# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Important Websites</td>
<td>1</td>
</tr>
<tr>
<td>Literature Graduate Contact Information</td>
<td>1</td>
</tr>
<tr>
<td>Ph.D. Program</td>
<td>2</td>
</tr>
<tr>
<td>M.A. en route to Ph.D.</td>
<td>2</td>
</tr>
<tr>
<td>M.A. Program</td>
<td>2</td>
</tr>
<tr>
<td>Establishing California Residency</td>
<td>3</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>3</td>
</tr>
<tr>
<td>Ph.D. Coursework Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Ph.D. Second Language Requirement</td>
<td>4</td>
</tr>
<tr>
<td>Ph.D. Creative/Critical Writing Concentration</td>
<td>5</td>
</tr>
<tr>
<td>Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Qualifying Examination and Dissertation</td>
<td>5</td>
</tr>
<tr>
<td>Faculty</td>
<td>6</td>
</tr>
<tr>
<td>M.A. Coursework Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Coursework</td>
<td>6</td>
</tr>
<tr>
<td>The Proseminar</td>
<td>6</td>
</tr>
<tr>
<td>Pedagogy of Literature Workshop</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Summer Language Program</td>
<td>7</td>
</tr>
<tr>
<td>Pre-1750</td>
<td>7</td>
</tr>
<tr>
<td>Independent Studies – Lit 295, 296, 297, 299</td>
<td>7</td>
</tr>
<tr>
<td>Literature 291F – Advising</td>
<td>8</td>
</tr>
<tr>
<td>Enrollment Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Coursework Waiver Petition</td>
<td>8</td>
</tr>
<tr>
<td>Ph.D. Qualifying Examination (QE)</td>
<td>9</td>
</tr>
<tr>
<td>Ph.D. Qualifying Examination Options</td>
<td>9</td>
</tr>
<tr>
<td>Qualifying Exam Portfolio Guidelines (entered fall 2013 and later)</td>
<td>9</td>
</tr>
<tr>
<td>QE Committee</td>
<td>10</td>
</tr>
<tr>
<td>QE Approval Process</td>
<td>10</td>
</tr>
<tr>
<td>QE Preparation</td>
<td>10</td>
</tr>
<tr>
<td>Comprehensive Bibliography, QE Topic, Paper, Field Statement &amp;</td>
<td>10-11</td>
</tr>
<tr>
<td>Dissertation Sketch</td>
<td></td>
</tr>
<tr>
<td>Translation Exam</td>
<td>11</td>
</tr>
<tr>
<td>Logistics of the Qualifying Examination</td>
<td>11</td>
</tr>
<tr>
<td>Standard Qualifying Examination Guidelines (entered fall 2012 and</td>
<td>12-14</td>
</tr>
<tr>
<td>earlier)</td>
<td></td>
</tr>
<tr>
<td>QE Committee</td>
<td>12</td>
</tr>
<tr>
<td>QE Approval Process</td>
<td>13</td>
</tr>
<tr>
<td>QE Preparation</td>
<td>13</td>
</tr>
<tr>
<td>Comprehensive Bibliography, QE Topics and Field Statement</td>
<td>13</td>
</tr>
<tr>
<td>Translation Exam</td>
<td>13</td>
</tr>
<tr>
<td>Logistics of the Qualifying Examination</td>
<td>13</td>
</tr>
<tr>
<td>Dissertation Prospectus and Committee Nomination</td>
<td>14</td>
</tr>
<tr>
<td>Advancement to Candidacy (ATC)</td>
<td>15</td>
</tr>
<tr>
<td>Timeline: QE to ATC</td>
<td>15</td>
</tr>
<tr>
<td>Dissertation</td>
<td>15</td>
</tr>
<tr>
<td>Ph.D. Degree Application</td>
<td>16</td>
</tr>
<tr>
<td>Designated Emphasis</td>
<td>16</td>
</tr>
<tr>
<td>M.A. Thesis</td>
<td>16</td>
</tr>
<tr>
<td>M.A. Degree Application</td>
<td>17</td>
</tr>
<tr>
<td>Department Verification</td>
<td>17</td>
</tr>
<tr>
<td>Teaching Appointments</td>
<td>17</td>
</tr>
<tr>
<td>Limits to Teaching</td>
<td>17</td>
</tr>
<tr>
<td>Teaching Assistant Assignments</td>
<td>18</td>
</tr>
<tr>
<td>Teaching Fellowships</td>
<td>18</td>
</tr>
<tr>
<td>Teaching Fellowships in Creative Writing</td>
<td>18</td>
</tr>
<tr>
<td>Summer Session Instructors</td>
<td>18</td>
</tr>
<tr>
<td>Language Program Graduate Student Instructor Positions</td>
<td>18</td>
</tr>
<tr>
<td>Writing Program Graduate Student Instructor Positions</td>
<td>19</td>
</tr>
<tr>
<td>Independent Teaching for Other Departments</td>
<td>19</td>
</tr>
<tr>
<td>Other Funding Opportunities</td>
<td>20</td>
</tr>
</tbody>
</table>

Appendixes: GPC memo re: Graduate Student Mentoring, Requirement Waiver, Independent Study Petition, Directed Reading Petition, Intent to QE, Committee Nomination of Ph.D. Qualifying Examination, QE Title Page, Master’s Thesis Reading Committee, Nominations for Dissertation Reading Committee, Dissertation Prospectus Title Page, Application for the Master’s Degree, Application for the Doctor of Philosophy Degree, Plan of Completion (POC) Guidelines 2015-16, Literature Department Faculty 2015-16, Academic and Administrative Calendar 2015-16
INTRODUCTION

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

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

Important Websites
You are invited to visit the following websites:

- Department of Literature: [http://literature.ucsc.edu](http://literature.ucsc.edu)
- Graduate Division: [http://graddiv.ucsc.edu/student_affairs](http://graddiv.ucsc.edu/student_affairs) (Current Student, Forms, Applications & Forms)
- Graduate Handbook: [http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/](http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/)
- Student Portal: [http://its.ucsc.edu/myucsc/](http://its.ucsc.edu/myucsc/)

Literature Graduate Contact Information

**Sharon Kinoshita**  
Department of Literature Chair  
Phone: 831-459-2395 (message)  
Email: sakinosh@ucsc.edu

**Susan Gillman**  
Director of Graduate Studies  
Phone: 831-459-4199  
Email: sgillman@ucsc.edu

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

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

**Mary Allen**  
Department Assistant  
Phone: 831-459-4778  
Email: litdept@ucsc.edu
Ph.D. PROGRAM
Normative time to degree in the Ph.D. program is seven years. An approved Leave of Absence (LOA) from the program is not counted when calculating normative time. The minimum matriculation requirement is six terms, including three at UC Santa Cruz, and a minimum of one term between advancement to candidacy and the awarding of the Ph.D.

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

- Complete required coursework in the first two to three years;
- Satisfy the department’s second language requirement;
- Pass the qualifying examination (QE) during the third year or fall quarter of the fourth year;
- Complete a dissertation prospectus and advance to candidacy by the end of the fourth year;
- Complete the dissertation by the end of the seventh year.

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

- Complete the required coursework;
- Successfully complete the Literature Ph.D. qualifying examination OR write a Master’s thesis under the supervision of a faculty advisor and two committee readers;
- File an Application for the Master's Degree with Graduate Division by the end of the second week of the quarter in which the degree is to be awarded;
- For the Master’s thesis option: submit a copy of the signed title page of the thesis to the department’s Graduate Coordinator in order to verify completion of requirements three weeks before the Graduate Division deadline.

M.A. PROGRAM
The Master’s Degree in Literature is intended primarily for students who plan to transfer to a Ph.D. program at another institution.

The M.A. is granted to students upon completion of (1) the equivalent of nine seminars of graduate level study in literature and (2) an exit requirement. Requirements for the M.A. degree typically cannot be completed in one year but must be completed by the end of the student’s second year. Minimum residency requirement for the M.A. degree is three terms, two of them at UC Santa Cruz.

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

M.A. students interested in applying for TAships are encouraged to enroll in the Pedagogy of Teaching course (Literature 201), which is offered every fall quarter.
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, a minimum stay of 12 months in California is required.

Steps you should take during the first year:
1) Register to vote in California;
2) Open a bank account in California;
3) Obtain a California driver’s license or identification card.

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. Students required to complete the SLR will be prompted on the To Do List in their MyUCSC portal. Students are also advised to make an appointment with the Residence Deputy at the Registrar’s office to review the application for California resident status. Continuing students must submit a Petition for Change of Legal Residence Status to the Residency Deputy by the filing deadline.

ACADEMIC ADVISING

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

During the coursework phase of the program, students should consult regularly with their faculty advisors in order to devise study plans and develop their areas of concentration. Concentrations may be defined as a period, a national literature, genre studies, cultural studies, gender studies, performance studies, history and literature, literature and social change, critical theory, world literature, etc. Students are also expected to define both a primary language literature and a secondary language literature. Primary or secondary concentrations are available in English/American, French, and Spanish/Latin American/Latino literatures. German, Italian, Latin, and Greek are available for secondary concentrations only. Students interested in working with other languages are accommodated on an individual basis through independent studies and coursework at nearby institutions.

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

When preparing for the qualifying examination (QE), students generally select a faculty member in their primary area of concentration to chair their examination committee. The chair of the QE committee must be tenured and may also, given the student’s preference, chair the dissertation committee.

Progress Reports
Each spring quarter, students and faculty advisors meet to review the student’s academic progress and direction. To facilitate these meetings, the Graduate Program Committee (GPC) reviews the
academic progress of all students and, in some cases, makes recommendations that are sent to faculty advisors. The progress report is signed by the faculty advisor and the student, and then returned to the department. A copy is provided to each student.

Ph.D. COURSEWORK REQUIREMENTS

Before advancement to candidacy (ATC), a full-time course load is constituted by two or three courses at the graduate seminar level (200 course number series), or two courses and a teaching assignment. It is recommended that students without teaching assignments take three courses per quarter.

Required courses for the Ph.D. are:

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

Ph.D. SECOND LANGUAGE REQUIREMENT

Ph.D. students are required to be able to read proficiently at least two languages that are integral to their intellectual work, one of which may be English. Ideally, they should have sufficient aural competence and speaking skills to be able to follow lectures and participate in seminars delivered in both languages. To help students achieve this goal, the department offers a minimum of two Graduate Summer Language Program seminars (GSLP) every year, as well as travel and study funds, for which students may apply. In addition, faculty will encourage and advise students to apply for extra-mural funding. Available languages and ways to gain or demonstrate competency: English, French, German, Ancient Greek, Italian, Latin and Spanish. Students interested in working with other languages are accommodated on an individual basis through independent studies and coursework at nearby institutions.

Course Requirements

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

Students are also encouraged to learn or to improve their proficiency in more than two languages. Students working in European pre- and early modern fields, for example, are strongly encouraged to learn Latin or other appropriate language.
Qualifying Examination
Students are expected to incorporate texts in two or more languages, studied in the original, into their QE portfolio (in the bibliography and the topic statement). Before the QE, the student will do a translation selected from the student’s bibliography that will require no more than an hour to complete. A dictionary may be used. Exemption from the translation exam may be made for native speakers and students teaching in the language program.

Ph.D. CREATIVE/CRITICAL WRITING CONCENTRATION
Creative/Critical Writing Concentration Overview
Entering students complete all the requirements for the Literature Ph.D. with the addition of a creative/critical enhancement to their degree in the form of original creative work in poetry, prose fiction, creative non-fiction or hybrid/cross genre, with a critical chapter and, if desired, work in poetics, translation, form and/or critical writing from the perspective of writerly practices.

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

Creative/Critical Writing concentration only: Of the twelve courses a total of four courses must be Creative/Critical concentration-designated courses (Graduate Creative Writing Workshops and Methods and Materials)
6) Three quarters of supervised teaching experience; at least two will be in the undergraduate creative writing concentration
7) A qualifying exam portfolio (includes an oral component)
8) A prospectus outlining and defining the dissertation project
9) A dissertation (written in conjunction with Literature 299, Thesis Research)

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

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

Faculty

The following faculty are participating Creative Writing faculty mentors:

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

M.A. COURSEWORK REQUIREMENTS

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

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

COURSEWORK – FOR ALL GRADUATE STUDENTS

The Proseminar – Literature 200

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

Pedagogy of Literature Workshop – Literature 201

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

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

Pre-1750

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

Independent Studies

Independent Studies allow students to work closely with professors on individually defined topics, which are agreed upon by the student and the sponsor of the course. This agreement is formalized in the Independent Study Petition, which must be completed and submitted to the department office before an enrollment class number will be issued for the course.

The types of individual studies for graduate students are:

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

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

- 296 Special Student Seminar: For three or more students doing the same independent study with the same professor.

- 297 Independent Study: Individual study with one professor: 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.

- 299 Thesis Research: For M.A. thesis writing or Ph.D. dissertation research and writing only.

A completed Individual Study Petition includes the instructor’s signature, a description of the required work, and the selection of the rubric under which the student will enroll. An undergraduate course may be taken for graduate credit as an independent study, with all requirements described on the petition. Students should not enroll in the undergraduate course itself, only in the independent study. Once a completed form is submitted, the department issues a class number. The numbers may be emailed or placed in the student’s mailbox.
Thesis Research (299) class numbers are issued with the generic LIT identifier. Class enrollment numbers associated with faculty who are dissertation chairs are emailed each quarter to all Ph.D. and M.A. students. Ph.D. students who have advanced to candidacy, and M.A. students who have completed their required coursework, may enroll in a ten-unit thesis research section for full time students or a five-unit section for part time students.

**Literature 291F: Advising**

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

**Enrollment Procedures**

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

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

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

**Priority/Open Enrollment**: The enrollment period begins near the middle of the preceding quarter, and ends shortly before the quarter starts. Students must be enrolled in at least one course; if not, any fellowship or financial aid will be placed on hold.

**Add/Drop/Swap**: After instruction begins, students may enroll in a course the day after the first class meeting, and in individual studies at any time during this period, which usually lasts for a week after instruction begins. Graduate students must be enrolled in at least one 5-unit course for credit (not just a TAship) during this period, or a $50 late fee will be assessed.

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

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

**Coursework Waiver Petition**

Students who have completed graduate coursework at other institutions may petition to have two courses applied to fulfill their degree requirements. Once the [Coursework Waiver Petition](#) has been approved by the adviser, this form, along with a syllabus for the relevant course, should be submitted to the Graduate Program Director.
Exemptions from the Proseminar (Lit 200) are granted only in exceptional circumstances. The instructor must recommend them by the second week of fall quarter of the student's first year, and the Graduate Program Director must then approve them. Exemption from the Proseminar will only be considered if a student has taken a similar course in a graduate program from which he or she is transferring. Before recommending such an exemption, the instructor will require a syllabus of the course the student wishes to substitute for Literature 200, and copies of the student's written work for that course.

Students must fulfill the second language literature course requirements through curricular offerings or independent studies.

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**Ph.D. QUALIFYING EXAMINATION (QE)**

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

**Ph.D. Qualifying Examination Options**

- Students who entered the program fall 2013 and later are required to complete the qualifying exam portfolio. Read the “Qualifying Exam Portfolio Guidelines” on pages 9-11 for more information.
- Students who entered the program in fall 2012 or earlier may choose the option of the standard qualifying examination or the qualifying exam portfolio. Students will be required to meet with their QE committee to discuss whether the portfolio option is feasible and establish a timeline. Read the “Qualifying Examination Guidelines” on pages 11-14 for more information.

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**QUALIFYING EXAM PORTFOLIO GUIDELINES**

(for students who enter the program fall 2013 and later)

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

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

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

At least two quarters, but preferably earlier, before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisor or committee chair. Students should notify the committee of the approximate date of the examination (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide members with early drafts of the paper, bibliography and topic so that their responses and suggestions may be incorporated into the student’s revisions. Students are asked to work closely with their committees to establish clear guidelines for submission of drafts and return of feedback on the paper.

The qualifying exam committee normally consists of at least four examiners: three from the department and one from outside the UCSC Literature Department (from another UCSC department or a department at another institution). The committee chair usually represents the primary literature or field. Both the committee chair and the outside member must be tenured faculty (associate or full Professors). The other two members may be tenure-track faculty. The Committee Nomination of Ph.D. Qualifying Examination form is submitted to the department for Graduate Program Director approval. The department then forwards the nomination form to the Graduate Division.

The Intent to QE form should be submitted to the department at least 90 days before students intend to QE. The Intent to QE form should be accompanied by the Committee Nomination of Ph.D. Qualifying Examination form.

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

**QE Approval Process**

The QE portfolio (bibliography, topic, paper, field statement and dissertation sketch) must be approved by all members of the QE committee, signed by the committee chair, and submitted to the department office for the Graduate Director’s approval preferably six but no later than four weeks prior to the exam. The paper will be read and approved by all members of the committee in polished draft form; only minor revisions and minor formatting changes may occur after committee approval.

**QE Preparation**

In advance of the qualifying examination, the student prepares:

1) A comprehensive general bibliography of approximately 75-100 works demonstrating chronological and generic range in the student’s teaching and research field(s). (This is the field in which the student is “qualified” to teach; see #4 below for examples.) Primary texts, categorized by language, should be cited by date or (where relevant) by specific edition. Secondary works (critical, historical and theoretical texts, including those from fields other than literature) should be cited with full bibliographical references.

2) A topic statement, incorporating the second-language literature, that defines the student’s materials and critical framework for the dissertation: the topic identifies the texts and contexts that will be the focus of the dissertation, as well as the critical approach that will inform the dissertation. The topic statement should be approximately 8-10 double-spaced pages, plus a short, specialized bibliography of primary and secondary works excerpted from and/or in addition to the comprehensive bibliography. The selected topic, to be decided in consultation with the student’s QE committee members, will depend on the student’s areas of emphasis.
3) A paper of journal-article length (approximately 20-25 pages, including notes) and quality [a seminar paper, revised through a Directed Reading, or a freestanding paper, written for a course, an Independent Study, or a Directed Reading).

4) A field statement (no longer than one paragraph) that: names the student’s principal professional/teaching field(s) (e.g. American Modernism, Twentieth-Century Latin American Literature, Twentieth-Century U.S. Ethnic Literatures, Seventeenth-Century Transatlantic Literature, The English and European Novel, etc.); describes recent turns or emphases within this field that frame the student’s own work; situates the student’s own area of investigation within these contexts. It should also indicate whether a student is qualified to teach or teach in a foreign language and which one(s). Please note that this is not a summary of coursework and teaching to date.

5) A brief, preliminary sketch of the dissertation, to be discussed at the end of the oral exam.

**Translation Exam**

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

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

The student has one hour to complete the translation and may use a dictionary. The translation should demonstrate a solid comprehension of the ideas presented in the passage, reflecting a basic competence in the grammar, syntax, and vocabulary of the original language. A polished translation is not the goal.

**Logistics of the Qualifying Examination**

The examination must take place during the regular academic year (fall, winter, or spring quarters). The examination itself consists of a written portfolio component and a three-hour oral component to be held after the portfolio has been approved by the Graduate Program Director.

The organization of the three-hour oral examination is left to the discretion of the committee. Typically, the student is first invited to comment or elaborate upon portions of the portfolio and on the structure of the portfolio as a whole. Then, each committee member is given approximately 20-30 minutes to question the student on the paper, topic statement, and bibliography. Second-language proficiency and use of the second-language literature may be assessed at this time. After being given the opportunity to add final comments, the student is asked to leave the room while the committee confers. When the committee has reached a decision, the student is recalled and given a detailed assessment of both the portfolio and oral parts of the examination. In the case of a passing examination, the committee and student discuss the student’s prospective dissertation project, based on the preliminary sketch of the dissertation in the portfolio. In cases of an unsatisfactory examination, strategies for improvement will be discussed. The committee evaluation will assess the student’s command of the field bibliography, the originality and scholarly contribution of the portfolio paper, the strength of the writing, and the dissertation plan as reflected in the topic statement and preliminary sketch.
STANDARD QUALIFYING EXAMINATION GUIDELINES
(for students who entered the program fall 2012 and earlier)

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

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

The examination is based on a comprehensive bibliography covering the student’s field(s) of interest and on a set of topics (with specialized bibliographies) that develop and define a particular approach to selected issues in the field(s). Students should begin to compile the comprehensive bibliography and to compose examination topics as early as possible, preferably before the end of the second year. Sample topics and bibliographies are available in the Literature Department Office and on the department’s website.

**QE Committee**

At least two quarters, but preferably earlier, before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisors or committee chairs. Students should notify the committee of the approximate date of the examination (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide members with early drafts of the bibliography and topics so that their responses and suggestions may be incorporated into the student’s revisions.

The qualifying exam committee normally consists of at least four examiners; two representing the primary literature, one representing the second-language literature, and one from outside the UCSC Literature Department (from another UCSC department or a Literature Department at another institution). The committee chair usually represents the primary literature or field. Both the committee chair and the outside member must be tenured faculty (Associate or full Professors). The other two members may be tenure-track faculty. The Committee Nomination of Ph.D. Qualifying Examination form is submitted to the department for Graduate Program Director approval. The department then forwards the nomination form to the Graduate Division.

The Intent to QE form should be submitted to the department at least 90 days before students intend to QE. The Intent to QE form should be accompanied by the Committee Nomination of Ph.D. Qualifying Examination form.

In consultation with the Graduate Coordinator, the student will schedule the precise dates of the written components of the examination. It is up to the student to schedule the oral examination for a day and time that fits the schedules of all the members of the QE committee. Students should contact the Graduate Coordinator in advance for room availability. Topics must be approved by the committee and then reviewed by the Graduate Director prior to scheduling the oral examination date.
QE Approval Process
The bibliography and topics must be approved by all members of the QE committee, signed by the committee chair, and submitted to the department office for the Graduate Director’s approval preferably six but no later than four weeks prior to the exam.

QE Preparation
In advance of the qualifying examination, the student prepares:
1) A comprehensive general bibliography of approximately 75-100 works demonstrating chronological and generic range in the student’s teaching and research field(s). (This is the field in which the student is “qualified” to teach; see #3 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), should be cited with full bibliographical references.
2) Two to four topics. The precise number and configuration of topics, to be decided in consultation with the student’s QE committee members, will depend on the student’s areas of emphasis. Topic statements should be approximately 5-8 double-spaced pages each, including a short, specialized bibliography of primary and secondary works excerpted from and/or in addition to the comprehensive bibliography.
   The topics outline the critical approach that the student brings to the field. They may be organized thematically, conceptually and theoretically, or by genre, period, and region. At least one topic should demonstrate generic, historical, or theoretical coverage. At least one may explore areas related to the prospective dissertation. At least one of the topics must demonstrate a student’s expertise in the second-language literature in a comparative or single language context.
3) 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. Please note that this is not a summary of your coursework and teaching to date.

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

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

The student has one hour to complete the translation and may use a dictionary. The translation should demonstrate a solid comprehension of the ideas presented in the passage, reflecting a basic competence in the grammar, syntax, and vocabulary of the original language. A polished translation is not the goal.

Logistics of the Qualifying Examination
The examination must take place during the regular academic year (fall, winter, or spring quarters). The examination itself consists of a written component (divided into two sessions) and a three-hour oral component to take place within a week of the written examination but with at least three working
days in between. The oral component usually includes a discussion of the student's prospective dissertation project, based on a preliminary sketch of the dissertation as one of the documents under discussion.

The two written sessions totaling six hours (2 three-hour sessions, or 1 four-hour and 1 two-hour session) scheduled and administered by the Graduate Coordinator, the written portions are a “closed book” examination. Students may bring a foreign language dictionary, if desired, and may bring a computer or one will be provided – for word processing purposes only. If a close reading of a specific text is required, the committee will provide the necessary section of text.

The organization of the three-hour oral examination is left to the discretion of the committee. Typically, the student is invited to comment or elaborate upon portions of the written examination. Then, each committee member is given approximately 20-30 minutes to question the student on the essays, general topics, and bibliographies. Second-language proficiency 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 written and oral parts of the examination. In the case of a passing examination, the committee and student confer on dissertation strategies deriving from the examination. In cases of an unsatisfactory examination, strategies for improvement will be discussed. Approximately two weeks after the examination, the student will receive a written evaluation. As required by the Graduate Division, a Report on the Language Requirement form will be completed by the committee chair at the conclusion of the examination.

DISSERTATION PROSPECTUS AND COMMITTEE NOMINATION

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

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

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

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

2) 10-15-page summary, stating the critical problem or issue of the dissertation, the overall argument and theoretical focus of the project; including chapter descriptions, footnotes, and substantive bibliography with complete citations.

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

Advancement to Candidacy (ATC)

To maintain eligibility for fellowships, the post-advancement fee reduction, and satisfactory academic progress, students must advance to candidacy within 4 years of entering the program. An approved Leave of Absence (LOA) is not included in this 4-year count.

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

• The student passes the qualifying examination;
• A passing Report on Qualifying Examination, Report on Language Requirement form have been received by the Graduate Division, the advancement fee ($90 will be posted to the student’s MyUCSC account);
• The student completes a Dissertation Prospectus, approved by all dissertation committee members and the Graduate Program Director;
• A Nominations for Dissertation Reading Committee form has been approved by the Graduate Director and the Graduate Dean;
• There are no “Incompletes” on the academic record.

Advancement to candidacy becomes effective the following quarter. The Graduate Dean sends a letter to the student verifying advancement. After advancement to Ph.D. candidacy, students enroll in Thesis Research (Literature 299) each quarter, with the chair of their dissertation committee as the faculty sponsor. Class numbers are issued each quarter via email to all advanced to candidacy students. It is the student’s responsibility to assure that he or she is enrolled correctly and on time.

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

Once a student advances to candidacy within normative time s/he will automatically receive the In-Candidacy Fee-Offset Grant (ICFOG) that waives the campus quarterly fees ($355.86 in 2014-2015) for two calendar years (6 quarters) following advancement. Taking an approved Leave of Absence (LOA) or other non-enrolled quarter after advancement the ICFOG will be forfeited.

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

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

Ph.D. Degree Application

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

By the end of the second week of the quarter, an Application for the Ph.D. Degree form must be filed with Graduate Division (requires Dissertation Advisor and Graduate Director approval). If a student plans to use the Filing Fee, the Application for Filing Fee Status (with the signatures of the entire dissertation committee) and the fee itself ($162 posted to the student’s MyUCSC account) must also be submitted to Graduate Division by this deadline. The student must file the required dissertation copies and forms with Graduate Division by the last day of instruction of the quarter in which the degree is to be conferred (except for Spring degrees when participation in commencement is desired, then the deadline is approximately one week earlier). Guidelines for the style and filing requirements of theses and dissertations are detailed in a PDF, "Dissertation & Thesis Submission," available on the Graduate Division website.

All Graduate Division petition deadlines are stated on the Academic and Administrative Calendar. When department approval is required, forms must be submitted at least one week prior to any Graduate Division deadlines.

Designated Emphasis

Graduate students may apply for a designated emphasis in programs such as Critical Race and Ethnic Studies, Education, Feminist Studies, History of Consciousness, Latin American and Latino Studies, Philosophy, Politics, Sociology, Visual Studies, and receive a designated emphasis on the literature doctoral diploma. (A full listing of programs offering a Designated Emphasis can be found here: http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda%20/designated-emphasis-policy/index.html). Interested students should review the respective program requirements early in their career 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 department. The request for designated emphasis must be indicated on the application for degree.

M.A. THESIS

The thesis for a Master's Degree in Literature will be a substantial critical work, written in conjunction with Literature 299. Typically, a thesis will range in length from 35-50 pages, plus a bibliography. The project must be developed in close consultation with the thesis advisor, who is also chair of the thesis reading committee, and it must be approved by at least two other reading committee members, who are chosen by the student and the advisor.

The majority of the reading committee must be members of the UC Santa Cruz Academic Senate (All ladder-rank and S.O.E. UC Santa Cruz faculty are Academic Senate members.) The chair must be a
tenured literature faculty member. Two of the three members of the committee should be literature faculty.

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

Guidelines for the style and filing requirements of theses are detailed in a PDF, "Dissertation & Thesis Submission," available on the Graduate Division website.

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

Department Verification
When the master’s thesis is approved, up to six weeks, but no less than three weeks prior to graduation, a copy of the title page, signed by all thesis committee members, must be submitted to the department for verification of completion. The department does not require a copy of the thesis.

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

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

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

Additional Teaching Fellowships in Creative Writing are available to advanced Ph.D. candidates or Ph.D. students with a Master’s and two years college level teaching experience. Although there is a departmental procedure for applying for teaching appointments, the Dean of Humanities has sole hiring authority. Therefore, discussions with faculty and staff about openings and possibilities do not constitute an official commitment. It is only when students receive an appointment letter that an appointment is official. To complete the process, students must accept the appointment in writing.

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

The process of assigning Teaching Assistants begins in the spring quarter for the following academic year. The projected TA openings in all departments are posted, and graduate students apply for the courses in which they are interested. These preferences, which rank the student’s choices of assignments for each quarter, are submitted to the Graduate Division and the department. The Literature Department has a separate application process, which allows faculty to indicate their own preferences. The Graduate Division and the department coordinate the assignments of literature graduate students to both Literature and other-department assignments.

Priority for assignment is given to Ph. D. students with multi-year support offers and those with fewer than 12 quarters of teaching assignments. The department encourages students with over 12 quarters of teaching assignments to apply to openings in other departments, many of which rely upon students from literature to supply their TA needs. Every effort is made to take student and faculty preferences into account, but this is not always possible. If graduate students have a special reason for requesting a particular assignment (for example, a concentration area and course assignment match during the qualifying examination quarter), it should be indicated on the preference sheet. Students should also expect to be assigned to assist in the theory courses that are required for the undergraduate major, as well as in Literature 1 and/or Literature 101 at least once per year. (These two courses comprise about 40% of all Literature TA openings in any given quarter.) Advanced graduate students should also apply to teach at least one lower-division Literature course annually (60s or 80s).

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

Teaching Fellowships

Only advanced Ph.D. candidates may qualify.

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

Teaching Fellowships in Creative Writing

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

Summer Session Instructors

Literature graduate students, selected during the previous fall quarter, teach Summer Session undergraduate offerings in Literature. Courses are selected on the basis of undergraduate curricular needs.

Language Program Graduate Student Instructor Positions

Registered graduate students in Literature with an interest in second-language pedagogy may apply for Graduate Student Instructor (GSI) positions in the Department of Languages & Applied Linguistics. Students selected for these positions must take a one-quarter course on the theory and
methods of second-language teaching (LAAD 201) for academic credit. This course will include opportunities to observe and participate in teaching relevant classes and to prepare and provide individual course lessons and materials for those classes. Sections of beginning language classes will be taught independently by GSIs under the continued guidance of a faculty mentor.

Applications are invited for students with strong language skills and cultural competence in the following languages: Chinese (Mandarin), French, German, Greek, Hebrew, Italian, Japanese, Latin, Portuguese, Russian, or Spanish.

A call from the Department of Languages & Applied Linguistics is sent out via email each year to solicit applications. Successful applicants will be called for an oral interview with members of the Languages & Applied Linguistics Program faculty.

Writing Program Graduate Student Instructor Positions
Registered graduate students with a Master’s degree (or equivalent) who have completed a one-quarter theories and practices of teaching college-level writing (WRIT 203) for academic credit may apply for Graduate Student Instructor (GSI) positions in the Writing Program.

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

Independent Teaching for Other Departments
Some independent teaching opportunities may be available in beginning language courses, in writing courses, and in college core courses. Students must meet the requirements of the hiring departments, and may be appointed as Associate-Ins or Teaching Fellows, depending upon whether they are advanced to candidacy.
OTHER FUNDING OPPORTUNITIES

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

Graduate Student Researcher (GSR): There are some opportunities to be a GSR. All graduate students are eligible; there are two salary levels depending on whether or not the student is advanced to candidacy. Normally, a faculty member may propose to hire a graduate student to do research (if the faculty member has research funds for this purpose); the appointment comes through the Humanities Division. GSR appointments vary in percent of time; since graduate students are allowed to work a maximum of 20 hours a week, students do not normally hold a GSRship while they have a TAship. Work done for a less-than-50%-time GSRship is normally paid during vacations and summer.

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

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

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

QE Fellowships: Funds permitting, the department sends out a call for one-quarter QE fellowships to all students who have not completed the QE requirement.

Dissertation Fellowships: Funds permitting, the department sends a call out to all advanced to candidacy students for one-quarter dissertation fellowships.

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

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

Other University Fellowships: Various campus-wide opportunities are advertised widely via email throughout the year. If there are changes to your contact information, always immediately update your contact information in your MyUCSC portal.

External Fellowship and/or teaching opportunities: The Department encourages our students to apply for extramural funding, ranging from short-term library fellowships to language study abroad. The IHR maintains a Funding Opportunities Database as a service for graduate students: http://ihr.ucsc.edu/funding-opportunities/. The database contains information about funding from major government agencies and private foundations. Please use it as a helpful guide, rather than as an exhaustive list of extramural funding opportunities.

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

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

Chancellor’s Suggestion
http://www.nsp.edu/readingroom/books/mentor/2.html
and UCSC Graduate students.
LITERATURE GRADUATE PROGRAM

REQUIREMENT WAIVER PETITION

Name: ___________________________ Date: ____________

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

1) COURSE Name and # or type: ____________________________________________

Course substitution or reason for waiver:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

2) GSLP (Graduate Summer Language Program)
Course substitution or reason for waiver:

_____________________________________________________________________

Student Signature: ______________________________________________________

Advisor/Authorized Faculty Member Signature: _______________________________________________________________________

Approved by: ___________________________________________________________

Graduate Director Date: ____________
LIT 296 or LIT 297
DEPARTMENT OF LITERATURE
GRADUATE INDEPENDENT STUDY PETITION

A call number will not be issued until this petition, completed and faculty approved, is received in the department office. 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: ___________________________

STUDENT EMAIL ADDRESS: ___________________________

INSTRUCTOR NAME: ___________________________

COURSE NUMBER:
☐ 297 - Independent Study
☐ 296 - Special Student Seminar (3 or more students)

COURSE RUBRIC:
☐ LTEL English ☐ LTMQ Modern
☐ LTFR French ☐ LTHQ Pre & Early Modern
☐ LTGE German ☐ LTSP Spanish/Latin/o American
☐ LTIT Italian ☐ LTWL World
☐ LTIN Latin ☐ LTHL Greek

SUBJECT OF PROPOSED COURSE: ___________________________

(REQUIRED) COURSEWORK/BIBLIOGRAPHY:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(REQUIRED) WRITTEN WORK TO BE COMPLETED:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SIGNATURES:

STUDENT: ___________________________ DATE: ___________________________

FACULTY: ___________________________ DATE: ___________________________

STAFF: ___________________________ DATE: ___________________________

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

STUDENT NAME: __________________ STEUDENT EMAIL ADDRESS: __________________

INSTRUCTOR NAME: __________________

NUMBER OF UNITS: □ 5 UNITS □ 10 UNITS

COURSE RUBRIC:
□ LTEL English □ LBMO Modern
□ LTFR French □ LDRK New & Early Modern
□ LTGE German □ LSIP Spanish/Latin/o American
□ LTIT Italian □ LTVL World
□ LTIN Latin □ LTRG Greek

SUBJECT OF PROPOSAL/COURSE (May be QE Topic, Related Topic, Dissertation or Thesis Title):

__________________________________________________________________________

COURSEWORK BIBLIOGRAPHY (Approximately 5 book-length works or equivalent):

__________________________________________________________________________

__________________________________________________________________________

SIGNATURES:
STUDENT: __________________ DATE: __________________

FACULTY: __________________ DATE: __________________

STAFF: __________________ DATE: __________________

COURSE ID: __________________ CALL #: __________________

COURSE ID: __________________ CALL #: __________________
Name________________________ Department of Literature

Intent to QE

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

Quarter of QE __________ Year in which you entered program __________

Primary language of emphasis __________ Secondary language __________

Language in which you intend to complete the translation exam __________

QE Committee

1. __________________________, Chair
2. __________________________
3. __________________________
4. __________________________ External member
   Departmental or institutional affiliation

Field(s) __________

Title of Paper
(applicable to students completing the program in Fall 2013 or after)

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

1. __________________________
2. __________________________
3. __________________________

Approximate date of written exam
(applicable to students entering the program in Fall 2012 or earlier)

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

Approximate date of oral exams

Intent-to-QE-Form.pdf
Revised: 9/16/13
Re: Committee Nomination of Ph.D. Qualifying Examination

_____________________/__________________________
(name) (email)

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 is submitted

for your approval:

Must be tenured:

Chair
1- Professional Title & Dept
1- Email
1- Campus
2- Committee Member
2- Professional Title & Dept
2- Email
2- Campus

Outside Member must be tenured.
If different campus, state discipline.
If UCSC faculty, different discipline.
If non-academic, provide vita and
publication list; subject to Graduate Dean approval.

All members have agreed to serve on:

Date:

Time:

Location:

Approved:
(Graduate Representative)

Graduate Division approval:
LITERATURE GRADUATE PROGRAM

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

Title(s) of QE Topic(s)

by

(Student Name)

Date: Month Day, Year

Approved by:

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

Professor Susan Gillman, Graduate Program Director
MASTER'S 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 the Graduate Studies of the membership of the committee by the end of the second week of the quarter in which the degree is to 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 _____________________________.
By agreeing to serve on the committee, members agree to read the thesis within one month of receiving it from the candidate.

Chair __________________________________ Department ____________________________
Reader __________________________________ Department ____________________________
Reader __________________________________ Department ____________________________

Approved for the Department: _______________________________________________________

Date: _____________

______________________________________________ Date: _____________________________

Graduate Studies Approval __________________________________

Distribution:
Division of Graduate Studies
Department after approval
Student after approval
Retained by Department

Rev. 9/02
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: ____________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Campus</th>
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<tbody>
<tr>
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</tbody>
</table>

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

Rev. 8/12
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 Susan Gillman, Graduate Program Director

Date
APPLICATION FOR THE MASTER'S DEGREE

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

Last Name __________ First __________ Middle __________ Department __________

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

Student I.D. Number: ___________ Terminal Master's Degree? ______ Yes ______ No

E-mail address: __________________________

If you wish to participate in June Commencement, please register online at:
http://graddiv.ucsc.edu/student_affairs/forms.php#exitpacket

Student Signature __________________________ Date ___________

Reviewed by Department Assistant: __________________________

CERTIFICATION BY THE DEPARTMENT:

This is to certify that this student has satisfied all the requirements for the Master's Degree by:

☐ Course Work ☐ Examination ☐ Thesis ☐ Paper

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.

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

Signed: __________________________ Date ___________

Graduate Representative

Office Use Only

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.

Distribution: Graduate Studies, Registrar, Department

Rev. 11/11
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.

Distribution:  Graduate Studies, Registrar, Department

Rev. 12/11
PLAN OF COMPLETION (POC) GUIDELINES

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

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

After you have received all the signatures from your faculty advisor, please forward to the Graduate Program Coordinator – Sandra Yates to obtain the Graduate Director – Susan Gillman’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 Susan Gillman) 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
2015-16

Jorge Aladro Font, Humanities 1, room 527, (831) 459-3832 (jaladro@ucsc.edu)
Spanish mysticism; theory and historical developments of imagery in the Middle Ages to the Baroque period; Renaissance and Baroque Hispanic literature; Italian ideas in the Spanish Renaissance; Cervantes

Karen Bassi, Cowell 228, (831) 459-2586 (bassi@ucsc.edu)
Greek and Latin literatures; gender; literary and cultural theory; pre- and early modern studies; tragedy; historiography; visual and performance studies; death studies

Dorian Bell, Humanities 1, room 227, (831) 459-4560 (dbell1@ucsc.edu)
Nineteenth- and 20th-century French literature and intellectual history; histories of empire and anti-Semitism; literature and science; film studies; digital humanities

A. Hunter Bivens, Cowell 110, (831) 459-4037 (abivens@ucsc.edu)
Twentieth- and 21st-century German literature and film; Marxism and critical theory; psychoanalysis, lyric poetry; literary realism; the novel

Christopher S. Chen, Humanities 1, room 628, (831) 459-2051 (cchen75@ucsc.edu)
Twentieth- and 21st-century African American literature; Asian American literature; 20th and 21st-century US multiethnic poetry and poetics; comparative ethnic literary studies; literary formalisms and comparative racialization; contemporary experimental poetics and political theory

Christopher Connery, Humanities 1, room 641, (831) 459-2761 (cconnery@ucsc.edu)
World literature and cultural studies; globalism and geographical thought; the 1960s; Marxism; pre-modern and modern Chinese cultural studies; cultural revolution

Vilashini Cooppan, Humanities 1, room 633, (831) 459-5632 (vcooppan@ucsc.edu)
Postcolonial studies; comparative and world literature; literatures of slavery and diaspora; globalization studies; cultural theory of race and ethnicity

Martin Devecka, Cowell 226, (831) 459-2381 (mdevecka@ucsc.edu)
Greek and Latin languages and literatures; cultural history; Arabic language and literature; animal studies; history of technology; Renaissance studies

Renee Fox, Humanities 1, room 638, (831) 459-3726 (raf@ucsc.edu)
Victorian literature and culture; 19th-21st-century Irish studies; the gothic; poetry; Neo-Victorian fiction and adaptation; history of science; queer theory

Carla Freccero, Humanities 1, room 637, (831) 459-3342 (freccero@ucsc.edu)
Renaissance studies; French and Italian language and literature; early modern studies; postcolonial theories and literature; contemporary feminist theories and politics; queer theory; U.S. popular culture; posthumanism; animal studies

Susan Gillman, Humanities 1, room 640, (831) 459-4199 (sgillman@ucsc.edu)
Transnational American studies; literatures of the 19th-century Americas; critical race studies; translation theory; comparative history of slavery and emancipation; world literature and cultural studies
Wlad Godzich, Humanities 1, room 514, 459-1771 (bogusz@ucsc.edu)
Theory of literature; philosophy and literature; emergent literature; translation theory;
globalization and culture; European integration; knowledge society; literatures of Africa, the
Caribbean, Europe (Central, Eastern and Western), Brazil, Canada; detective and crime fiction;
science fiction; medicine and literature

Camilo Gomez-Rivas, Humanities 1, room 642, (831) 459-5223 (egomezri@ucsc.edu)
Medieval and Mediterranean studies; western Mediterranean historical and cultural studies;
refugees, law and society, and religious identity; Arabic literature and cultural history; medieval
Iberian literature and culture

Jody Greene, Humanities 1, room 635, (831) 459 5457 (jgreene@ucsc.edu)
Seventeenth- and 18th-century British literature and culture; pre- and early modern studies;
critical theory, especially Derrida; poststructuralism and ethics; gender studies; history of
authorship; history of the book; human property

Kirsten Silva Gruesz, Humanities 1, room 636, (831) 459-2225 (ksgruesz@ucsc.edu)
Transnational Americas studies; Chicano/Latino literatures and cultures; 19th-century U.S. and
Latin American literature; poetry; history of the book; reading and literacy; bilingualism

Christine Hong, Humanities 1, room 634, (831) 459-2920 (cjhong@ucsc.edu)
Asian American literature and cultural criticism; African American literature and black freedom
studies; Korean diasporic cultural production; Pacific Rim studies; postcolonial theory; critical
race theory; human rights discourse; law and literature; narrative theory; film and visual studies

Sean Keilen, Humanities 1, room 629, (831) 459-2322 (keilen@ucsc.edu)
Shakespeare; Ovid; the classical tradition; early British literature; Renaissance humanism; poetry
and poetics; imitation; theory of literature; interpretation and its history; the division of the arts
and sciences; creative criticism; literature and the fine arts; literature and ethics; psychoanalysis;
the passions; the senses; beauty

Sharon Kinoshita, Humanities 1, room 632, (831) 459-2395 (sakinosh@ucsc.edu)
Mediterranean studies; medieval Francophone and Mediterranean literature; literature,
translation, and empire; postcolonial and globalization theory; Marco Polo; world literature and
cultural studies

Kimberly J. Lau, Humanities 1, room 239, (831) 459-2769 (lau@ucsc.edu)
Feminist theory; fairy tale studies; virtual worlds; social fictions; discourse analysis and
ethnographic methods

H. Marshall Leicester, Jr., Cowell 201, (831) 459-2146 (hml@ucsc.edu)
Psychoanalysis; poststructuralism; gender theories; theory of cultural change; cultural studies
and popular culture: opera, film, American country music; history, theory, and interpretation of
horror film; affect and affect theory

Tyrus Miller, Cowell 112, (831) 459-2251 (tyrus@ucsc.edu)
Modernist, avant-garde, and postmodernist literature; the interrelations of the arts in the 20th
century; aesthetics theory; communist and post-communist society, intellectual history, and
culture, especially in East-Central and Southern Europe; cinema and film theory; the Frankfurt
School; György Lukács; contemporary poetry and language arts

Loisa Nygaard, Humanities 1, room 627, (831) 459-2842 (nygaard@ucsc.edu)
Eighteenth- and early 19th-century German literature; Goethe; Romantic fiction; landscape and
landscape aesthetics; xenophobia in Germany
Micah Perks, Humanities 1, room 233, (831) 459-4586 (meperks@ucsc.edu)
Reading and writing contemporary fiction; creative non-fiction and historical fiction; U.S.
alternative communities; feminism

Juan Poblete, Humanities 1, room 530, (831) 459-5734 (jpoblete@ucsc.edu)
Latin(o) American literatures; transnational/global cultures (literature, radio, film); Latin(o)
American cultural studies; 19th-century studies; the history of reading practices

G. S. Sahota, Humanities 1, room 630, (831) 459-2487 (sahota@ucsc.edu)
Postcolonial studies, world literature; Indian literary and intellectual history (especially in Urdu,
Sanskrit, Punjabi, Hindi, and English); religion and modernity (Islam, Hinduism, Sikhism);
romanticism; Marxism; translation

Daniel Selden, Humanities 1, room 639, (831) 459-2175 (dselden@ucsc.edu)
Afroasiatic languages and literatures; Greek and Latin; Hellenistic culture; the classical tradition;
history of criticism; literary theory; film history, theory, and analysis

Deanna Shemek, Cowell 227, (831) 459-2716 (shemek@ucsc.edu)
Renaissance Italian literature and culture; early modern feminism; humanism; letter-writing and
epistolary culture; early modern literacy and media; Renaissance theater; the northern court
circles; digital humanities

Rob Wilson, Humanities 1, room 631, (831) 459-2401 (rwilson@ucsc.edu)
Transnational and postcolonial literatures, especially as located and transformed in Asia/Pacific;
cultural-political emergences as posited against empires of globalization; cultural poetics of
America in the Pacific and Oceania; the sublime, Longinus to Hiroshima; poetics of
experimental writing, especially poetry; the poetry and cultural poetics of Bob Dylan; Beat
beatitude, social and literary, from Jesus to Juliana Spahr et al; San Francisco as Global City,
with its literature read as archive of vision and critique; Pacific Rim cities from Hong Kong and
Seoul to Taipei, Kaohsiung, Shanghai, Honolulu, San Francisco, and Los Angeles

Ronakdo V. Wilson, Humanities 1, room 238, (831) 459-5247 (rvwilson@ucsc.edu)
20th-century and contemporary African American literature; poetry; contemporary American
poetry and poetics; Black visual culture; recent experimental writers and artists

Karen Tei Yamashita, Humanities 1, room 231, (831) 459-2167 (ktyamash@ucsc.edu)
History and anthropology of Japanese immigration to Brazil; Asian-American literature; modern
fiction; playwriting

August 28, 2015
# Academic and Administrative Calendar 2015–16

**University of California, Santa Cruz**

## Key Dates

<table>
<thead>
<tr>
<th>Fall '15</th>
<th>Winter '16</th>
<th>Spring '16</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUARTER BEGINS</td>
<td>Sept 19</td>
<td>Jan 4</td>
</tr>
<tr>
<td>ORIENTATION</td>
<td>Mon</td>
<td>Mon</td>
</tr>
<tr>
<td>INSTRUCTION BEGINS</td>
<td>Sept 24</td>
<td>Jan 4</td>
</tr>
<tr>
<td>THUR</td>
<td>Mon</td>
<td>Mon</td>
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<tr>
<td>INSTRUCTION ENDS</td>
<td>Dec 4</td>
<td>Mar 11</td>
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<tr>
<td>FRI</td>
<td>FRI</td>
<td>FRI</td>
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<tr>
<td>FINAL EXAMINATIONS</td>
<td>Dec 7-10</td>
<td>Mar 14-17</td>
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<tr>
<td>MON-THUR</td>
<td>Mon-THUR</td>
<td>Mon-THUR</td>
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<tr>
<td>QUARTER ENDS</td>
<td>Dec 10</td>
<td>Mar 17</td>
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<tr>
<td>THUR</td>
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<tr>
<td>NUMBER OF DAYS OF INSTRUCTION</td>
<td>M-10, T-10, W-9</td>
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<tr>
<td>TOTAL DAYS OF INSTRUCTION</td>
<td>49</td>
<td>48</td>
</tr>
<tr>
<td>COMMENCEMENTS</td>
<td>June 10-12</td>
<td>Fri-Sun</td>
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<tr>
<td>HOLIDAYS OBSERVED</td>
<td>Sept 7–Labor Day</td>
<td>Feb 15–Presidents' Day</td>
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<tr>
<td>Nov 11–Veterans Day</td>
<td>March 23–César Chávez Day</td>
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<tr>
<td>Nov 26–27–Thanksgiving Holiday</td>
<td>May 30–Memorial Day</td>
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<tr>
<td>Dec 24, 25, 31, Jan. 1–Winter Holiday</td>
<td>July 4–Independence Day</td>
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<td>Jun 18–Martin Luther King Jr. Day</td>
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**CAMPUS CLOSURE DATES** The campus is closed from Thursday, Dec. 24 through Friday, January 1 (pending approval).

## Advising and Advance Enrollment

**Fall '15 Winter '16 Spring '16**

**ADVISORY WEEK**

<table>
<thead>
<tr>
<th>May 11-15</th>
<th>Nov 2-6</th>
<th>Feb 17-23</th>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>Mon-Fri</td>
<td>Wed -Tues</td>
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**PRIORITIZE ENROLLMENT BEGINS**

<table>
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<tr>
<th>May 18</th>
<th>Nov 9</th>
<th>Nov 9</th>
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<tr>
<td>Mon</td>
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**Grading Periods**

<table>
<thead>
<tr>
<th>Fall '15</th>
<th>Winter '16</th>
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<tbody>
<tr>
<td>New Students</td>
<td></td>
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</table>

**Priority Registration**

Enrollment continues following priority enrollment. For more information, see the online [Schedule of Classes at registrar.ucsc.edu/index.html](http://registrar.ucsc.edu/index.html).
Financial Aid

FINANCIAL AID APPLICATION FOR UNDERGRADUATES
• Submit the free Application for Federal Student Aid (FAFSA) by March 2 prior to each academic year at https://www.fafsa.gov/ for enrollment in fall 2015, file by March 2, 2015 for enrollment in fall 2016, file by March 2, 2016
• Complete your financial aid application by providing all supporting documentation required on your MyUCSC To Do List by June 1 prior to the year for which you are applying.
• Applications received after the March 2 priority deadline and documentation completed after the June 1 deadline will be considered for aid on a funds-available basis.

FINANCIAL AID APPLICATION FOR GRADUATES
• To apply for federal student loans, submit the Free Application for Federal Aid (FAFSA) each year at https://www.fafsa.gov. Application are accepted throughout the academic year in which you are enrolled.
• To apply for other types of graduate support, contact your academic department.

Readmission

READMISION APPLICATION
Undergraduate
Filing period:
Office of Admissions.
• Fall '15
• Winter '16
• Spring '16

GRADUATE STUDIES APPLICATION FOR READMISION
Division of Graduate Studies.
• July 31, 2015
• Oct 30, 2015
• Jan 29, 2016

Summer Session 2016
SUMMER TERM ACTIVE IN CLASS SEARCH: April 1, 2016
ENROLLMENT OPENS: May 2, 2016
SESSION 1 DATES: June 20 - July 22, 2016
SESSION 2 DATES: July 25 - August 26, 2016
For additional Summer Session information, procedures and calendar deadlines, go to summer.ucsc.edu.

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

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

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

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