

# THE DOCTORAL PROGRAM HANDBOOK

Department of Literature  
University of California, San Diego  
Revised 2017

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## UCSD Graduate Studies Overview

### **GRADUATE STUDENT PORTAL**

Students may view their personal academic information, academic & financial letters, time limits, Spring Evaluations, and other milestones in the Student Portal (<https://gradforms.ucsd.edu/portal/student/>). There are also a number of request tools within the Student Portal, such as Half-Time Study request, In Absentia request, Leave of Absence or Withdrawal request, and more.

### **ACADEMIC STANDING**

Good academic standing is a requirement for holding an academic appointment; receiving support in the form of teaching assistantships, fellowships, or grants; advancing to candidacy for a graduate degree; taking a Leave of Absence; and receiving a graduate degree from UCSD.

To be in good academic standing, a student must meet Departmental standards. This means that the student must receive a satisfactory annual spring evaluation, register for and complete the required number of seminars or their equivalents, and maintain a 3.0 GPA or higher in upper-division and graduate coursework. A student may not accumulate more than an overall total of *eight units* of "F" and/or "U" grades.

### **FULL-TIME STATUS**

To receive support in the form of grants and fellowships and to be eligible for student loans, insurance, housing, and 50% time teaching assistantships, students must be enrolled full time.

In order to be considered a full-time student, a student must be registered for at least twelve units (upper-division-undergraduate or graduate level) each quarter until the degree is completed. Lower-division-undergraduate courses do not count towards enrollment minimums or seminar requirements. Failure to register without an approved Withdrawal or Leave of Absence constitutes evidence of withdrawal from graduate studies.

### **NORMATIVE TIME TO THE Ph.D.**

Normative time is a standard established for the period in which students, under normal circumstances, are expected to complete their requirements for the Ph.D. degree in a particular discipline. Normative time for the Ph.D. in Literature is *six years*. At the end of normative time (6 years), a student is no longer eligible for support from the Literature Department.

### **GRAD DIVISION POLICIES & PROCEDURES**

- Academic Probation: <http://grad.ucsd.edu/resources/general/academic-policies/probation.html>
- Spring (Annual) Evaluations: <https://grad.ucsd.edu/resources/general/academic-policies/evaluations.html>
- Ph.D. Time Limits: <https://grad.ucsd.edu/resources/general/academic-policies/time-to-doctorate-policy.html>
- Leave of Absence and Withdrawal: <https://grad.ucsd.edu/resources/general/academic-policies/leave-of-absence.html>
- In Absentia: <https://grad.ucsd.edu/resources/general/academic-policies/in-absentia.html>

- Half-Time Study: <https://students.ucsd.edu/academics/enroll/special-enrollment/parttime-halftime-study/halftime-study.html>
- UC Intercampus Exchange Program: <https://grad.ucsd.edu/degrees/visiting-exchange.html>
- Residency Reclassification: <https://students.ucsd.edu/finances/fees/residence/status-change.html>

## **STUDENT HEALTH INSURANCE**

The graduate student health insurance plan is mandatory. Premiums for students holding Teaching Assistantships, Readerships, or Research Assistantships at 25% time or greater are paid by the University. Please contact Student Health Services at 534-3300 or log on to <http://studenthealth.ucsd.edu>.

## **SUMMER HEALTH CARE**

For students who served as teaching assistants or research assistants during the academic year, summer health care is provided, although students must make co-payments on a few services. Additional information is available from the Student Health Center at 534-3300.

## **THE GRADUATE STUDENT ASSOCIATION (GSA)**

The Graduate Student Association (GSA) is the campus-wide official student organization that represents graduate and professional students. Its membership includes two or more representatives from each Department; it is governed by an internally elected executive board. The GSA meets bimonthly.

Functions of the GSA include: allocating the graduate student activity fee; appointing graduate students to campus-wide committees; and sponsoring academic and social events. Literature Department representatives to the GSA are elected annually. You may contact the GSA at 858-534-6504 or by e-mail at [gsa@ucsd.edu](mailto:gsa@ucsd.edu).

## Literature Department and PhD Program Overview

### **THE LITERATURE DEPARTMENT**

The Department is governed by a Chair and Vice-Chair, elected by the ladder-rank faculty. They are advised and assisted in their duties by an Executive Committee of elected representatives of the ladder-rank faculty.

The Department of Literature is comprised of four specializations (for the purposes of graduate study): Literatures in English, Literatures in Spanish, Literature/Cultural Studies, and Comparative Literature. Although all students receive a Ph.D. in Literature, each of these specializations has its own set of requirements that students must fulfill to earn the degree. Each section is responsible for ensuring that courses are included in the yearly curriculum that will aid students in fulfilling these requirements.

### **FACULTY ADVISORS**

The Department Chair appoints the faculty member who serves as the Director of Doctoral Studies and the faculty members who serve as Section Heads and Graduate Advisors for each section.

Students enter the program in a particular specialization. For the first phase of their study (until they begin to prepare to qualify), they are advised by the Section Head and/or Graduate Advisor for their specialization, as well as the Director of Doctoral Studies.

Once students constitute their Doctoral Committee (see “Year 2: Requirements, Expectations & Guidelines” for more information), their primary advisor(s) become the Chair or Co-Chairs of their Doctoral Committee. The Doctoral Committee Chair or Co-Chairs supervises the student’s work through the period of qualifying, organizes the Doctoral Committee, oversees the qualifying examination, serves as primary reader of the dissertation manuscript, arranges and conducts the dissertation defense, and offers advice about the job search.

### **THE LITERATURE DOCTORAL STUDENT COMMITTEE (LDSC)**

The Literature Doctoral Student Committees (LDSC) is a student-only departmental committee that represents all Literature PhD students. The LDSC consists of six members, including one Chair, one Co-Chair, and four representatives—one from each section of the PhD program in Literature (Comparative Literature, Cultural Studies, English, and Spanish).

All members have a vote in the LDSC business. In the event of a tie, the LDSC Chair will cast the deciding vote. The LDSC meets at least once each quarter during the academic year and can be called into special session by the LDSC Chair or by petition of any three PhD student in Literature. All PhD students in the Department are allowed to attend LDSC meetings.

The LDSC represents student interests concerning all Departmental policy decisions affecting PhD students and makes suggestions on graduate seminar offerings. It takes the responsibility, when necessary, of asking the Department Chair to modify section offerings to accommodate student needs (based on a survey of student opinions).

The LDSC appoints two of its members to serve as non-voting representatives on the faculty Doctoral Affairs Committee (DAC) and to convey LDSC concerns to the Director of Doctoral Studies (DDS) and to the DAC in its quarterly meetings. However, the two LDSC will be recused from participation when the DAC meetings discuss doctoral student awards, grants, fellowships, and other financial support and employment issues.

The LDSC Chair may be invited to attend the Executive Committee (EC) meetings when discussions concern matters affecting doctoral students. The LDSC Co-Chair may be invited to attend the EC meeting as alternate if the DSC Chair is not available to attend. However, the LDSC Chair and Co-Chair have no voting privileges in such meetings and will not be invited when the EC meetings discuss doctoral student awards, grants, fellowships, and other financial support and employment issues.

## PHD PROGRAM OVERVIEW

The Department of Literature Ph.D. Program is interdisciplinary in focus, although students may write dissertations on any topic or in any field in which members of the faculty do research. The Program allows students a large measure of independence; at the same time it encourages a community of scholar-critics whose concerns are not restricted to any single literature or critical tradition.

The years in the Literature Ph.D. Program are approached with the following three distinct purposes.

Year 1: *acquire the breadth of knowledge foundational to Ph.D.-level work.* In this timeframe, students come to know the faculty, their research areas and methods. During this first year, students take six seminars. In the course of these seminars, they complete the required *theory sequence* and they make progress on the *historical breadth* and *language requirements*.

Year 2: *begin to define their own specialized research interests.* During the second year, students take six seminars. In the course of these seminars, they complete the *historical breadth* and *language requirements*. During this time, they also begin to identify their own specialized interests preparatory to the more focused study of Year 3. This includes forming their Doctoral Committee, creating their reading lists and research paper abstract, and holding their Pre-Qualifying Meeting.

Year 3: *further define the focus of the research programs and prepare for the qualifying examinations.* In the beginning of the third year, students will write their qualifying research paper. For most of the third year, students will be completing required courses, taking additional seminars, and preparing for the qualifying examinations. At the end of the third year, students will complete their qualifying exams.

Years 4, 5, & 6: *research and write the dissertation.* The dissertation defense is held by the end of Year 6.

## LITERATURE GRADUATE SEMINARS

Each student in the seminar will participate by doing at least one project, such as an oral presentation, bibliographical work, seminar paper, or other similar project. The specific nature of the project or projects is set by the instructor and announced in advance. Seminar papers must be submitted before the end of the quarter, and they should be relevant to the material covered in the seminar and not "recycled" from previous seminars.

Students must strive to keep up with seminar readings, assignments, and papers. Failure to submit seminar papers in the quarter they are due will result in a "U" (Unsatisfactory) grade. Likewise, erratic attendance and failing to complete readings and other assignments may result in a "U" grade.

## SPECIALIZATION REQUIREMENTS

Students are admitted to the doctoral program in a particular specialization: Comparative Literature, Cultural Studies, Literatures in English, or Literatures in Spanish. There are corresponding "**PhD Requirements Worksheets**" for use in

monitoring academic progress. They can be found in the “Forms” section at the end of the Handbook. Students should maintain an accurate record of their course completion. It is *highly* recommended that students should send the updated copy of their PhD Worksheet to the PhD Coordinator each quarter. The PhD Coordinator will confirm that courses have been applied to the requirements accurately and alert the student to any need for course petitions. This form must be finalized and approved prior to completion of the qualifying examination.

➤ **COMPARATIVE LITERATURE**

*18 seminars; 6 years*

- 3 seminars: Introductory theory sequence (LTTH 200ABC)
- 4 seminars in primary literature\*
- 2 seminars in literature in secondary language\*
- 1 seminar in literature in tertiary language\*
- 4 seminars in theory (LTTH), cultural studies (LTCS), literature in the secondary or tertiary language, comparative literature (LTCO), or composition studies (LTWR)\*
- 4 seminars open to choice. Two of these will be independent study courses (LTCO 298) in preparation for qualifying examinations\*
- Two of the eighteen seminars above must also fulfill the Historical Breadth requirement (texts or cultural practices prior to 1800)

\* At least four of the courses taken in any of these categories must be in Comparative Literature (designated LTCO). The two LTCO 298 courses taken in preparation for the qualifying exam do not count towards this total. LTCO seminars used to fulfill primary literature, literature in secondary language and/or literature in tertiary language must be substantially focused upon the relevant language and deal with materials in the original.

➤ **CULTURAL STUDIES**

*18 seminars; 6 years*

- 3 seminars: Introductory theory sequence (LTTH 200ABC)
- 4 seminars in primary literature
- 2 seminars in literature in secondary language
- 5 seminars in theory (LTTH) or cultural studies (LTCS)
- 4 seminars open to choice. Two of these will be independent study courses (LTCS 298) in preparation for qualifying examinations
- Two of the eighteen seminars above must also fulfill the Historical Breadth requirement (texts or cultural practices prior to 1800)

➤ **LITERATURES IN ENGLISH**

*18 seminars; 6 years*

- 3 seminars: Introductory theory sequence (LTTH 200ABC)
- 4 seminars in primary literature (LTEN)
- 2 seminars in literature in secondary language
- 4 seminars in theory (LTTH), cultural studies (LTCS), literature in the secondary language, or comparative literature (LTCO)
- 5 seminars open to choice. Two of these will be independent study courses (LTEN 298) in preparation for qualifying examinations
- Two of the eighteen seminars above must also fulfill the Historical Breadth requirement (texts or cultural practices prior to 1800)



## ➤ LITERATURES IN SPANISH

18 seminars; 6 years

- 3 seminars: Introductory theory sequence (LTTH 200ABC)
- 4 seminars in primary literature (LTSP)
- 2 seminars in literature in secondary language
- 4 seminars in theory (LTTH), cultural studies (LTCS), literature in the secondary language, or comparative literature (LTCO)
- 5 seminars open to choice. Two of these will be independent study courses (LTSP 298) in preparation for qualifying examinations
- Two of the eighteen seminars above must also fulfill the Historical Breadth requirement (texts or cultural practices prior to 1800)

## TRANSFER SPECIALIZATIONS (OR “SECTIONS”)

If a student finds compelling reasons why they want to request a change to a different specialization, they must successfully complete one year of graduate study before petitioning to change. They would need to write a detailed statement of purpose which explains their reasons for requesting the change. They will also need to collect written statements from three faculty from the new section: one stating their commitment to work with the student as the Doctoral Committee Chair and two stating their commitment to work with the student as members of the Doctoral Committee. These written statements must accompany a Transfer Section Petition and be submitted to the PhD Coordinator. See the “Forms” section at the end of this handbook.

## CRITICAL GENDER STUDIES SPECIALIZATION

The Department also has a partnership with the Critical Gender Studies (CGS) program on campus. Students whose research focus overlaps with the research within the CGS program may add a CGS specialization on their PhD degree. The degree would be named “Literature with a Specialization in Critical Gender Studies.” Students who would like to pursue this option will still need to choose a Literature PhD specialization (Comparative Literature, Cultural Studies, Literatures in English, or Literatures in Spanish) and complete all the requirements for that PhD. In addition, they would need to complete a supplementary set of requirements for the CGS specialization, some of which may overlap with their Literature PhD requirements. Already-admitted Literature PhD students will apply to the CGS specialization through the CGS program’s website (<https://cgs.ucsd.edu/graduate-specialization/Admission.html>). If admitted, they will work with the CGS Program Coordinator to complete those requirements. The CGS Program Coordinator will work with the Literature PhD Coordinator to process the addition of the specialization and validate the completion of the requirements for the purposes of graduation.

## TEACHING REQUIREMENT

The Department requires that each Ph.D. student acquire apprentice teaching experience before completing the degree. The *minimum amount required* is equivalent to the duties expected of a half-time teaching assistant for *three academic quarters*. This teaching, with the guidance and support of a supervising professor, includes conducting discussion sections and related activities in a variety of undergraduate courses. Academic credit is granted for the training given under the apprentice teaching program (4 units of credit towards the 12 unit minimum for each quarter). Most students enrolled in the Literature Department Ph.D. program can expect to teach in one of the college writing programs or in the language or linguistics programs. See the “Financial Support: Teaching Assistantships” portion of the handbook for more information.

**NOTE:** If you are teaching in the Humanities Program, HUM 200 is a required course; however, HUM 200 does not count toward the eighteen seminar requirement as a graduate seminar from another department.

## PLANNING YOUR COURSEWORK

In planning their course of study, students should consult with the Director of Doctoral Studies, the appropriate Section Head, and faculty members whose interests they share. Students should also refer to the following publications when selecting their courses each quarter:

PUBLICATION	PUBLISHED	AVAILABLE THROUGH
General Catalog	Quarterly	<a href="http://ucsd.edu/catalog">http://ucsd.edu/catalog</a>
3-quarter course offerings	Annually	<a href="http://literature.ucsd.edu/courses/3qplans/index.html">http://literature.ucsd.edu/courses/3qplans/index.html</a>
Class schedule	Quarterly	<a href="https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm">https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm</a>
Graduate course descriptions	Quarterly	<a href="http://literature.ucsd.edu/courses/coursedescriptions/index.html">http://literature.ucsd.edu/courses/coursedescriptions/index.html</a>
List of faculty publications	Annually	<a href="http://literature.ucsd.edu/faculty/index.html">http://literature.ucsd.edu/faculty/index.html</a>

The list of three-quarter course offerings is available each Fall Quarter. It provides a tentative schedule of classes and seminars offered by the Literature Department for the following year.

Seminars are offered by professors according to their current areas of interest. Therefore, course offerings in specific topics may not be predictably repeated. Students should be in contact with faculty members who work in the areas of their interests so that they can be informed about what the faculty plans to teach in the future. Students need not wait for a course to be offered to establish contact with a professor; rather, plan to visit during office hours to discuss intellectual interests and concerns, to become familiar with professors' research, and to consult the list of faculty publications.

Students will find a wide variety of seminars open to them because of the Literature Department's interdisciplinary strengths. Students should consider the seminar offerings in all sections of the Department as they plan their enrollment during Years 1 & 2.

It is *strongly* recommended that graduate students enroll in Literature graduate seminars whenever possible, however students may also consider enrolling in graduate offerings in other Departments or upper-division undergraduate literature courses (with some restrictions):

- Students may take a maximum of two graduate seminars in other UCSD departments, with no need for a petition. If a student has a significant justification why an addition graduate seminar from another department would be more beneficial to their research than a Literature course, they must submit a petition to the PhD Coordinator for review. The petition will require submission of a syllabus and rationale. See the "Forms" section at the end of this handbook.
- Students may take a maximum of three upper-division undergraduate courses for graduate credit, and they must make them equivalent to graduate seminars with additional work agreed upon by both the student and faculty. Students must take the upper-division undergraduate courses for letter grades, and they must receive an "A" grade to maintain acceptable graduate status and continuation of funding. Each course must be petitioned through the PhD Coordinator, and the petition requires submission of syllabus and rationale. See the "Forms" section at the end of this handbook.

**NOTE:** Some course numbers may be taken more than once for credit, as they are topics courses with unique content each offering. Please check with the PhD Coordinator if you have any questions about a particular course number. Please keep in mind that there will always be a maximum number of times students may take a specific course for credit, and this total does include any instance(s) where the student took the course previous to the PhD Program (as an undergraduate student or Masters student at UCSD, for example).

## **HISTORICAL BREADTH REQUIREMENT**

Ph.D. students are required to take two seminars dealing with literary or cultural issues prior to 1800. Seminars will satisfy the historical breadth requirement if the course is flagged as “historical breadth” on the Literature course descriptions webpage: <http://literature.ucsd.edu/courses/coursedescriptions/index.html>.

The two seminars taken to fulfill this requirement may be in the same period or in different periods, and it is highly recommended that students take courses flagged as “historical breadth” as early as possible (as there is no guarantee that one will be offered every quarter).

Seminars taken for the “historical breadth” requirement are included in the 18 required seminars for each particular specialization, so the courses used must also fit into one of the requirement categories for the student’s specialization.

## **LANGUAGE REQUIREMENT**

Ph.D. students are required to take at least two seminars in a language other than that of their intended specialization. (Students in the Comparative Literature specialization are required to complete seminars or the equivalent in two foreign languages other than that of their intended specialization.) Competence in reading, understanding, and interpreting both literary and critical texts in a second language and the ability to follow seminar discussions or lectures in a second language must be demonstrated. It is recommended that this requirement is complete by the end of the sixth quarter of study, so that the third year can be dedicated to more focused research and the qualifying process.

For practical reasons, students are strongly encouraged to work in languages taught by UCSD faculty members. Approval of languages not taught by UCSD faculty members is at the discretion of the Director of Doctoral Studies.

**Required Paperwork:** For each seminar taken to satisfy a language requirement, a “Seminar Requirements Petition” form must be completed by the student and instructor and submitted to the PhD Coordinator in order to receive credit for the language requirement. See the “Forms” section at the end of this handbook.

**Definition of graduate-level competence:** Students entering UCSD's Ph.D. program are expected to demonstrate a graduate-level working knowledge of a language other than that of their specialization. For French, German, Spanish and Italian, this is generally construed to mean at least two years of undergraduate study; for Latin and Greek, at least three years; for Chinese, at least four years.

**Completing the language requirement exam:** In each seminar or course taken to fulfill the language requirement, the student must pass a two-hour exam to be administered by the instructor (unless the instructor feels the exam would be superfluous, in which case the instructor must include a written explanation of why the exam should be waived). The exam will involve a substantial (approximately 2-page) exercise in translation, as well as answering questions about a text of approximately ten pages, written in the second language and related to the course topic. Questions will be posed in the second language, but may be answered in English. Students may use a dictionary during the exam.

**Using undergraduate courses to fulfill the language requirement:** With the approval of the Director of Doctoral Studies or the appropriate Section Head or Graduate Advisor, students may satisfy the language requirement by substituting for a seminar an upper-division undergraduate course at UCSD, enhanced by additional assignments, and which must be

completed with the grade of “A”. Whenever possible, the upper-division undergraduate course should be conducted entirely in the second language. A petition is required to apply any upper-division undergraduate course to the course requirements. See the “Forms” section at the end of this handbook.

The student is expected to read all texts in the original language and to demonstrate very high proficiency in the reading and interpretation of those texts and completing all the coursework required of other participants. The student should not be required to write papers in a language other than English, unless specifically required of all course participants.

- **NOTE:** Students may not petition to use undergraduate courses from other institutions towards their seminar requirements, and the UCSD undergraduate courses that are petitioned for credit must be taken during the student’s time in the PhD Program (not previously).

Using 298s to fulfill the language requirement: As a last resort, and only when there are no graduate seminars or upper-division undergraduate courses available, a student may enroll in an independent study graduate course to fulfill the language requirement.

Criteria for 298s of this sort are the same for seminars and undergraduate study courses. The student is expected to meet weekly with the supervising professor, to read all texts in the original language, to demonstrate very high proficiency in the reading and interpretation of those texts, and to write a paper. The student should not be required to write papers in a language other than English.

- **NOTE:** 297 & 299 courses DO NOT count toward the seminar requirement.

## INDEPENDENT STUDY COURSES

To register for an independent study course, students should consult with the professor with whom they plan to work. When they have a plan for the content of the independent study, an “Independent Study Request Form 1-12 Units” must be completed and submitted online (<http://literature.ucsd.edu/grad/phd/current/forms/independent-study.html>). It will automatically be routed to the instructor for their approval, then to the Graduate Office for processing. The student will be contacted via email with instructions for enrolling in the course (once it has been created).

Students should be aware that faculty members agree to direct independent study courses in addition to their regular teaching loads, and therefore may restrict the number of students with whom they are willing to work.

### Description of Independent Study Courses:

- 297: Directed Studies: Reading Course (1 – 12 units). This course may be designed according to an individual student’s needs when seminar offerings do not cover subjects, genres, or authors of interest. Students may also design a 297 course in tandem with a seminar of particular interest so that special attention may be paid to that subject. This course is primarily a reading course; it does not require a seminar paper. **297 courses DO NOT count toward the seminar requirements.**
- 298: Special Projects: Writing Course (1 – 12 units). This course is designed by the student to meet personal scholarly needs. A paper is required and students frequently use this opportunity to prepare reading lists and write the qualifying paper. Students are strongly discouraged from taking 298’s during their first year of graduate study. Students will register for two 298’s to prepare for their qualifying examinations: one in the sixth or seventh quarter, to prepare the reading lists; and one in the eighth or ninth quarter to work on the long qualifying paper. **More than these two 298 courses DO NOT count toward the seminar requirement, except in cases where a 298 course has been used to fulfill the language requirement and the “Seminar Requirements Petition” has been approved.**

- 299: Dissertation Preparation (1 – 12 units). This course is designed for those who have passed their qualifying examination and are writing their dissertations. **299 courses DO NOT count toward the seminar requirements.**

## COURSE GRADING

- S/U: The only grading option for literature graduate courses is Satisfactory/Unsatisfactory (S/U grading). A grade of “S” indicates that the student has finished all the seminar requirements in a satisfactory manner and at a level equal to that of the other students enrolled in the seminar. A grade of “U” is understood to indicate that the student's performance was not on par with that of the other students in the seminar. To maintain acceptable graduate status and continuation of funding, students may have no more than 8 units with “U” grades on their record.
- Letter Grade: It is *strongly* recommended that graduate students enroll in graduate seminars whenever possible. Graduate students who take UCSD upper-division-undergraduate courses for seminar credit must make them equivalent to graduate seminars with additional work agreed upon by both the student and faculty. They must take the course for a letter grade and receive an “A” to maintain acceptable graduate status and continuation of funding; each course must be petitioned through the PhD Coordinator and requires submission of syllabus and rationale. (See “Forms” at the end of this document).
  - The maximum number of upper-division undergraduate courses a student may receive credit for is 3.
- Incomplete: The Incomplete grade (“I”) may be used when circumstances *beyond a student's control* prohibit them from completing coursework assigned by the instructor. The student's work must be of non-failing quality at the time of the “Incomplete”, and the student must be able to provide documentation (such as a doctor's note) if requested by the instructor.
  - Graduate students assigned the grade of “I” will have one quarter to complete the necessary unfinished coursework. If the work is not completed by the end of the additional quarter, the “Incomplete” will automatically be changed by the Registrar to an Unsatisfactory (“U”) or Failure (“F”).
  - The Department strongly discourages graduate students from requesting the “I” grade, since failure to remove the Incomplete will jeopardize both good standing and financial support.

## TRANSFER OF GRADUATE CREDIT

Students who have completed graduate work at other institutions may request transfer credit for up to six seminars total. No more than 6 non-UCSD course may be applied to the seminar requirements. In most cases credit will be recognized only for students who have received an M.A. degree or its equivalent from a university or college. The determination of course credits and the recognition of papers will be made by the student's Doctoral Committee Chair, the Section Head for their specialization, and the Director of Doctoral Studies. Petitions for transfer of graduate credit will be considered by the department no earlier than the student's second year in the program. To submit a petition, the student will also need to submit a printout of their unofficial transcript, course syllabi, and papers written for the petitioned course. See the “Forms” section at the end of this handbook.

## THE QUALIFYING EXAMINATION

In a narrow sense, the exam determines whether or not the student is qualified to produce the sort of original research required for the doctoral dissertation. From a broader perspective, the qualifying exam marks a turning point in a graduate career, as students complete their course work and move closer toward becoming members of the profession.

As future faculty members of research universities, students will be required to teach and publish. Thus, the exams are designed to enable students to demonstrate substantial knowledge in fields that they may draw on for future teaching,

and to demonstrate their ability to conduct independent research and to write a paper of publishable length with a sustained argument.

The Director of Doctoral Studies sponsors an annual colloquium, usually held in the winter or spring quarter, devoted to answering student questions about the qualifying examination. At this event, advanced graduate students answer questions about the exam process.

## **THE DISSERTATION**

The last written requirement before receiving the Ph.D. is the presentation of a suitable dissertation. This may be a critical and scholarly study of a single subject or it may consist of two or more integrally related essays. While there is no prescribed (or proscribed) length, the usual length is 40,000 to 50,000 words.

For examples and as guides to conceiving a dissertation, students may consult dissertations previously completed in the Department. These are filed in the Special Collections area of Geisel Library.

## YEAR 1: REQUIREMENTS, EXPECTATIONS & DEADLINES

### PROGRAM EMPHASIS

During the first year in the PhD Program, students should acquire the breadth of knowledge foundational to Ph.D.-level work. In this timeframe, students come to know the faculty, their research areas and methods. During the first year, students are expected to take six seminars and have a 50% TA position. For students who have other means of support and wish to fulfill their *teaching requirement* in another year, nine seminars will be taken.

In the course of these seminars, students will complete the required *theory sequence*. They will also attempt to complete at least one course towards each of the *historical breadth* and the *language* requirements. During the first two years of study, students should make every effort to complete the language and historical breadth requirements, leaving the third year free to devote to seminar work, more focused study, and preparing for the qualifying examinations.

### COURSE REQUIREMENTS

YEAR 1	Fall Quarter (1 <sup>st</sup> Quarter)	Winter Quarter (2 <sup>nd</sup> Quarter)	Spring Quarter (3 <sup>rd</sup> Quarter)
	LTTH 200A	LTTH 200B	LTTH 200C
	Grad Seminar	Grad Seminar	Grad Seminar
	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)

## YEAR 2: REQUIREMENTS, EXPECTATIONS & DEADLINES

### PROGRAM EMPHASIS

During the second year in the PhD Program, students will begin to define their own specialized research interests (in preparation to the more focused study of Year 3). This includes forming their Doctoral Committee, creating their reading lists and research paper abstract, and holding their Pre-Qualifying Meeting. During the second year, students are expected to take six seminars and have a 50% TA position. For students who have other means of support and wish to fulfill their *teaching requirement* in another year, nine seminars will be taken.

In the course of these seminars, students will complete the *historical breadth* and the *language* requirements. During the first two years of study, students should make every effort to complete the language and historical breadth requirements, leaving the third year free to devote to seminar work, more focused study, and preparing for the qualifying examinations.

### COURSE REQUIREMENTS

YEAR 2	Fall Quarter (4 <sup>th</sup> Quarter)	Winter Quarter (5 <sup>th</sup> Quarter)	Spring Quarter (6 <sup>th</sup> Quarter)
	Grad Seminar	Grad Seminar	Grad Seminar
	Grad Seminar	Grad Seminar	LTXX 298 (Reading Lists)
	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)

### ADDITIONAL EXPECTATIONS & DEADLINES

#### Fifth Quarter:

- Establish Doctoral Committee. See more details below.

#### Sixth Quarter:

- Enroll for LTXX 298 with the Chair or a member of Doctoral Committee to create two reading lists (at least 50 works on each list, primary and secondary). See more details below.
  - Write cover statement for each list.
  - Decide on topic for research paper; write a one-page abstract for the paper.
- Hold pre-qualifying meeting with Doctoral Committee to approve lists and paper abstract.

### CONSTITUTING THE DOCTORAL COMMITTEE

Students must have completed at least three quarters of continuous academic residence prior to constituting a Doctoral Committee and must be currently registered and enrolled at UCSD. During the 5<sup>th</sup> Quarter, the student invites a tenured professor to Chair her/his Doctoral Committee. The student and Chair consult about the constitution of the rest of the committee. The Chair or the student invites prospective members to join the Doctoral Committee. Ideally, the committee will consist of professors with whom the student has studied.

#### Doctoral Committee Requirements

- The Doctoral Committee must have 5-6 committee members
- The Chair must have tenure
- With Co-Chair(s) – one of the Co-Chairs must have tenure
- The required outside (of the department) faculty member must have tenure

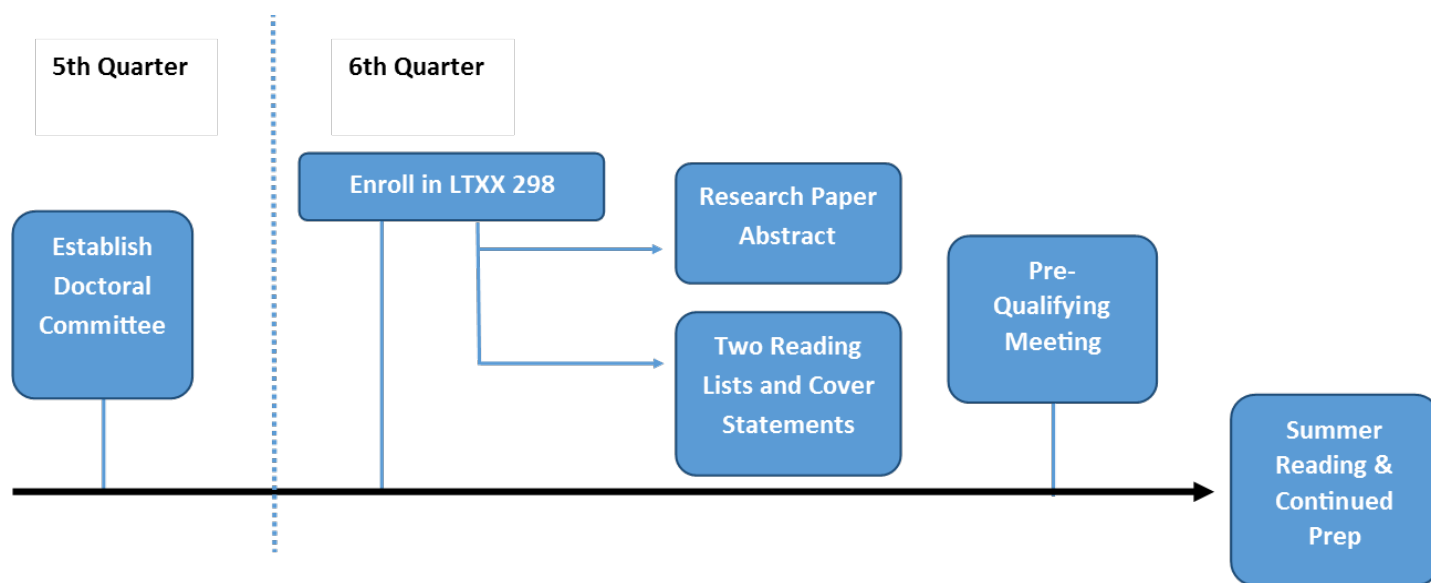


- 4 Literature (ladder-rank) faculty must be on the committee
- No more than one member of the committee may be a retired faculty, and they may not serve as Chair or Co-Chair
- Non-UCSD faculty may only serve as the sixth member on the committee, and they may not fulfill the Chair, Co-Chair, or outside-tenured-member positions
- A complete table of allowed roles and memberships for Doctoral Committees can be found at <https://grad.ucsd.edu/progress/masters-doctoral-committee/>
- **NOTE:** The Chair or Co-Chairs and outside committee member **must all be physically present** at the Oral Qualifying Exam and the Dissertation Defense. Students must plan their Doctoral Committees accordingly.

The Doctoral Committee advises the student on the areas for reading lists and the qualifying research paper, holds the pre-qualifying meeting, conducts and evaluates the qualifying examination, supervises the preparation of the dissertation prospectus, advises the student on dissertation research and writing, and conducts the dissertation defense.

When the Doctoral Committee has been formed, the student completes the committee constitution request form online (see the “Forms” section at the end of this handbook). The PhD Coordinator then submits an online request with GRAD DIVISION to officially constitute the Doctoral Committee. The student, along with their entire committee, will receive a notification email from GRAD DIVISION when the committee has formally been constituted.

### PRE-QUALIFYING PROCESS



### PREPARING READING LISTS AND RESEARCH PAPER ABSTRACT

To prepare for the qualifying examinations, students should enroll with a member of their Doctoral Committee (preferably their committee Chair) for a LTXX 298 during their sixth quarter to create their two reading lists. Near the end of the sixth quarter, the student and Doctoral Committee will hold the Pre-Qualifying Meeting, conducted by the Committee Chair, to discuss and approve the reading lists and the topic of the research paper (see “Research Paper Abstract” below).

#### Reading Lists Requirements:

- Readings list will be compiled during one of the LTXX 298 courses.
- Each reading list will have at least 50 works.
- Compilation of the works will be done under the direction of their Committee Chair and in consultation with other Doctoral Committee members.
  - In general, each list and the paper will be supervised by a specific member of the committee.

- There is no standard list of required works for individual specializations or the Department as a whole.
- Each reading list should cover two suitably diverse topics in terms of genre, author, historical period, a problem of theory or method, and/or national traditions.
- One lists must be framed within a historical period resembling those used to define jobs and divisions in the MLA.
- The two topics should not overlap in terms of the historical period covered, and students are strongly encouraged to cover as broad a range as possible.
- Lists may focus on literature, film, theory, or other forms of cultural production.
- They must contain an appropriate mixture of primary and secondary materials, i.e., major critical and theoretical reflections on the works as well as the works themselves.

**Reading List Statement:** Students will preface each list with a brief (one- to two-page) statement that explains the logic behind the list and that answers questions such as these:

- Why did the student choose this particular topic?
- What broad questions guide research in this area?
- How do the texts on the reading list fit into contemporary scholarly/theoretical debates?

Sample copies of reading lists and rationales are available for students to consult as models in preparing their own lists. Please contact the PhD Coordinator for access.

**Research Paper Abstract:** During this quarter, students will also determine a topic for the research paper and prepare a one-page abstract of that paper. The research paper will be written in the 7<sup>th</sup> Quarter, but the topic will be chosen in the 6<sup>th</sup> Quarter and a one-page abstract will be written. The research paper will represent work in a third distinct area of study, with a **minimum of overlap** regarding materials prepared for the two reading lists. The research paper, when completed, should demonstrate the student’s awareness of relevant research on the topic and make a clearly stated contribution to the field. Ideally, it will lead into dissertation research.

## THE PRE-QUALIFYING MEETING

At the end of the 6<sup>th</sup> Quarter, the student, in consultation with the Committee Chair, arranges the Pre-Qualifying Meeting with the entire Doctoral Committee to discuss and finalize the reading lists and to approve the topic and focus of the research paper. When the date and time of the meeting has been established, the student may contact the Graduate Office to request a meeting room in the department be reserved for them.

Prior to the meeting, the student will have prepared and circulated to members of the Doctoral Committee the following:

1. A draft of two reading lists
2. A brief (one-page) description of the rationale, scope and focus of each list
3. A one-page abstract of the qualifying research paper

After the meeting, the student will complete the Pre-Qualifying Meeting Worksheet online (see the “Forms” section at the end of this handbook), which will be sent to their Committee Chair or Co-Chairs for approval. Their approval will indicate the entire Doctoral Committee’s acceptance of the student’s reading lists and research paper abstract, as well as their support of the student moving forward in the qualifying process. By receiving this approval to move forward in the 6<sup>th</sup> Quarter, students can begin reading toward the qualifying exam in the summer following Year 2.

## YEAR 3: REQUIREMENTS, EXPECTATIONS & DEADLINES

### PROGRAM EMPHASIS

During the third year in the PhD Program, student will further define the focus of the research programs and prepare for and qualifying exams. This includes writing their qualifying research paper and completing their seminar requirements. At the end of the third year, in the 9<sup>th</sup> Quarter, students will complete their qualifying exams.

During the third year, students are expected to take six seminars and have a 50% TA position. For students who have other means of support and wish to fulfill their *teaching requirement* in another year, nine seminars will be taken. In the course of these seminars, students will complete all remaining seminar requirements.

### COURSE REQUIREMENTS

YEAR 3	Fall Quarter (7th Quarter)	Winter Quarter (8th Quarter)	Spring Quarter (9th Quarter)
	Grad Seminar	Grad Seminar	Grad Seminar
	LTXX 298 (Qualifying Paper)	Grad Seminar	Grad Seminar
	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)	50% TA (or Grad Seminar)

### ADDITIONAL EXPECTATIONS & DEADLINES

#### 7<sup>th</sup> Quarter:

- Enroll for LTXX 298 with the Chair or a member of the Doctoral Committee to write the qualifying research paper.

#### 8<sup>th</sup> Quarter:

- Beginning of quarter: submit the completed research paper to the Committee Chair and one other member of the Doctoral Committee for review.
- By the end of quarter: submit the approved research paper to the PhD Coordinator, so it may be added to the student file. The PhD Coordinator will send it to the entire Doctoral Committee in preparation of the qualifying exams.

#### 9<sup>th</sup> Quarter:

- Beginning of quarter: schedule written and oral qualifying exams (oral exam follows written exam by two weeks).
- Complete all preparatory requirements for the qualifying exams.
- By the end of the quarter: complete the written and oral qualifying exams and file the advancement-to-candidacy paperwork with GRAD DIVISION.

### THE RESEARCH PAPER

During the seventh quarters, students will register for one LTXX 298 with the Chair of a member of their Doctoral Committee to complete the research paper. It should demonstrate the student's awareness of relevant research on the topic and make a clearly stated contribution to the field. Ideally, it should lead into dissertation research. It may be the source of a future publication, although this need not be the case.

#### Requirements

- The paper will be 30-35 pages long.

- The paper should represent work in a third distinct area of study, with a **minimum of overlap** regarding materials prepared for the reading list exams.

The research paper is complete when it has been read and approved by two members of the student's Doctoral Committee. The approved research paper should then be submitted to the PhD Coordinator by the end of the 8<sup>th</sup> Quarter. The PhD Coordinator will distribute the paper to the student's Doctoral Committee members.

## THE QUALIFYING EXAMS

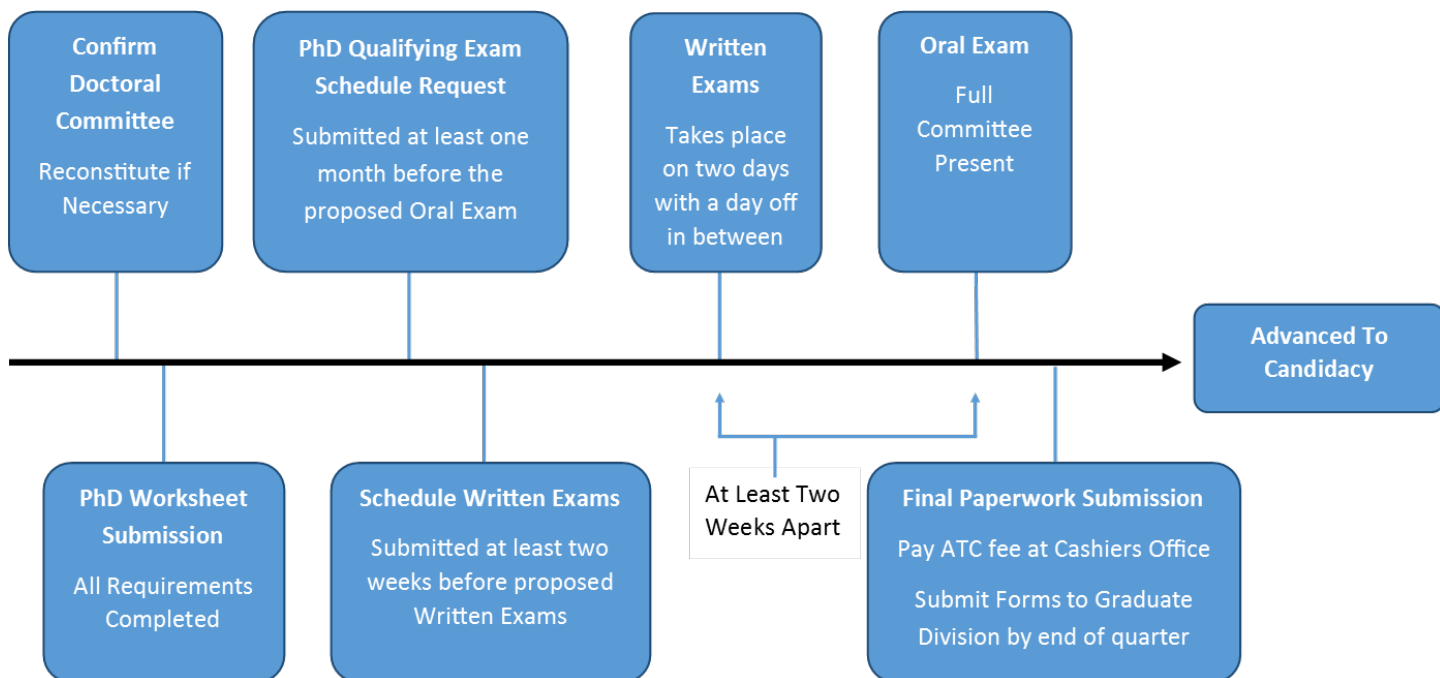
Students should have already completed the following tasks in preparation for the qualifying exam process. If any of these have not been completed, students must complete them as soon as possible. The qualifying exam process may not move forward until these are done:

1. Constitute Doctoral Committee: See the "Year 2" section of the handbook.
2. Submit the Pre-Qualifying Meeting Worksheet to the Graduate Office: See the "Year 2" section of the handbook.
3. Submit the approved qualifying research paper to the Graduate Office: See the "8<sup>th</sup> Quarter" and "Research Paper" sections above.
4. PhD Worksheet Maintenance: See the "Overview: Specialization Requirements" section of the handbook.

During the 9<sup>th</sup> Quarter, student should take the following steps to complete the qualifying exam process:

1. At the beginning of the quarter:
  - a. Confirm the Doctoral Committee: The student will confirm that their Doctoral Committee (as constituted with GRAD DIVISION) is up-to-date and still meets all requirements for a valid committee. If any changes need to be made, the student will reconstitute their committee. (See more details below about committee reconstitution)
  - b. PhD Worksheet Submission: The student must complete, sign, and submit this form to the PhD Coordinator to confirm that they have completed all their coursework requirements, including the 18 seminar, historical breadth, and language requirements. The student's current Doctoral Committee must be listed on the bottom of the form as well. Once the PhD Coordinator checks the form for accuracy, they will route it for approval to the student's Committee Chair or Co-Chairs and the Director of Doctoral Studies.
  - c. PhD Qualifying Exam Schedule Request: This form (to schedule the oral exam) must be completed in full and submitted online (see the "Forms" section at the end of this handbook) at least one month before the proposed Oral Exam date. Specifically, the checkbox noting that all the committee members are able to attend the oral exam must be checked. The Chair or Co-Chairs and outside-tenured-member must all be physically present at the Oral Qualifying Exam.
  - d. Schedule the Written Exam: The student will contact the PhD Coordinator to set up dates for the written exam. The student must arrange to take and complete the two-part written exam no later than two weeks before the Qualifying Oral Exam.
2. By the end of the quarter:
  - a. Written Exam: The student will complete the two days of written exams, facilitated by the PhD Coordinator. (See more details about the written exam format below)
  - b. Oral Exam: At least two weeks after the written exams, the oral exam will take place. (See more details about the oral exam format below)
  - c. Final Paperwork Submission: The PhD Coordinator will provide the student with their signed "Report of the Qualifying Examination and Advancement to Candidacy" (2-3 working days after the oral exam). The student will need to take the paperwork to the Central Cashier's Office to pay the candidacy fee. Once the fee has been paid and the paperwork stamped by the Central Cashier, the student will turn in the paperwork at the GRAD DIVISION office.

## QUALIFYING EXAM PROCESS



## RECONSTITUTING THE DOCTORAL COMMITTEE

When a change in the Doctoral Committee is necessary, the student completes the committee reconstitution request form online (see the “Forms” section at the end of this handbook). This information includes new committee members, specialties, and a statement explaining the reason for the change in the committee. The PhD Coordinator then submits an online request to GRAD DIVISION to formally reconstitute the membership of the Doctoral Committee. The Committee Chair or Co-Chairs will need to electronically approve the request for reconstitution. The online form will subsequently be routed to the Director of Doctoral Studies, before submission to GRAD DIVISION for approval.

## WRITTEN EXAM FORMAT

The written exam will take place on two days, with one day off in between. The first exam day concentrates on the student’s first reading list; the second exam day concentrates on the student’s second reading list. Each day’s exam consists of one four-hour essay. Students and Doctoral Committee members will consult about possible questions for the exam, but faculty are not obligated to inform the student of a question’s final configuration. The Committee Chair has the final responsibility to prepare the exam questions by soliciting questions from the Doctoral Committee members. From the suggested list of questions, the Committee Chair will choose two for each exam; the student will then write on one of these questions for each exam.

Students may use books and notes during the examination. If the examination is to be written in a language other than English, it must be specified in writing prior to the exam.

The PhD Coordinator will email the two questions to the student at a predetermined time (as arranged by the student). The student then has four hours to write their essay and email it to the PhD Coordinator as an attachment. The PhD Coordinator is responsible for emailing and/or delivering copies of the exams to each member of the Doctoral Committee.

All members of the Doctoral Committee will read all written components of the exam (the two essays and the research paper) within a period of two weeks following the written exam. Doctoral Committee members must unanimously agree that the student has passed the written portion of the exam. It is the Chair's responsibility to poll the Doctoral Committee members for their responses.

### **ORAL EXAM FORMAT**

If the student passes the written portion of the exam, the oral examination follows in two to four weeks. The oral examination will last for two hours and will cover materials on the reading lists, the written exam essays, and the qualifying research paper. The Doctoral Committee must agree unanimously that the student has passed the oral examination. Students must pass both the written and oral exams to advance to candidacy.

The oral examination is a private meeting. Students may invite no more than four observers, who usually attend to take notes on the examination.

### **THE MASTER OF ARTS AND CANDIDATE IN PHILOSOPHY DEGREES**

Upon passing the qualifying examination, the doctoral candidate will be awarded the Candidate in Philosophy degree (an interim degree). Students may also receive an M.A. degree (if not previously awarded from UCSD or other institution). Whether or not an M.A. degree may be awarded is determined by GRAD DIVISION and UCSD's Academic Senate. If a student would like to know if they are eligible to receive an M.A. degree upon passing the qualifying exams, the student should consult with the PhD Coordinator.

## YEARS 4, 5, & 6: REQUIREMENTS, EXPECTATIONS & DEADLINES

### PROGRAM EMPHASIS

During Years 4, 5, & 6, students research and write the dissertation. The dissertation defense is held in the 18<sup>th</sup> Quarter.

During Years 4, 5 & 6, students are expected to enroll in LTXX 299 independent studies (8 units) under the direction of one of the members of their Doctoral Committee and have a 50% TA position. For students who have other means of support and have already fulfilled their *teaching requirement* in another year, the LTXX 299 will be taken for 12 units.

### COURSE REQUIREMENTS

YEAR 4	Fall Quarter (10 <sup>th</sup> Quarter)	Winter Quarter (11 <sup>th</sup> Quarter)	Spring Quarter (12 <sup>th</sup> Quarter)
	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)
	50% TA	50% TA	50% TA

YEAR 5	Fall Quarter (13 <sup>th</sup> Quarter)	Winter Quarter (14 <sup>th</sup> Quarter)	Spring Quarter (15 <sup>th</sup> Quarter)
	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)
	50% TA	50% TA	50% TA

YEAR 6	Fall Quarter (16 <sup>th</sup> Quarter)	Winter Quarter (17 <sup>th</sup> Quarter)	Spring Quarter (18 <sup>th</sup> Quarter)
	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)	LTXX 299 (8-12 units)
	50% TA	50% TA	50% TA

### ADDITIONAL EXPECTATIONS & DEADLINES

#### 10<sup>th</sup> Quarter:

- Prepare 8-10 page prospectus and bibliography; meet with Doctoral Committee to discuss prospectus
- Begin dissertation research and writing

#### 11<sup>th</sup> Quarter – 18<sup>th</sup> Quarter:

- Dissertation research, writing, and revision

#### 18<sup>th</sup> Quarter:

- Dissertation defense

### PREPARING THE PROSPECTUS

Before the end of the 10<sup>th</sup> Quarter, the student prepares a dissertation prospectus of 8 - 10 pages and a supporting bibliography. The student arranges a meeting with the Doctoral Committee to discuss the prospectus and bibliography and to plan the subsequent direction of research.

**NOTE:** If, after passing the qualifying examination, advancing to candidacy, and presenting a prospectus, the student wishes to change the dissertation topic, the student must prepare another prospectus and obtain approval for it from their Doctoral Committee. If deemed necessary by a majority of the committee members, the student will defend the new topic at an oral examination conducted by the committee.

## DISSERTATION DEFENSE

The student is required to present a dissertation defense in the form of a two-hour colloquium that, by order of the Graduate Council, is open to the public. The final recommendation regarding award of the Ph.D. degree is to be decided by the Doctoral Committee in a private caucus at the end of the defense. If the committee approves the dissertation, they sign the necessary paperwork and endorse the signature page of the dissertation. For instructions on formatting the dissertation and preparing the signature page, see *Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses*, available from GRAD DIVISION: [http://GRAD\\_DIVISION.ucsd.edu/files/academic-affairs/Dissertations\\_Theses\\_Formatting\\_Manual.pdf](http://GRAD_DIVISION.ucsd.edu/files/academic-affairs/Dissertations_Theses_Formatting_Manual.pdf). GRAD DIVISION holds workshops intended to help students file their dissertations electronically. Information regarding the workshops will be emailed to students.

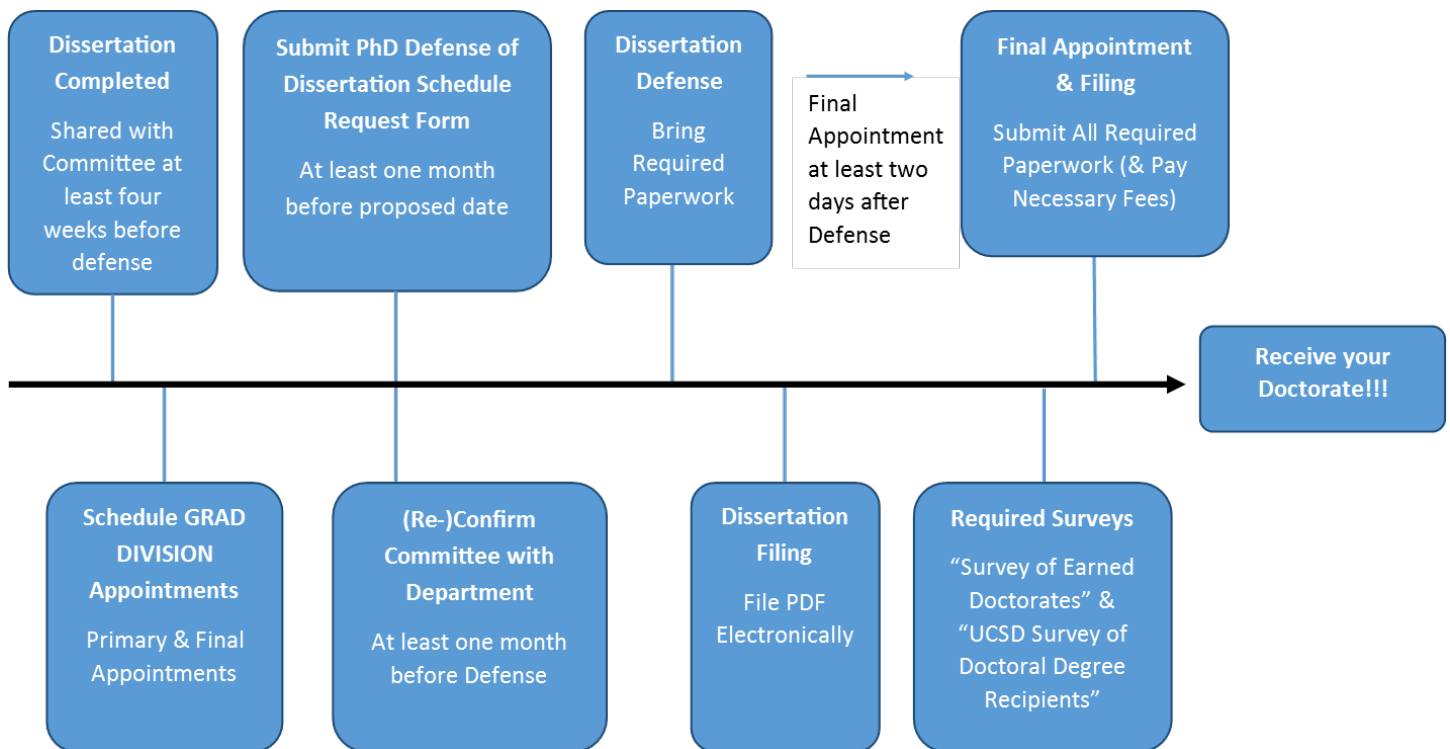
At the beginning of the 18<sup>th</sup> Quarter (or the quarter of the dissertation defense, if it is earlier than the 18<sup>th</sup> Quarter), students should complete the following tasks:

1. **Dissertation:** Students should complete their dissertation and provide copies of the finished dissertation to the members of their Doctoral Committee (at least four weeks before the scheduled dissertation defense).
2. **GRAD DIVISION appointments:** Students need to schedule two appointments with GRAD DIVISION through the online calendar ([http://GRAD\\_DIVISION-calendar.ucsd.edu/](http://GRAD_DIVISION-calendar.ucsd.edu/)):
  - a. *Preliminary Appointment:* a preliminary check of the student's dissertation/thesis. At the appointment, the format is checked and instructions on the final preparation and submission of the dissertation are given. Students should print and bring the "Dissertation/Thesis Release Form" (or "Embargo Form") (<http://grad.ucsd.edu/files/progress/DissertThesisReleaseTemplate.pdf>) with them to discuss during their preliminary appointment.
  - b. *Final Appointment:* the submission of all final degree paperwork and final dissertation. Students should thoroughly review the "Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses" ([http://grad.ucsd.edu/files/academic-affairs/Dissertations\\_Theses\\_Formatting\\_Manual.pdf](http://grad.ucsd.edu/files/academic-affairs/Dissertations_Theses_Formatting_Manual.pdf)) for detailed instructions.
    - i. **NOTE:** The final appointment must be scheduled at least 2 days after the scheduled dissertation defense, and it must take place before the end of the quarter. In Spring Quarter, it is often difficult to secure final appointments on the last two days of the quarter, so students should plan accordingly when scheduling their dissertation defense and GRAD DIVISION appointments.
3. **Schedule the Dissertation Defense:** Students, working with their Doctoral Committee, will determine the date and time of the dissertation defense. Students will then submit the "Ph.D. Defense of Dissertation Schedule Request" form online (see the "Forms" section at the end of this handbook) at least one month before the proposed defense date. The Chair or Co-Chairs and outside committee member must all be physically present at the defense, but the exam should be scheduled when *all* committee members can be present. Original signatures are required of committee members, so the timeline becomes complicated if a committee member cannot be physically present.
  - a. The PhD Coordinator will reserve a room in the department for the defense and post the mandatory announcement flyer in the building.
4. **Re-confirm the Doctoral Committee:** Students will notify the PhD Coordinator if any changes need to be made to their Doctoral Committee, so their committee may be reconstituted (see "Year 3: Reconstituting the Doctoral Committee" for more details).
  - a. **NOTE:** Changes to the committee may be required because of updates to individual faculty statuses. The Doctoral Committee makeup may have met all the requirements at the time of the qualifying exam process, but no longer meet the requirements later in the program. In these instances, the committee *must* be reconstituted, as the Doctoral Committee must meet all requirements for a valid committee at the time of the dissertation defense.



5. **Dissertation Defense:** The student will hold the dissertation defense with their Doctoral Committee, and they will bring the required paperwork to the defense (see the “Dissertation Defense Paperwork” section below). The Doctoral Committee will deliberate and sign the appropriate paperwork if they approve of the dissertation.
6. **Dissertation Filing (Electronic):** Students will file the PDF at: [www.etsadmin.com](http://www.etsadmin.com) at least one day prior to final appointment with GRAD DIVISION, and the dissertation will meet all standards and requirements outlined in the “Preparation and Submission Manual for Doctoral Dissertations and Masters’ Theses” (as mentioned above).
7. **Required Surveys:** “Survey of Earned Doctorates” and the “UCSD Survey of Doctoral Degree Recipients” (exit survey)
  - a. Students can access the SED survey at <https://sed-ncses.org/>, and they must print out the completion certificate to bring to their final appointment.
  - b. Students will be emailed a link to the UCSD survey after their preliminary appointment with GRAD DIVISION, and they must print out the final confirmation page to bring to their final appointment.
8. **Final Appointment & Filing:** Before the end of the quarter, the student will submit all the required paperwork to GRAD DIVISION at their scheduled final appointment (see the “Dissertation Defense Paperwork” section below).

## DISSERTATION DEFENSE PROCESS



## DISSERTATION DEFENSE PAPERWORK

There are a number of documents that students will need to submit the GRAD DIVISION at their final appointment in order to complete the dissertation filing process and be awarded their PhD. Several of the documents will be entirely the student’s responsibility to create and bring with them, while others will be created by the Graduate Office and provided to the student before the final appointment.

### Student’s Responsibility:

- Original signature page (signed at the defense, in permanent ink) and one additional copy of the signature page
- “Dissertation/Thesis Release Form” (or “Embargo Form”), signed by the Committee Chair or Co-Chairs at the defense

- Three copies of the abstract (on plain paper)
- Completion certificate for the “Survey of Earned Doctorates”
- Final confirmation page for the “UCSD Survey of Doctoral Degree Recipients”
- Any other documents that GRAD DIVISION mentions at the preliminary appointment

Department’s Responsibility:

- “Report of the Final Examination and Filing of the Dissertation”, prepared by the Graduate Office and signed by all Doctoral Committee members at the defense, attesting that the student has passed the defense and that the student has completed all requirements for the degree
  - This form *must* be returned to the Graduate Office following the defense. The Graduate Office will route it to be signed by the Department Chair, and the PhD Coordinator will notify the student when it is ready to be picked up for filing with the GRAD DIVISION.

## OCCASSIONAL CIRCUMSTANCES

Students Returning to Defend after a Withdrawal: Students returning to complete their PhD and defend should contact the PhD Coordinator for information about the process. In some cases, returning students will need to re-advance to candidacy. The details of this process will be coordinated by the department and the student’s Doctoral Committee.

- This process will also require additional paperwork to what is listed above. The additional paperwork will be prepared by the Graduate Office, signed by the Doctoral Committee at the defense, and then returned to the Graduate Office following the defense. The PhD Coordinator will notify the student when it is ready to be picked up for filing with the GRAD DIVISION

Paying a Filing Fee in Lieu of Registration: In the quarter of their defense, students have the option of paying (the much cheaper) Filing Fee, instead of registering for courses and paying the regular tuition/fees. Students interested in this must contact the department in the quarter prior to their defense.

- This process will also require additional paperwork to what is listed above. The additional paperwork will be prepared by the Graduate Office, signed by the Doctoral Committee Chair at the defense, and then returned to the Graduate Office following the defense. The PhD Coordinator will notify the student when it is ready to be picked up for filing with the GRAD DIVISION

## AFTER THE PH.D.

### **APPLYING YOUR DEGREE**

The Career Services Center offers job-search programs to help graduate students pursue teaching positions or alternatives to academic jobs. Examples of specific services include counseling on presenting oneself to an academic search committee, writing an effective curriculum vitae, getting scholarly work published, practicing interviewing skills, and applying skills and degree to a non-academic setting. Professionals with advanced degrees who are working in various occupations are available for consultation through the Center. Further information may be obtained from Career Services Center at 534-3750 or on-line at <http://career.ucsd.edu/>.

The student's individual Doctoral Committee is the primary source of career counseling to students interested in pursuing careers in academia. In addition, the Department sponsors several annual colloquia about academic job searches. In the Spring Quarter, it presents a colloquium on preparing documents necessary to the job search in Languages and Literatures (the letter of application, the curriculum vitae, the dossier, the statement of teaching philosophy, and sample syllabi). In the late Fall, it offers a second colloquium addressing how a candidate might prepare for Modern Language Association (MLA) interviews. Following MLA interviews, if a candidate obtains on-campus interviews, the Doctoral Committee Chair may arrange a practice job talk.

The MLA job lists (the primary source for information about academic employment) are posted annually on-line beginning in late September. You may register as a non-member to view the lists or join at the graduate student annual rate of \$22.

### **JOINING THE MODERN LANGUAGE ASSOCIATION**

MLA is the primary professional association for academics in the fields of languages and literatures. The MLA publishes a journal, *Publications of the Modern Language Association of America*, and serves as the clearinghouse for job announcements and professional issues for the colleges and university systems. The Association publishes an annual list of conferences and grants, circulates calls for papers, and maintains an ongoing list of available academic jobs.

The Department of Literature is a member of the MLA and receives their publications. Individual students may wish, however, to become members of the MLA, thus receiving information specific to their own research and teaching specialties. The MLA offers special student membership rates. More information about the MLA is available at <http://www.mla.org/>.

## FINANCIAL SUPPORT

### STUDENT SUPPORT WHILE IN THE PROGRAM

The Department offers support in the form of Teaching Assistantships, Readerships, Research Assistantships or Fellowships during the six years of normative time enrollment. Support depends upon the funds available, the number of positions available, the number of students eligible, and their satisfactory rate of progress in the program.

An online program called ASES (Academic Student Employment System) is used for many of the applications for TA positions and Reader positions. The Graduate Office may receive email advertisements for new positions that have been posted, and those will be shared with the students via the Department listserv. Students may also check the list of all currently open positions: <https://academicaffairs.ucsd.edu/Modules/ASES/OpenPositions.aspx>

### SUMMER ARRANGEMENTS

The Department does not guarantee any form of support during the summer months. Students may apply to available Teaching Assistant and Research Assistant positions across campus, as well as the opportunity to teach for the Department during summer session.

### TUITION/FEES

All UCSD graduate students pay tuition and fees. These can vary slightly year-to-year, and students can view the detailed breakdown of fee for specific years on the GRAD DIVISION website: <http://grad.ucsd.edu/financial/graduate-tuition-fees.html>. Several types of support also cover the cost of tuition and many of the fees. In those cases, the fees students must pay will be reduced significantly:

- Teaching Assistantship or Readership position of 25% time or greater
- Research Assistantship of 25% time or greater
- Fellowships (confirm the details of a specific fellowship to see if it includes the tuition/fees)

### NON-RESIDENT SUPPLEMENTAL TUITION

Non-California residents are required to pay Non-Resident Supplemental Tuition which is charged in addition to the tuition and fees that all students pay. The Department covers the cost of Non-resident Supplemental Tuition for international students for six years. It pays Non-Resident Supplemental Tuition for non-California residents for one year. Out-of-state students must establish California residency after their first year at UCSD. If a student fails to establish (or elects not to establish) California residency after one year, the student will be responsible for paying the Non-resident Supplemental Tuition.

In-candidacy tuition reduction: When non-resident students advance to candidacy, they receive a reduction in tuition for the following nine consecutive quarters (regardless of leaves or other absences). This applies mainly to international students. The number of quarters of tuition reduction does not increase if the student advances to candidacy early.

### TEACHING ASSISTANTSHIPS

The Department considers apprentice teaching an integral part of professional training for a Ph.D. degree in Literature. Every doctoral student *is required to be a 50% teaching assistant for at least three academic quarters*. Duties of a teaching

assistant usually include attending the lectures for the course, reading and grading papers and examinations, meeting with the supervising professor to discuss the progress of the course, conducting either class or discussion sections, and holding office hours.

Supervising professors write formal teaching evaluations for each teaching assistant who works with them. Students may access completed teaching evaluations by logging in with their Single Sign-On or Student PID/PAC:

<http://academicaffairs.ucsd.edu/Modules/Evals> (be sure to select "Student SSO" as the "Sign on with:" option). If students cannot access their evaluations for any reason, they should contact the Student Affairs Coordinator for assistance.

Teaching assistants are expected to take very seriously their responsibilities to their students. Poor teaching evaluation ratings will result in the loss of support.

Students who are not native English speakers may be required to pass an English Screening Examination before they can teach courses conducted in English. Courses designed to enhance English language skills are available to assist students in passing the screening so that they may teach. Contact the PhD Coordinator for detailed information.

Full-time doctoral students in good standing are eligible for 50% Teaching Assistantships until the end of their 7<sup>th</sup> year (6<sup>th</sup> year for Literature Department appointments). The maximum number of quarters a student may have Teaching Assistant appointments is eighteen. This is a strictly enforced UC policy, and time spent as a TA in a previous graduate program (within the UC-system) is included in this total.

The maximum academic employment appointment a student may accept is 50%. Anything over that must be petitioned as an exception and only up to 75% time.

Entering Ph.D. students and students early in their courses of study generally find employment in one of the six campus Writing Programs or in language courses taught in Linguistics or Literature. Most of these programs offer pedagogical training.

More advanced graduate students (usually those who have passed their qualifying examinations) are eligible for teaching assistantships in special University programs (i.e., Critical Gender Studies, Ethnic Studies) and in the Literature Department. These positions are generally filled each Spring Quarter, and students will be sent instructions (via the Department listserv) on how to apply online.

## **READERSHIPS**

Each quarter the Department hires a number of Readers to assist professors who teach large courses by grading papers and examinations. Their workload is prorated according to the enrollment of the courses. Readers are paid an hourly rate for their work.

To be considered for a Readership, please apply online to the open positions. Email notifications will be sent to the Department listserv to keep students up-to-date on when these positions become open.

## **OTHER EMPLOYMENT**

The Graduate Office regularly receives requests during the academic year for outside tutors, editors, writers, and translators. Announcements of this type will be sent via the Department listserv or posted on the bulletin boards within the Graduate Lounge.

## UNION INFORMATION

Students working as Teaching Assistants and Readers are covered by a collective bargaining agreement between the University and the UAW. Their names and addresses will be released to the UAW each term that they are employed in the bargaining unit. The Union Agreement can be retrieved electronically at: [http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective\\_bargaining\\_units/academicstudentemployees\\_bx/agreement.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html).

## FELLOWSHIPS

Students are encouraged to seek financial assistance through the University and through other granting institutions.

A number of fellowships (both UC-based and extramural) are available annually. Information about these fellowships is available from the GRAD DIVISION. The GRAD DIVISION website: [http://GRAD\\_DIVISION.ucsd.edu/financial-support/fellowship-traineeships/funding-opportunities.html](http://GRAD_DIVISION.ucsd.edu/financial-support/fellowship-traineeships/funding-opportunities.html) lists a wide variety of information about UCSD and UC need-based and merit-based financial assistance, as well as numerous extramural fellowship opportunities. These sites are regularly updated. Please contact the GRAD DIVISION for information on extramural fellowships at 534-3555.

Information about extramural fellowships and awards is also available in the reference section of the Central University Library under Contracts and Grants.

For a useful listing of Literature- and language-related extramural fellowships, see the September issue of *PMLA*.

A wide variety of local (system-wide and UCSD) awards are available from various agencies, Departments, and programs. Enrolled graduate students receive regular notification about available fellowships from the Graduate Office and from GRAD DIVISION through the Department listserv.

Departmental dissertation fellowship: Depending on availability of funds, the Department of Literature annually awards year-long dissertation fellowships that include a stipend, fees, and health insurance. Students who receive these awards must have passed their qualifying examinations and begun substantial work on their dissertation research and writing. These awards are available subject to funding and are awarded competitively. Calls for application are circulated annually during the Winter Quarter through the Department listserv.

When funding is available, the Department will also offer mid-year and summer research grants.

Post-doctoral support: The sources listed above also offer information about post-doctoral support.

## FEE DEFERMENTS AND LOANS

For students holding Teaching Assistantships, fee deferments and loans are available on a quarterly or an annual basis from GRAD DIVISION. Once students have accessed and completed the required forms, they should be submitted to the PhD Coordinator for processing: <http://grad.ucsd.edu/resources/general/student-employment.html>.

## RESEARCH AND TRAVEL GRANTS

The Department of Literature administers and allocates funds for graduate students' travel for research and/or presentations at conferences. Each student is entitled to – but not guaranteed – \$2,000 support (effective July 2017) over the course of enrollment in the program through the 6<sup>th</sup> year. Please see the “Forms” section at the end of this handbook for the policy and the application.

Funds are also available for travel to other University of California campuses to conduct research, which are not counted towards the \$2,000 limit above. For more information, contact the Graduate Coordinator.

The Department of Literature funds may only be used for reimbursement of specific travel costs (see application for details), and receipts and applicable paperwork must be turned in to the PhD Coordinator at least two weeks before the start of the trip. Reimbursement may be denied if the type of travel or lodging chosen is not seen as an economical choice (from the options available).

Students may also apply for funds from outside the department, and some of these funds may be able to be applied to additional travel costs not covered by the department funds. If the outside funding source is transferring the funds to the Department of Literature for processing, then it is the student's responsibility to turn in all receipts and applicable paperwork to the Financial Manager within seven days of the end of the trip.

## **TAX LIABILITY**

Teaching, language, research assistantships, and most fellowships are taxable. For information on how salary, fellowships, and fee payments are taxed, please visit: <https://grad.ucsd.edu/resources/general/tax.html>

## FORMS

### LITERATURE DEPARTMENT FORMS

To access all the following Literature Department forms, please visit <http://literature.ucsd.edu/grad/phd/current/forms/index.html>:

- Independent Study Request Form
- Seminar Requirements:
  - PhD Worksheet - Comparative Literature
  - PhD Worksheet - Cultural Studies
  - PhD Worksheet - Literatures in English | Spanish
  - Seminar Requirements Petition - Graduate Course
  - Seminar Requirements Petition - Undergraduate Course
- Committee Constitution/Reconstitution Request
- Prequalifying Meeting Worksheet
- PhD Qualifying Exam Schedule Request
- Ph.D. Defense of Dissertation Schedule Request
- Transfer Section Petition
- Travel Req Policy and Application
  - Student Certification for Business Travel

### GRAD DIVISION FORMS

- Financial Support Forms (<https://grad.ucsd.edu/financial/forms/index.html>)
- Resources for Current Students (<https://grad.ucsd.edu/resources/current.html>)
- Student Evaluations (<https://academicaffairs.ucsd.edu/Modules/Evals/default.aspx> - Sign in with your Tritonlink PID/Password)