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OVERVIEW

PROGRAM EMPHASIS

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 Literature Ph.D. Program has three distinct phases with three distinct purposes.

Phase I: *acquire the breadth of knowledge foundational to Ph.D.-level work.* In this phase, students come to know the faculty, their research areas and methods. During these first two years, students take twelve seminars. In the course of these seminars, they complete the required *theory sequence* in the first year, and the *language requirements*. Toward the end of the second year, they begin to identify their own specialized interests preparatory to the more focused study of Phase II.

Phase II: *define the focus of the research programs and prepare for the qualifying examinations.* In the final quarter of the second year and the third year are divided between completing required courses, taking additional seminars, and preparing for the qualifying examinations. ***Students should plan to complete their qualifying exams by the end of their ninth quarter of enrollment; they must have completed the exam by the end of the tenth quarter.***

Phase III: *research and write the dissertation.* The dissertation defense is held in the spring quarter of the sixth year of residence.

OVERVIEW

Year-by-Year Program Requirements

YEAR-BY-YEAR PROGRAM REQUIREMENTS

PHASE I: BUILDING BREADTH

Year 1: Introductory Theory Sequence (LTTH 200A, LTTH 200B, LTTH 200C)
3 other seminars (6 other seminars if not serving as a TA)
50% TA

Year 2: 5 seminars
LTXX 298 in sixth (or seventh) quarter to prepare reading lists
50% TA

End of fifth (or sixth) quarter of study:
Establish doctoral committee.
Complete language requirements.

Sixth (or seventh) quarter of study:
Enroll for LTXX 298 with chair or other member of committee.
Finalize two reading lists (at least 50 works on each list, primary and secondary).
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 committee to approve lists and paper topic.

PHASE II: PREPARING FOR QUALIFYING EXAMINATIONS

Year 3: 5 seminars
LTXX 298 in seventh (or eighth) quarter to work on long qualifying paper
50% TA

Seventh and eighth quarters:
Work on reading lists; write paper.

Ninth (or tenth) quarter:
End of first week of quarter: submit research paper, approved by the primary reader and one other member of committee, to committee members.
Beginning of quarter: schedule written and oral qualifying exams (oral exam follows written exam by two weeks).

PHASE III: RESEARCHING AND DEFENDING DISSERTATION

Year 4: LTXX 299 (8 units per quarter)
50% TA

Tenth quarter:
Prepare 8-10 page prospectus and bibliography; meet with committee to discuss prospectus; file prospectus with Department.
Begin dissertation research and writing

Year 5: LTXX 299 (8 units per quarter)
50% TA
Dissertation research, writing, and revision

Year 6: LTXX 299 (8 units per quarter)
50% TA
Dissertation research, writing, and revision
Dissertation defense

OVERVIEW

Specialization Requirements

PH.D. REQUIREMENTS WORKSHEETS

The relevant PhD worksheet for use in monitoring academic progress is found in the “Forms” section at the end of the Handbook. Students should maintain an accurate record of their course completion. This form will be finalized prior to completion of the qualifying examination.

SPECIALIZATION REQUIREMENTS

PLEASE NOTE: You have been admitted to the doctoral program in a particular specialization. If you find compelling reasons why you want to request a change to a different specialization, you must successfully complete one year of graduate study and have a written statement from an advisor and two committee members from the new section stating their commitment to work with you. These written statements must accompany a transfer section petition and be submitted to the Graduate Coordinator. See the Forms section at the end of this document.

- **COMPARATIVE LITERATURE**

18 seminars; 6 years

3 seminars: Introductory theory sequence

4 seminars in primary literature*

2 seminars in literature in secondary language*

1 seminar in literature in third language*

4 seminars in theory, cultural studies, literature 2 or 3, comparative literature, or composition studies*

4 seminars open to choice. Two of these will be independent study courses (LTXX 298) in preparation for qualifying examinations*

*** At least four of the courses taken in any of these categories must be in Comparative Literature (designated LTCO). 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 year

3 seminars: Introductory theory sequence

4 seminars in primary literature

2 seminars in literature in secondary language

5 seminars in theory or cultural studies

4 seminars open to choice. Two of these will be independent study courses (LTXX 298) in preparation for qualifying examinations.

- **LITERATURES IN ENGLISH/SPANISH/FRENCH/**

18 seminars; 6 years

3 seminars: Introductory theory sequence

4 seminars in primary literature

2 seminars in literature in secondary language

4 seminars in theory, cultural studies, literature 2 or 3, or comparative literature.

5 seminars open to choice. Two of these will be independent study courses (LTXX 298) in preparation for qualifying examinations.

LANGUAGE REQUIREMENT

Completion of two seminars in a language other than that of the intended specialization. (The Comparative Literature specialization requires seminars or the equivalent in two foreign languages as noted above.) 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 by the end of the sixth quarter of study. These seminars may overlap with requirements listed above. (see page 8 for more details)

HISTORICAL BREADTH REQUIREMENT

Completion of two seminars dealing with texts or cultural practices prior to 1800. These seminars may overlap with requirements listed above. (see page 6 for more details)

PHASE I: ESTABLISHING INTELLECTUAL BREADTH & IDENTIFYING RESEARCH INTERESTS

PLANNING YOUR COURSE WORK

In planning their course of study, students should consult with the Director of Doctoral Studies, the head of the appropriate section, and faculty members whose interests they share. Please also consult the following publications:

PUBLICATION	PUBLISHED	AVAILABLE THROUGH
General Catalog	Annually	UCSD Bookstore http://ucsd.edu/catalog
3-quarter spread of courses	Annually	Literature Graduate Office http://literature.ucsd.edu/courses/3qplans/index.html
Class schedule	Quarterly	Literature Graduate Office https://tritonlink.ucsd.edu
Graduate course descriptions	Quarterly	Literature Graduate Office http://literature.ucsd.edu/courses/coursedescriptions/index.html
List of faculty publications	Annually	Literature Graduate Office http://literature.ucsd.edu/faculty/index.html

The three-quarter spread is available early each Fall as the quarter begins. It provides a tentative schedule of classes and seminars offered by the Literature Department for the coming 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, 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 Phase I.

Students may also want to investigate graduate offerings in other Departments or consider enrolling in upper-division undergraduate literature courses. (Students may take a maximum of three upper division undergraduate courses for graduate credit. It is *strongly* recommended that graduate students enroll in graduate seminars whenever possible. Graduate students who take 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, and receive grades of A to maintain acceptable graduate status and continuation of funding; each course must be petitioned through the Graduate Coordinator. Requires submission of syllabus and rationale.)

ACADEMIC ADVISERS

In the first two years of the program, students are advised by the heads of sections or graduate advisers of sections, their faculty mentors, and/or the Director of Doctoral Studies.

During the fifth or sixth quarter of study (and no later than the seventh), students should select a Ph.D. adviser from the appropriate section. Consult with the Director of Doctoral Studies and/or the graduate adviser of that section about choosing this adviser.

The Ph.D. adviser supervises the student's work through the period of qualifying, organizes the Ph.D. 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.

SEMINAR REQUIREMENTS (seminars must be taken on a S/U grading basis)

During the first nine quarters of graduate study students are expected to complete a total of *18 graduate seminars*. These include required courses in theory, historical breadth, and language. *Students are also required to teach for at least three academic quarters.* (See following pages for explanations of each of these requirements).

The required full-time course load is twelve upper division/graduate units per quarter, which is usually met by taking two graduate seminars (4 units + 4 units) and receiving 4 units of credit as Teaching Assistant. Students who have not requested support and those supported by fellowships should take three seminars or two seminars and an upper division literature course. Graduate students who take 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, and receive an A grade to maintain acceptable graduate status and continuation of funding; each course must be petitioned through the Graduate Coordinator by submitting rationale, syllabus and evidence of extra work. The petition is found in the "Forms" section at the end of the Handbook. It is *strongly* recommended that graduate students enroll in graduate seminars whenever possible.

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.

Courses that may be counted toward the eighteen seminar requirement are:

- Any 200-280 series Literature graduate course.
- A maximum of *two* graduate seminars from *other departments*. Additional courses may be considered via petition. See petition in the “Forms” section at the end of the Handbook.
- *Two 298* courses (required): one taken in the sixth or seventh quarter of study to prepare reading lists; one taken in the eighth or ninth quarter of study to work on the long qualifying paper.
- *A maximum of three upper division undergraduate literature courses*, made equivalent to graduate seminars through additional work agreed upon by the student and professor. It is *strongly* recommended that graduate students enroll in graduate seminars whenever possible. Graduate students who take upper division undergraduate courses for seminar credit must receive an A grade to maintain acceptable graduate status and continuation of funding. A petition is required to apply any upper division undergraduate course to the course requirements. The petition is located in the “Forms” section at the end of the Handbook.
- For students with M.A. degrees from universities other than UCSD, *up to six transfer classes*, as approved by the Director of Doctoral Studies. The petition is located in the “Forms” section at the end of the Handbook.
- **PLEASE 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.

THEORY REQUIREMENT

All Ph.D. students must complete LTTH 200A, 200B, and 200C during their first year of study.

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 *at least 50%* of their material deals with a period prior to 1800.

The two seminars taken to fulfill this requirement may be in the same period or in different periods, and may be literature seminars or seminars offered in another Department, such as history, art history, or philosophy. Ideally, the seminars will be related in some way. For example, they might deal with a single national tradition, with different but related national traditions, or with different literatures written in the same language and sharing a certain history, such as French and Quebecois writing. On the other hand, the two seminars might deal with a problem, such as early modern intercultural relations (Europe and the Islamic world, or Spain and the New World) or slave cultures in the Americas in the 18th century.

Depending on their content, seminars taken to fulfill the historical breadth requirement may simultaneously fulfill the language requirement as well as the distribution requirements in the primary literature and in theory.

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 by the end of the sixth quarter of study.

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.

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.

Using undergraduate courses to fulfill the language requirement: With the approval of the Director of Doctoral Studies or the appropriate sectional adviser, students may satisfy the language requirement by substituting for a seminar an upper-division undergraduate course, 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 "Forms" at the end of this document).

To use upper-division undergraduate language courses to fulfill the graduate language requirement, students must demonstrate through prior course work that they have already attained graduate-level competency in the literature and language in question.

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.

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. Occasionally, an advanced student may combine work on an interdisciplinary project with satisfying the language requirement through an independent study course.

To take a 298 to fulfill the graduate language requirement, students must demonstrate through prior course work that they have already attained graduate-level competency in the literature and language in question. They must obtain the approval of the Director of Doctoral Studies to enroll in such a course.

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.

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.

Language Report Form Requirement

For each seminar taken to satisfy a language requirement, a "Language Report" form must be completed by the student and instructor and submitted to the Graduate Coordinator in order to receive credit for the language requirement. The form is found in "Forms" at the end of this document. Exception: if the secondary or tertiary language is English, no report form is required.

If an exam is required by the faculty teaching the seminar, a copy of the corrected exam must be submitted to the Graduate Office along with the completed "Language Report" form in order for the student to receive credit for the language requirement. **297 courses DO NOT count toward the seminar requirement.**

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 freshman and sophomore courses. Academic credit is granted for the training given under the apprentice teaching program. 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.

INDEPENDENT STUDY COURSES

To register for an independent study course, students should consult with the professor with whom they plan to work. An "Application for Special Studies Course Enrollment" form (available electronically from the "Forms" section at the end of this Handbook) must be routed electronically from the student to the instructor and back to the Graduate Office with an outline of the proposed plan.

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

296: Research Practicum (1 – 12 units). Research project on a specific topic to be developed by a small group of students under the continued direction of individual faculty members. Primarily used as a continuation of a previous seminar. **296 courses DO NOT count toward the seminar requirement.**

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.

During the first six quarters of study up to two 297 courses may be taken as part of a student's normal course distribution. There is no limit on the total number of 297s a student can take. **297 courses DO NOT count toward the seminar requirement.**

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.**

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 requirement.**

PHASE I:

ESTABLISHING INTELLECTUAL BREADTH & IDENTIFYING RESEARCH INTERESTS

Grades and Evaluations

SEMINAR REQUIREMENTS

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 will not exceed 15 pages in length and must be submitted before the end of the quarter. Seminar papers 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. Likewise, erratic attendance and failing to complete readings and other assignments will be noted in the narrative evaluation.

GRADES

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 two U's on their record.**

Undergraduate Courses Taken: It is *strongly* recommended that graduate students enroll in graduate seminars whenever possible. Graduate students who take 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, and receive an A grade to maintain acceptable graduate status and continuation of funding; each course must be petitioned through the Graduate Coordinator and requires submission of syllabus and rationale. The limit is #3. Please go to the Literature website, under PhD, Current Students, Forms for the appropriate petition.

Incomplete: The Incomplete grade (I) may be assigned by the instructor when a student's work is of non-failing quality, but is incomplete for good cause. 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 work or paper(s). If the work is not completed, the Incomplete will automatically be changed by the Registrar to an Unsatisfactory (U) or Failure (F) at the end of the quarter following the awarding of the Incomplete.

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.

GRADUATE DIVISION ANNUAL EVALUATIONS

The University requires the Department to submit an evaluation of each doctoral student annually. Students who have not advanced to candidacy will be evaluated by a faculty member of their section, usually one who has taught or advised them. According to the Graduate Council, the evaluation will indicate "the degree to which students are, over-all, progressing satisfactorily in their studies, their strengths and weaknesses as students and, where applicable, as teaching and/or research assistants. These evaluations should contain cogent and clear advice to students."

Students who have advanced to candidacy are evaluated by a member of their Ph.D. advisory committee; the form is endorsed by two other committee members. According to the Graduate Council, this evaluation will "cover the student's progress to date, recommended modifications to the dissertations scope or methodology, timetable for completion, and recommendation for support in the following year."

A satisfactory evaluation on file is necessary for future support. Any requests for exceptions to policy for time limits or support will not be approved unless a current evaluation is on file. Before the annual evaluations are sent to GRADUATE DIVISION, students will be asked to read and sign their evaluations. Annual evaluations are retained by GRADUATE DIVISION as part of each student's permanent file.

PREPARING FOR PHASE II

Forming a Doctoral Committee

During the middle of the second year of study, students begin to prepare for the second phase of doctoral study, the qualifying process. By the end of the second year or the beginning of the third year, students should have constituted a doctoral committee, completed a LTXX 298 course (in which they have prepared reading lists and chosen a research paper topic), and met with their committee in a pre-qualifying meeting. They thus can begin reading toward the qualifying examination in the summer following the second year of study.

THE DOCTORAL COMMITTEE

The student invites a tenured professor to chair her/his doctoral committee. (Non-tenured professors may co-chair committees with tenured professors.) 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. At least four members of the committee must be ladder-rank members of the Literature Department whose work relates to the student's project. One member of the committee must be a tenured member of another Department who can consult with the student on the dissertation project. The committee should be made up of no less than five members and no more than six members. Please consult the Graduate Coordinator for stipulations about other configurations of the committee (i.e., non-UCSD committee members).

The committee advises the student on the areas for reading lists and the long qualifying paper, conducts 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 committee has been constituted, the student informs the Student Affairs Assistant of the committee's membership. The Student Affairs Assistant then files with GRADUATE DIVISION a form to establish the committee. This form must be filed no later than the second week of the quarter prior to the qualifying examination.

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. The form constituting the Ph.D. committee must be filed with GRADUATE DIVISION **no later than the second week of the quarter prior** to the qualifying examination, preferably sooner.

RECONSTITUTING THE DOCTORAL COMMITTEE

When a change in the committee is necessary, the committee chair is responsible for the formal arrangements of finding another faculty member and informing the student and the Student Affairs Assistant of the change. The Student Affairs Assistant then submits an online request to the Dean of Graduate Studies at GRADUATE DIVISION to formally reconstitute the membership of the committee. The committee chair or co-chairs will need to electronically sign the request for reconstitution. The online form will subsequently be routed to the Department chair, before submission to the Dean of

Graduate Studies for approval. When the committee chair must be changed, the Director of Doctoral Studies will advise the student and formally initiate the change with the Department.

PHASE II THE QUALIFYING EXAMINATION

Preparing for the Qualifying Examination

PREPARING READING LISTS AND PAPER TOPIC

To prepare for the written examinations, students should enroll with a member of their committee (preferably their committee chair) for a LTXX 298 during their sixth or seventh quarter. During this quarter, students will also determine a topic for the research paper and prepare a one-page abstract of that paper. Near the end of the sixth quarter or at the beginning of the seventh quarter, the student and committee will hold a pre-qualifying meeting, scheduled and conducted by the committee chair, to discuss and approve the lists and the topic of the research paper.

READING LISTS

During the LTXX 298 course, students will compile individual reading lists of at least 50 works each in two areas of study. This will be done under the direction of their committee chair and in consultation with other 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, although faculty members may insist on including certain texts at their discretion.

The two reading lists should cover two suitably diverse topics in terms of genre, author, historical period, a problem of theory or method, and/or national traditions. One of these 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.

The lists may focus on literature, film, theory, or other forms of cultural production, but in each case 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.

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?

Copies of reading lists and rationales will be kept on file electronically for students to consult as models in preparing their own lists. Please contact the Graduate Coordinator for access.

THE RESEARCH PAPER

The third component of the Qualifying Exam is the 30-35 page research paper. During the seventh or eighth quarters, students will register for one LTXX 298 with a member of their committee in which to work on the qualifying paper. In rare cases, the professor and student may jointly petition to pursue an additional LTXX 298 in which to work on the paper. This additional independent study may not be used to pursue topics unrelated to the qualifying paper.

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

The research paper is complete when it has been read and approved by two members of the student's committee. The approved research paper should be submitted to the members of the committee by the end of the first week of the ninth or tenth quarter.

Copies of research papers will be kept on file electronically for students to consult as models in preparing their own lists. Please contact the Graduate Coordinator for access.

THE PRE-QUALIFYING MEETING

At least six months before the qualifying examination, at the end of the sixth or seventh quarter of study, the committee chair, in consultation with the student, arranges a pre-qualifying meeting with the entire committee to discuss and finalize the reading lists and to approve the topic and focus of the research paper that will comprise the student's qualifying project.

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

- a. A draft of two reading lists
- b. A brief (one-page) description of the rationale, scope and focus of each list.
- c. A one-page abstract of the qualifying paper, with an attached preliminary bibliography.
- d. A brief statement detailing the relationships among the lists and the paper and their relationship to the proposed dissertation topic.

PHASE II THE QUALIFYING EXAMINATION

The Qualifying Examination Procedures & Format

THE QUALIFYING EXAMINATION

Students should plan to take the qualifying examination during the ninth quarter of study. Under current Department of Literature and University policies, **students must pass their exams by the end of the tenth quarter.**

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 Department sponsors an annual colloquium, usually held in the winter or spring quarter, devoted to answering student questions about the qualifying examination. At this event, invited faculty members and advanced graduate students answer questions about the exam process.

THE QUALIFYING EXAM ADMINISTRATIVE DEADLINES

Nominate Committee: After confirming with faculty, the student must contact the Student Affairs Assistant in the Graduate Office who will process the committee nomination form with GRADUATE DIVISION. *This must be done no later than 1 month before the Qualifying Oral.* (This should be done as soon as a committee has been formed).

Language Requirement: In addition to completing the two or three seminars in Language 2 (and Language 3), the Language Report Form must be submitted for each seminar. After the instructor completes and signs the form, it is filed with the Graduate Coordinator. *This must be done no later than 2 weeks before the Qualifying Oral.*

Written Exam: The student contacts the Student Affairs Assistant to arrange the dates. The student *must arrange to take and complete the two-part written exam no later than two weeks before the Qualifying Oral Exam.*

Oral Exam: Once a committee is agreed upon, a date and time for the Oral may be scheduled by contacting the Student Affairs Assistant to reserve the room. The Student Affairs Assistant will also prepare the necessary forms for the day of the Oral. *This must be done no later than two weeks before the Oral.*

Course Requirements:

Historical Breadth: The two required seminars that qualify for this requirement must be taken by the quarter of the Qualifying Exam.

298 – Special Projects: Writing Course: The two required 298 courses must be taken by the quarter of your Qualifying Exam (297 and 299 independent studies courses do not count for this requirement). Students will enroll in the two 298 courses in preparation for the Qualifying Exam

Total of 18 graduate seminars with no more than two courses from outside the Department and no more than three upper-division undergraduate courses taken for a letter grade with a grade A result; requires petitioning – petition is found in the “Forms” section at the end of this Handbook.

EXAM FORMAT

The exam consists of three components:

- two written examinations based on reading lists in two different subject areas;
- a research paper of approximately 30-35 pages in a third subject area;
- a two-hour oral examination covering both the written examinations and the research paper.

The written examination. The written exam will take place on two days, with one day off in between. The first exam day concentrates on list one, the second on list two. The written examination should be completed two to four weeks prior to the oral examination.

Each day's exam consists of one four-hour essay. Students and committee members will consult about possible questions for the examination, 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 committee members. From the suggested list of questions, the committee chair will choose two for each examination; 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 Student Affairs Assistant will email the questions to the student at a predetermined time (as arranged by the student). The student has four hours to write the exam and email the SAA with the answer as an attachment. The SAA is responsible for emailing and/or delivering copies of the exams to each member of the committee.

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

The oral examination. 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 and the topic of the research paper. The committee must agree unanimously that the student has passed the oral examination.

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 may apply for the M.A. degree (if not previously awarded from UCSD or other institution) and/or the Candidate in Philosophy degree, an interim degree. To apply, the candidate needs to obtain two forms from the SAA: the completed "Report of the Qualifying Examination" form, and the completed "Degree and Diploma Application" form. The student takes these two approved forms, with the candidacy fee, to the Cashier's Office for payment and then to GRADUATE DIVISION for approval.

PHASE III

The Dissertation

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.

PREPARING THE PROSPECTUS

Before the end of the quarter following the qualifying examination (the tenth quarter, in most cases), the student prepares a dissertation prospectus of 8 - 10 pages and a supporting bibliography. The student arranges a meeting with the committee to discuss the prospectus and bibliography and to plan the subsequent direction of research.

CHANGE IN DISSERTATION TOPIC

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 Ph.D. 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.

COMPLETING AND DEFENDING THE DISSERTATION

To complete the dissertation, the student enrolls in 8-12 units of LTXX 299 each quarter, usually under the direction of one or more of the members of the Ph.D. committee.

Completion of the dissertation should require no more than nine academic quarters after advancement to candidacy, since the three years of preparation for the qualifying examination is designed to involve work toward the dissertation in the form of the research paper.

The student is required to present a dissertation defense in the form of a 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 Ph.D. 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 preparing the signature page, see *Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses*, available from GRADUATE DIVISION: http://Graduate.Division.ucsd.edu/files/academic-affairs/Dissertations_Theses_Formatting_Manual.pdf.

FILING THE DISSERTATION

In preparing the final draft of the dissertation, the student should follow the guidelines contained in the *Preparation and Submission Manual for Doctoral Dissertations and Masters' Theses* available on the GRADUATE DIVISION web site (see link listed above)

GRADUATE DIVISION holds workshops intended to help students file their dissertations electronically. Information regarding the workshops will be emailed to students.

Before filing the final draft of the dissertation, students need to make two appointments with GRADUATE DIVISION. Students should visit <http://Graduate.Division-calendar.ucsd.edu/> to make these appointments at the *beginning* of the quarter in which they plan to defend.

Necessary Documents/Action for Submission of the Doctoral Dissertation for a Ph.D. (electronic filing only)

- File PDF at: www.etdadmin.com at least one day prior to final appointment with GRADUATE DIVISION
- Three copies of the abstract (on plain paper);
- Report of the Final Examination and Filing of the Dissertation, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- Embargo Form;
- Survey of Earned Doctorates certificate (<https://sed.norc.org/survey/>); (not required for D.M.A.)

PHASE IV 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/index.shtml>.

Departmental advising is also available to students interested in pursuing careers in academia. The Ph.D. committee is the primary source of counseling about careers. In addition, the Department sponsors several annual colloquia about academic job searches. In the Spring, 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 Ph.D. 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.

The Department also offers financial support to aid in the job search process. These funds may be used either to establish a Career Services Center dossier file or to partially offset travel costs to attend the MLA convention. Please see "Forms" at the end of the Handbook for the application and policies.

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/>.

GENERAL INFORMATION ABOUT THE DOCTORAL PROGRAM

The Department

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 five specializations (for the purposes of graduate study): Literatures in English, French, Spanish, 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.

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 adviser for their specialization; they may also seek advice from the Director of Doctoral Studies.

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 Advisers for each section.

Faculty Office Hours are posted next to the elevators in the main lobby of the Literature Department. Faculty who are on Leave are not expected to be available for advising, reading papers, supervising independent studies, or attending qualifying examinations or dissertation defenses. Likewise, during the summer months faculty are not available for these activities.

STAFF

Graduate students will work most closely with the following Department staff:

TBD, Graduate Coordinator
Leo Velazquez Benavides, Student Affairs Assistant
Alyssa Simons, Student Affairs Coordinator
Nancy Ho-Wu, Management Services Officer (supervises staff)
Danica Chan, Financial Manager (processes reimbursement requests)

THE GRADUATE STUDIES COMMITTEE

The graduate studies committee represents the concerns of the graduate students to the faculty and Departmental administration and facilitates communication among all components of the Program.

This committee, chaired by the Director of Doctoral Studies consists of:

- the graduate advisers from each of the seven sections that have graduate course offerings (Comparative, Cultural Studies, English, Spanish, and Writing);
- one or two MFA program students;
- one or two graduate students from each of the seven sections (Comparative, Cultural Studies, English, Spanish, and Writing) elected by the student body;
- the student representatives to the Graduate Student Association;
- one or two graduate students who are ABD (All But Dissertation).

All members have a vote in the committee's business. The GSC is constituted annually (by election and appointment before the end of spring quarter) to take office the following September. It meets at least once each quarter during the academic year and can be called into special session by the Department Chair, by the Director of Doctoral Studies, or by petition of any three faculty or graduate student members of the Department. The committee:

- Makes suggestions on 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).
- Acts as an advisory body concerning all Departmental policy decisions affecting graduate students.

- Two members of the GSC are appointed by the Department Chair and Director of Doctoral Studies to act as a representative and alternate to the executive committee. The representative initiates and participates in executive committee discussion of matters affecting graduate students.

THE GRADUATE STUDENT ASSOCIATION

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 as a part of the GSC election. You may contact the GSA at 858-534-6504 or by e-mail at gsa@ucsd.edu.

GENERAL INFORMATION ABOUT THE DOCTORAL PROGRAM

Academics

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.**

ACADEMIC WARNING/PROBATION

If the annual spring evaluation reveals that a student's performance is not within Departmental guidelines, the student will be placed on Departmental warning. The student is given one quarter to remedy the situation before being placed on academic probation. Once placed on probation, the student is ineligible for support. Students on probation who do not remedy their situation in one quarter are subject to dismissal.

TRANSFER OF GRADUATE CREDIT

Students who have completed graduate work at other institutions may request transfer credit for up to six seminars. 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 other than UCSD. The determination of course credits and the recognition of papers will be made by the Graduate Adviser and the head of the appropriate section in consultation with the Director of Doctoral Studies. Students who receive transfer credit will shorten their period of study at UCSD accordingly. Petitions for transfer of graduate credit will be considered by the department no earlier than the student's second year in the program.

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 or graduate level) each quarter until the degree is completed. Failure to register without an approved Withdrawal or Leave of Absence constitutes evidence of withdrawal from graduate studies.

PH.D. TIME LIMITS

Three time limits pertain to a student's academic progress toward the Ph.D. degree:

- Pre-candidacy limit (PCTL) - Maximum registered time in which a student must advance to Ph.D. candidacy is 10 quarters.
- Support limit (SUTL) - Maximum time during which a doctoral student is *eligible* for support is 7 years (6 years within the Department).
- Total time limit (TRTL) - Maximum registered time in which a student must complete all Ph.D. requirements is 8 years.

Students will not be permitted to continue in doctoral status beyond the pre-candidacy and total registered time limits. Students will not be permitted to receive UCSD-administered financial support beyond the support limit.

University policy requires that graduate students be continuously registered--unless on an approved Leave of Absence--from the first quarter of enrollment to completion of degree requirements.

For purposes of calculating when time limits are reached, accrued time is the elapsed time from first enrollment as a graduate student at UCSD less (a) time withdrawn or on approved Leave of Absence (up to 3 quarters with an additional 3 years for parenting leave), and (b) time between completion of one graduate program at UCSD and first registration in another (must be different Department). Time spent in graduate study at another institution or UC campus prior to beginning graduate study at UCSD will not count toward accrued time. All of the following WILL count toward accrued time: **time spent at UCSD as a master's, non-degree, or intercampus exchange graduate student**; time spent on Leave beyond three quarters with the exception of the additional 3 quarters of parenting leave; time spent between completion of or withdrawal from a graduate program at UCSD and re-registration in the same field of study.

Further information may be obtained from the Department's Graduate Coordinator or from the Graduate Division.

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*.

Normative time policy requires that graduate students be continuously registered (unless on an approved Leave of Absence) from the first quarter of enrollment to completion of degree requirements. A student may continue in a doctoral program after expiration of the normative time period, but registration after twenty-four quarters will be approved only in exceptional circumstances by the Dean of Graduate Studies.

At the end of normative time (6 years), a student is no longer eligible for support from the Literature Department.

SUMMER ARRANGEMENTS

The Department does not support its graduate students during the summer months. Students may apply to teach for the Department during summer session.

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.

LEAVE OF ABSENCE & WITHDRAWAL

Policy: <http://grad.ucsd.edu/resources/general/academic-policies/leave-of-absence.html>

Form: <http://ogs-student.ucsd.edu>

PART-TIME STUDY

Part-time enrollment is discouraged, especially for students in the Ph.D. program. All quarters of enrollment, whether full- or part-time, count toward normative time limits.

Approval to enroll on a part-time basis is granted for reasons of occupation, family responsibilities, or health. Part-time graduate students are eligible, at the discretion of the Department, for 25% TA-ships and readerships. Graduate students who are approved for a program of half-time study enroll for six units or less. Graduate students who are receiving financial aid must be enrolled full time. Be sure to check with the Financial Aid Office before applying for part-time status.

INTERCAMPUS EXCHANGE

UCSD graduate students may enroll for course work at other University of California campuses. Consult the Graduate Coordinator for details about these programs.

Informal arrangements should be made between Department faculty on both campuses several weeks before the student submits an Application for Intercampus Exchange form in order to assure that space in the course, seminar, or facility will be available. Obtain the Application for Intercampus Exchange form from the Graduate Coordinator and have it signed by the appropriate faculty adviser. The form must also be signed by the Dean of Graduate Studies before it is forwarded to the host campus.

The Application form does not enroll the student in classes at the host campus. The student must obtain and fill out a signed add card and submit it to the Registrar of the host campus. Students participating in Intercampus Exchanges should pay all required fees at the UCSD campus. Library, infirmary, and other student privileges are extended by the host campus.

Upon completion of the course(s), grades are transferred to the home campus and entered on the student's official transcript.

OFF-CAMPUS STUDY

In order to retain full-time active status while away from campus, a student is required to remain registered at UCSD in a minimum of 12 units of coursework or research.

Students who have Advanced to Candidacy and will be studying outside of the state of California are eligible for up to six quarters of *In-Absentia* registration, which allows the student to be enrolled for 12 units of coursework or research while paying reduced fees. While *In-Absentia*, students retain access to campus programs and services, including health insurance, fellowship and financial aid, and continue normal progress towards the degree.

Please contact the Graduate Coordinator for additional information on paying fees and application procedures.

RESIDENCY RECLASSIFICATION

Domestic students who are not residents of California when they enroll for graduate study at UCSD are expected to establish California residency during their first year of enrollment. **This is not an automatic process.** Immediately upon arrival on campus, you should investigate the procedures for establishing residency. Consult the Residence Deputy at 534-4586, e-mail residence deputy@ucsd.edu, or log on to <http://tritonlink.ucsd.edu> and search *Residence for Tuition Purposes*.

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>.

GENERAL INFORMATION ABOUT THE DOCTORAL PROGRAM

Student Financial Support

STUDENT SUPPORT WHILE IN THE PROGRAM

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

TUITION/FEES

All UCSD graduate students pay tuition and fees. Fees will be reduced significantly as a benefit of holding a teaching assistantship or readership position of 25% time or greater.

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.

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 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 here:

<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 Undergraduate Coordinator, [Alyssa Simons](#) 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 Graduate Coordinator for detailed information.

Full-time doctoral students in good standing are eligible for 50% Teaching Assistantships until the end of their 7th year (6th year for Literature Department appointments). The maximum number of Teaching Assistant appointments a student may have is eighteen. This is a strictly enforced UC policy. 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. All 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 Department. These positions are assigned each Spring, based on information solicited from continuing students regarding their interest in particular TA positions.

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 notify the Graduate Coordinator of your availability and interests.

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.

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.

FELLOWSHIPS

EXTRAMURAL FELLOWSHIPS

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

A number of national fellowships are available annually. Information about these fellowships is available from the Graduate Division. The GRADUATE DIVISION website: http://Graduate_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 Graduate 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*.

UC FELLOWSHIP SUPPORT

In addition to extramural funding, 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 GRADUATE DIVISION through the list serv.

Departmental dissertation fellowship support: 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 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 GRADUATE DIVISION. Applications for assistance are available from the Graduate Coordinator.

RESEARCH AND TRAVEL GRANTS

INTERCAMPUS TRAVEL

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 – \$1100 support over the course of enrollment in the program through the 6th year. Please see link at the end of this document (to the PhD forms page) for the policy and the application.

Funds are also available for travel to other University of California campuses to conduct research. For more information, contact the Graduate Coordinator.

The Department of Literature funds are specifically for travel costs only (airfare or mileage, whichever is more economical), and receipts and applicable paperwork must be turned in to the Graduate Coordinator at least two weeks before the start of the trip.

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 (such as hotels, conference fees and food). 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:

<http://Graduate.Division.ucsd.edu/FinancialSupport/Tax/Pages/Info.aspx>

FORMS (<http://literature.ucsd.edu/grad/phd/current/forms/index.html>)

Literature

- Independent Study Request Form
- Seminar Requirements:
 - PhD Worksheet - Comparative Literature
 - PhD Worksheet - Cultural Studies
 - PhD Worksheet - Literatures in English | Spanish | French
 - Seminar Requirements Petition - Graduate Course
 - Seminar Requirements Petition - Undergraduate Course
- Prequalifying Meeting Worksheet
- Transfer Section Petition
- Travel Req Policy and Application
 - Student Certification for Business Travel

Office of Graduate Studies

- 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)