIFYING EXAMINATION

Date: _____

Student: _____

Email: _____

Program: _____

Advisor: _____

This student has successfully completed the required course work and language requirements (if necessary). In consultation with the student and the dissertation adviser, the following examination committee has been proposed and submitted for the Graduate Dean's approval:

1. Chair: _____

Email: _____

Must be tenured.

Professional Title: _____

Dept. & Campus: _____

2. Member: _____

Email: _____

Professional Title: _____

Dept. & Campus: _____

3. Member: _____

Email: _____

Professional Title: _____

Dept. & Campus: _____

4. Outside Member: _____

Email: _____

Must be tenured. If UCSC faculty, must be from a different discipline. Faculty from another campus may be same or different discipline. If non-academic, provide CV; subject to Graduate Dean approval.

Professional Title: _____

Dept. & Campus: _____

Optional Member: _____

Email: _____

Professional Title: _____

Dept. & Campus: _____

All members have agreed to serve on:

Date: _____ Time: _____ Location: _____

Department/program approval: _____

Graduate Division approval: _____

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: _____

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

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

Professor Karen Bassi, Graduate Program Director

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

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>.

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.

Terminal degree candidates: A \$25 Masters degree completion fee will be charged to your student account.

Last Name First Middle Department/Program Name

Candidate for _____ degree Term: _____ Year _____
(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)

Email address: _____

Student Signature

Date

CERTIFICATION BY THE DEPARTMENT

Reviewed by Department Assistant: _____

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: _____
Graduate Representative Date

---- 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: _____
Graduate Representative Date

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, 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 Vice Provost and Dean of Graduate Studies Professor Lori Kletzer.

After you have received all the signatures from your faculty advisor, please forward to the Graduate Program Coordinator – Janina Larenas to obtain the Graduate Director – Kirsten Silva Gruesz'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
Research and Professional Interests
2021-22**

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

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, comparative memory studies

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

Filippo Gianferrari, Humanities 1, room 627, (831) 459-2842 (fgianfer@ucsc.edu)
Dante, Boccaccio, and Petrarch; medieval and Renaissance Italian literature; the history of literacy and education in the Middle Ages and the Renaissance; the complex relationships between literature and education; the history of the book and paleography; modern Jewish Italian authors

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

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; race, 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

Micah Perks, Humanities 1, room 233, (831) 459-4586 (meperks@ucsc.edu)
Reading and writing U.S. fiction and creative non-fiction; U.S. alternative communities; U.S. captivity narratives/utopias/apocalypses; 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; Continental Philosophy (especially Hegel and the Frankfurt School); film and media studies; translation as medium

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

Latin American literatures and cultural studies, Amazonia, the Andes and Quechua studies, Indigenous studies, shamanism, plant studies, literature and extractivism, mapping and the spatial humanities

Jennifer Tseng, Humanities 1, room 224, (831) 459-2030 (jetseng@ucsc.edu)

Fiction; creative nonfiction; poetry; interdisciplinary collaboration; collaboration with existing texts; hybridity; multiracial identities, queer identities & the intersections between them; women in translation

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

Transnational and postcolonial literatures, especially as framed in Asia/Pacific, Pacific Rim, and Oceania; conversion as such; cultural emergences against empires of globalization, U.S. and otherwise; cultural poetics across Pacific and Oceania; sublime aesthetics and politics, Longinus to Hiroshima; poetics of experimental writing, especially modern and contemporary poetry; San Francisco as global, oceanic, transpacific and organic city; worlding within and against the Anthropocene

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

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



ACADEMIC AND ADMINISTRATIVE CALENDAR 2021–22

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Key Dates

	Fall '21	Winter '22	Spring '22	Summer '22
QUARTER BEGINS	Sept 18 Sat	Jan 3 Mon	Mar 28 Mon	June 20 Mon
ORIENTATION See orientation schedule for details (orientation.ucsc.edu).				
INSTRUCTION BEGINS	Sept 23 Thur	Jan 3 Mon	Mar 28 Mon	June 20 Mon
INSTRUCTION ENDS	Dec 3 Fri	Mar 11 Fri	June 3 Fri	Aug 26 Fri
FINAL EXAMINATIONS	Dec 6–10 Mon–Fri	Mar 14–18 Mon–Fri	June 6–9 Mon–Thur	varies
QUARTER ENDS	Dec 10 Fri	Mar 18 Fri	June 9 Thur	Aug 26 Fri
NUMBER OF DAYS OF INSTRUCTION	M–10, T–10, W–10, Th–9, F–10	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 10–12 Fri–Sun	
HOLIDAYS OBSERVED	Sept. 6–Labor Day Nov. 11–Veterans Day Nov. 25–26–Thanksgiving Holidays Dec. 24, 27, 31–Winter Holidays Jan. 17–Martin Luther King, Jr. Day			

CAMPUS CLOSURE DATES—The campus is closed from Thursday, Dec. 23 through Sunday, Jan. 2 (pending approval).

Advising and Advance Enrollment

Fall '21 Winter '22 Spring '22 Summer '22

Continuing and Readmitted Students (includes visitors)

ADVISING WEEK	May 10–14	Nov 5–11	Feb 15–22	Mar 15
Continuing and readmitted undergraduates. Class search available.	Mon–Fri	Fri–Thur	Tues–Tues	Tues
PRIORITY ENROLLMENT BEGINS	May 17	Nov 12	Feb 22	May 1
Continuing and readmitted graduate and undergraduate students, by appointment.	Mon	Fri	Tues	Sun

Priority Enrollment for Fall 2022

ADVISING WEEK	May 9*
PRIORITY ENROLLMENT BEGINS	May 16*

*Pending approval
Enrollment continues following priority enrollment. For more information, see the online *Schedule of Classes* at registrar.ucsc.edu/soc/index.html.
For more dates for first and second pass, and waitlist appointments, see Schedule of Classes.

Fall '21 Winter '22

New Students

PRIORITY ENROLLMENT

New graduate students.	June 17 Thur	Nov 12 Fri
New undergraduates by appointment	July 23 Fri	Nov 12 Fri

Enrollment continues following priority enrollment. For more information, see the online *Schedule of Classes* at registrar.ucsc.edu/soc/index.html.

Fall '21 Winter '22 Spring '22 Summer '22

E-BILLS AVAILABLE ON UCSC eBILL/ePAY	Aug 27 Fri	Nov 23 Tues	Feb 25 Fri	Varies*
Including registration and housing fees.				
STUDENT HEALTH INSURANCE	Sept 15 Wed	Dec 15 Wed	Mar 15 Tues	Jul 15 Thurs
Deadline to apply for waiver. Cowell Student Health Center.				
MINIMUM CREDIT LIMIT ENFORCED	Sept 14 Wed	Dec 28 Tues	Mar 21 Mon	N/A
Twelve credits for undergraduates and five credits for graduates.				
FINANCIAL AID DISBURSED TO STUDENT ACCOUNTS	Sept 14 Wed	Dec 28 Tues	Mar 21 Mon	Varies*
HOUSING AND DINING FEES DUE	Sept 16 Thur	Dec 15 Wed	Mar 22 Tues	Varies*
Late housing fee of \$25 assessed after this date. Financial Service Center.				
UNDERGRADUATE REGISTRATION FEES DUE	Sept 16 Thur	Dec 15 Wed	Mar 22 Tues	Varies*
Late registration fee of \$50 assessed after this date. Financial Service Center.				
WITHDRAW FROM THE UNIVERSITY	Sept 23 Thur	Jan 3 Mon	Mar 28 Mon	N/A
Deadline to file to withdraw during quarter and receive full registration fees refund. College/Division of Graduate Studies.				
UNDERGRADUATE ENROLLMENT DEADLINE	Sept 27 Mon	Jan 5 Wed	Mar 30 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 1 Fri	Jan 10 Mon	Apr 4 Mon	N/A
\$50 late enrollment fee after this date. Financial Service Center.				
GRADUATE STUDENT PART-TIME/IN ABSENTIA	Oct 1 Fri	Jan 10 Mon	Apr 4 Mon	N/A
Deadline to apply for a reduced class load and fees. Department.				
CLASS PERMISSION NUMBERS REQUIRED	Oct 2 Sat	Jan 12 Wed	Apr 15 Fri	N/A
ADD/DROP/SWAP CLASSES ENDS	Oct 13 Wed	Jan 24 Mon	Apr 15 Fri	Varies*
Deadline to process enrollment transactions.				
UNDERGRADUATE PART-TIME PROGRAM	Oct 13 Wed	Jan 24 Mon	Apr 15 Fri	N/A
Deadline to apply for a reduced class load and fees. Office of the Registrar.				
LATE ADD BY PERMISSION BEGINS	Oct 14 Thur	Jan 25 Tues	Apr 16 Sat	N/A
First day to add a class by permission or petition (\$10 fee). MyUCSC.				
UNDERGRADUATE WITHDRAW FROM A CLASS BEGINS	Oct 14 Thur	Jan 25 Tues	Apr 16 Sat	Varies*
Students petition for a W (Withdraw) notation. College.				
DECLARATION/CHANGE OF MAJOR/MINOR	Oct 22 Fri	Feb 4 Fri	Apr 29 Fri	N/A
Deadline to file petition. Contact your department for major/minor declaration information.				
UNDERGRADUATE WITHDRAW FROM A CLASS ENDS	Nov 3 Wed	Feb 14 Mon	May 6 Fri	Varies*
Deadline to petition for a W (Withdraw) grade notation, except for emergency reasons. Office of the Registrar.				
UNDERGRADUATE CREDIT BY PETITION ENDS	Nov 3 Wed	Feb 14 Mon	May 6 Fri	N/A
Deadline to file petition to challenge a class (\$10 fee). Office of the Registrar.				

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



ACADEMIC AND ADMINISTRATIVE CALENDAR 2021–22

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Fall '21 Winter '22 Spring '22 Summer '22

WITHDRAW FROM UCSC/	Nov 3	Feb 14	May 6	N/A
LEAVE OF ABSENCE	Wed	Mon	Fri	
Undergraduates: deadline to petition to withdraw or to request a leave of absence, except for emergency reasons. College. Graduates: deadline to withdraw during the quarter, except for emergency reasons; for Leave of Absence, see below. Division of Graduate Studies.				
UNDERGRAD/GRAD GRADE	Nov 28	Mar 4	May 27	Varies*
CHANGE OPTION	Sun	Fri	Fri	
Deadline to change grade option. MyUCSC.				
UNDERGRADUATE NO PASS	Nov 28	Mar 4	May 27	Varies*
FROM A CLASS ENDS	Sun	Fri	Fri	
Deadline to file petition for a NP (No Pass) grade except for emergency reasons. Office of the Registrar.				
UNDERGRAD/GRAD LATE	Nov 28	Mar 4	May 27	N/A
ADD BY PERMISSION ENDS	Sun	Fri	Fri	
Deadline to add a class by permission or petition (\$10 fee). MyUCSC.				
CHANGE OF	Dec 3	Mar 11	Jun 3	N/A
COLLEGE	Fri	Fri	Fri	
Deadline to file petition to be effective the following quarter. College.				
UNDERGRADUATE REMOVAL	Dec 10	Mar 18	June 9	Dec. 9
OF INCOMPLETE	Fri	Fri	Thur	Fri
Deadline to file petition (\$10 fee) and submit class work for Incomplete grade from preceding quarter. Office of the Registrar.				
GRADUATE STUDENT	Dec 10	Mar 18	June 9	N/A
REMOVAL OF INCOMPLETE	Fri	Fri	Thur	
Deadline to file petition (\$10 fee) and submit class work for Incomplete grade within the last three quarters. Office of the Registrar.				
LEAVE OF ABSENCE/GRADUATE	Dec 10	Mar 18	Aug 26	N/A
	Fri	Fri	Fri	
Deadline to petition for leave beginning the next quarter. Division of Graduate Studies.				
GRADES DUE	Dec 15	Mar 23	June 14	Varies*
From instructors.	Wed	Wed	Tues	
EVALUATIONS DUE	Jan 4	Apr 11	June 30	Varies*
From instructors. Optional.	Tues	Mon	Thur	

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

Fall '21 Winter '22 Spring '22 Summer '22

Announcing Candidacy for Degree/Apply to Graduate

UNDERGRADUATES				
Deadline to apply with no fee.	Oct 22	Feb 4	April 29	July 29
Late deadline to apply with \$75 fee.	Dec 10	March 18	June 9	Aug 26
Final deadline to apply with \$100 fee.	Jan 21	Apr 29	July 25	Oct 7
UNDERGRADUATES	Dec 10	Mar 18	June 9	Aug 26
Deadline to complete all requirements for degree and for the Office of the Registrar to receive transcripts from other institutions.	Fri	Fri	Thur	Fri
GRADUATE STUDENTS	Sept 30	Jan 13	Apr 7	July 8
Deadline to announce for master's or Ph.D., or pay for filing fee, if applicable.	Thur	Thur	Thur	Mon
GRADUATE STUDENTS	Dec 10	Mar 18	May 31*	Aug 26
Deadline to complete all requirements for degree.	Fri	Fri	Tues	Fri

* Students not participating in June commencement have until June 9 to complete all requirements for degree.

Intercampus Visitor/Exchange Programs

UNDERGRADUATES	Apr 30	Oct 31	Jan 31
Deadline to file application. Office of the Registrar.			(Oct 1, UC Berkeley, UC Merced)
GRADUATE STUDENTS	Aug. 30	Dec. 20	March 14
Deadline to file application. Division of Graduate Studies.	(Aug 1, 2021, UC Berkeley, Merced)		

Financial Aid

FINANCIAL AID APPLICATION FOR UNDERGRADUATES

- Submit the free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa> (or Dream App at dream.csac.ca.gov if applicable) by March 2 prior to each academic year for enrollment in fall 2021, file by March 02, 2021 for enrollment in fall 2022 file by March 02, 2022
- Complete your financial aid application by providing all supporting documentation requested via MyAid Verify as accessed through your MyUCSC To Do List by June 2 prior to the year for which you are applying (July 1 for new transfers).
- For summer consideration, complete a financial aid application as indicated above. Enroll by June 1 to ensure summer aid disburses on time.

FINANCIAL AID APPLICATION FOR GRADUATES

- To apply for federal student loans, submit the Free Application for Federal Aid (FAFSA) each year at <https://studentaid.gov/h/apply-for-aid/fafsa>. 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 '21	Winter '22	Spring '22	Summer '22
Jan. 01, 2021– March 31, 2021	July 01, 2021 Sept. 30, 2021	Oct. 01, 2021– Dec. 31, 2021	April 01, 2022– May 31, 2022

FALL EXTENDED APPLICATION PERIOD

April 1, 2021–May 31, 2021
Late submission after April 1 may affect enrollment appointment.

GRADUATE STUDIES APPLICATION FOR READMISSION

Division of Graduate Studies.
July 31, 2021 Oct 31, 2021 Jan 31, 2022
Sat Sun Mon

Summer Session 2022

Summer term active in class search–March 15, 2022
Enrollment opens–May 01, 2022
Session 1 dates–June 20–July 22, 2022
Session 2 dates–July 25–Aug 26, 2022
8-week dates–June 20–Aug 12, 2022
10-week dates–June 20–Aug 26, 2022

For additional information, see summer.ucsc.edu.

Additional Resources

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

Graduate students may also refer to the *Graduate Student Handbook* at <https://graddiv.ucsc.edu/current-students/index.html>

Revised: 05/18/21

Published by the Office of the Registrar