

April 17, 2017

Sheldon Lu, Department Chair
Comparative Literature

RE: Comparative Literature Degree Requirements

Dear Professor Lu:

Enclosed is a copy of the Comparative Literature graduate degree requirements as approved by Graduate Council on April 7, 2017. These degree requirements are now the official requirements for the Comparative Literature Graduate Program and will be posted on the Office of Graduate Studies webpage:

<https://grad.ucdavis.edu/programs/gcom>

Thank you for your efforts on behalf of Graduate Education.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Baumgarth". The signature is fluid and cursive, with a large loop at the end.

Nicole Baumgarth, Chair
Graduate Council

c: **Amanda Kimball**, Project Analyst, Graduate Studies
Mandy Bachman, Graduate Program Coordinator, Comparative Literature
Stefan Hoesel-Uhlig, Graduate Advisor, Comparative Literature

Enclosure

COMPARATIVE LITERATURE GRADUATE PROGRAM
M.A. AND Ph.D. DEGREE REQUIREMENTS

Revised: November 12, 2014

Approved by Graduate Council: April 7, 2017

Master's Degree Requirements (Plan I – Thesis)

Introduction

The thesis-based M.A. program in Comparative Literature prepares students for doctoral research or professional employment. Our faculty support intensive literary and critical studies in a range of different cultural and linguistic fields. We welcome applications from students with a strong humanities background who wish to strengthen their expertise in comparative literature and criticism.

Sample areas for thesis research

Classical Arabic literature
Classical and modern Persian literature
Pre-modern Indian literature
Chinese literature and film
Medieval and early modern French
Reception studies
European romanticism
Latin American literature
Jewish studies
Italian modernism
Modern Japanese literature and culture
Twentieth-Century American fiction
Contemporary Arabic poetry
Contemporary European poetry/poetics
Pre-modern, early modern, and modern drama
History of aesthetics
Political economy
Psychoanalysis and trauma theory
Religion and performance
Translation studies

1. Admission requirements

Consideration for program admission requires evidence of the following:

- i) a strong undergraduate record in any humanities major
- ii) fluent reading, writing, and speaking knowledge in one language that is not the student's native language
- iii) a clear commitment to the study of a second language that is not the student's native language

- iv) an academic writing sample
- v) official transcript(s) of all college or graduate-level credits
- vi) completed graduate application, including three letters of recommendation

All applicants with a native language other than English must provide a TOEFL or IELTS score with their application unless they have earned or will be earning an undergraduate or graduate degree at a University where English is the primary language of instruction. We recommend, but do not require, that applicants submit general Graduate Record Exam (GRE) scores.

2. M.A. (Plan I – Thesis) degree requirements

This plan requires a total of 40 units of graduate work. Not more than 4 units of research (299 or equivalent) may be used to satisfy the 40-unit requirement.

3. Course requirements (total 40 units)

a) Core Courses:

Methodology

COM 255: Proseminar in Comparative Literature *and*

CRI 200A: Approaches to Critical Theory *or*

CRI 200C: History of Critical Theory *or*

COM 210: Topics and Themes in Comparative Literature (if focused on methodological or theoretical issues)

8 units

Topical study

Two graduate seminars relevant to the student’s primary literature of concentration

One graduate seminar relevant to the student’s secondary literature of concentration

12 units

Thesis research and writing

No later than their third term, students will agree a topic for their M.A. thesis with the Graduate Advisor. Students will work with an appointed thesis committee and write a thesis of 12,000-15,000 words to be submitted and approved by the end of the sixth term. Credit for this work is earned no later than the fourth term through a four-unit COM 299 taken with the major professor, and in the fourth and fifth term through a two-credit thesis-writing discussion group (COM 298) attended by all second-year students and facilitated by a faculty member in Comparative Literature.

8 units

b) Elective Courses:

Three graduate seminars in Comparative Literature (in addition to COM 255 or a COM 210 used to satisfy the methodology requirement)

12 units

c) Summary: A total of 40 course units are required in accordance with the distribution specified above. Students must enroll in 12 units during each of the six quarters to maintain full-time

status. Students cannot enroll in more than 12 units of graduate level coursework or more than 16 units of upper division and graduate coursework combined.

4. Special requirements

None

5. Committees

a) Graduate Program Committee

The Graduate Program Committee is responsible for all aspects of the program, including admissions. Once the complete application, all supporting material, and the application fee have been received, the application will be submitted to the Graduate Program Committee. Based on the review of the entire application, a recommendation is made to accept or deny an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by the Office of Graduate Studies. The priority deadline is January 15. All applications received by this deadline will be reviewed. Additional applications are accepted until March 1 and will be reviewed if space in the program is still available.

b) Course guidance

Students will develop an appropriate course of study in consultation with the Graduate Advisor during their first term in residence.

c) Thesis Committee

The thesis committee will consist of a major professor and a second reader from within the Department of Comparative Literature, and a third reader from within or outside the Department of Comparative Literature. The major professor serves as chair of the thesis committee. Students will nominate faculty to serve on their thesis committee in consultation with the graduate advisor. These nominations are submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

6. Advising Structure and Mentoring

The Graduate Advisor, who is nominated by the program chair and appointed by Graduate Studies, is a resource for information on academic requirements, policies and procedures. The Advisor approves elective coursework and is approved to sign required Office of Graduate Studies forms. The Graduate Program Coordinator (staff) assists students with selecting a major professor, identifying appointments, and general university policies. The major professor is the faculty member who oversees the student's progress beginning sometime in the first year, supervises the student's thesis, and serves as chair of the Thesis Committee. The department's mentoring guidelines can be found online at www.complit.ucdavis.edu.

7. Advancement to candidacy

Every student must file an official application for candidacy for the Degree of Master of Arts after completing one half of the course requirements and at least one quarter before completing all degree requirements. This is typically the fifth quarter. The Candidacy for the Degree of Master form can be found online at <http://www.gradstudies.ucdavis.edu>. A completed form

includes a list of courses the student will take to complete degree requirements. If changes are made to the student's course plan after s/he has advanced to candidacy, the Graduate Advisor must recommend these changes to Graduate Studies. Students must have their Graduate Advisor and committee chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate graduate staff person and to the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include grade point average below 3.0, outstanding "P" grades in required courses, or insufficient units.

8. Thesis requirements

Research for the Master's thesis is to be carried out under the supervision of the major professor and must represent an original contribution to knowledge in the field. The thesis research must be conducted while the student is enrolled in the program. The thesis is submitted to the thesis committee at least one month before the student plans to make requested revisions. All committee members must approve the thesis and sign the title page before the thesis is submitted to Graduate Studies for final approval. Should the committee determine that the thesis is unacceptable, even with substantial revisions, the program may recommend to the Dean of Graduate Studies that the student be disqualified from the program. The thesis must be filed in a quarter in which the student is registered or on filing fee. Instructions on preparation of the thesis and a schedule of dates for filing the thesis in final form are available from Graduate Studies; the dates are also printed in the UC Davis General Catalog and in the Class Schedule and Registration Guide issued each quarter. A student must have a GPA of 3.0 for the M.A. degree to be awarded.

9. Normative time to degree

The normative time to advance to candidacy is five quarters. The normative time to degree is six quarters.

10. Typical time line

Year one	Fall	Winter	Spring
	COM 255	CRI 200A <i>or</i> CRI 200C <i>or</i> COM 210 (methodology)	COM seminar
	COM seminar	COM seminar	Secondary literature
	Primary literature	Primary literature	COM 299 (major professor)
Year two	Fall	Winter	Spring
	COM 298 (thesis-writing group)	COM 298 (thesis-writing group)	200 level course or additional language study

	200 level course or additional language study	200 level course or additional language study	200 level course or additional language study
	200 level course or additional language study	200 level course or additional language study	200 level course or additional language study

11. Sources of funding

For most students this M.A. program will be self-financed. Information about graduate fellowships and financial aid at UC Davis can be found at <https://gradstudies.ucdavis.edu/financial-support>. Teaching assistantships, readerships, and graduate student researcher positions cannot be guaranteed but may be available to graduate students within Comparative Literature or in other departments and programs on campus. Information about teaching opportunities will be available from the Graduate Program Coordinator. All graduate students teaching writing-intensive courses in Comparative Literature must complete COM 392 or UWP 392, a two-unit workshop on teaching writing skills. Graduate students who teach COM 1-4 must complete COM 390 or an approved equivalent, a four-unit pedagogy course.

12. PELP, In Absentia, and Filing Fee status

Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees while researching out of state), and Filing Fee status can be found in Graduate Student Guide at <https://gradstudies.ucdavis.edu/sites/default/files/upload/files/publications/g201-gradstudentguide.pdf>

Master's Degree Requirements (Plan II – Comprehensive Exam)

1. Admissions Requirements

There are no direct admissions to the M.A. (Plan II) program; students admitted to the Ph.D. may earn this M.A. en route.

2. M.A. Plan II – Comprehensive Exam

This plan requires 40 units of graduate and upper division courses, of which at least 28 units must be graduate courses in Comparative Literature and related fields. Not more than 9 units of research (299 or equivalent) may be used to satisfy the 28-unit requirement. A comprehensive final examination in the major subject is required of each candidate. No thesis is required.

3. Course Requirements – Core and Electives (40 units)

a) Core Courses (28 units):

Required courses:

COM 255 – Proseminar: Comparative Literature: Past, Present, Future	4 units
CRI 200C – History of Critical Theory or CRI 200A – Approaches to Critical Theory	4 units
2 Graduate seminars in Comparative Literature	8 units
2 Graduate seminars in Primary Literature of concentration	8 units
1 Graduate seminar in Secondary Literature of concentration	4 units

b) Elective courses (12 units):

Electives are chosen in consultation with the Graduate Adviser. They may include upper division or graduate courses in the two literatures of concentration or in comparative literature. (Note that professional courses, which may be required as pre-requisites for teaching in the department, such as 390, 392, 393, and 396 do not count toward M.A. requirements.)

c) Summary

40 units are required: 28 units of core coursework and 12 units of elective courses (chosen in consultation with the Graduate Adviser). A minimum of 28 units must be graduate courses in the major field. A minimum course load of 12 units per quarter is required. Per UC Regulations, students cannot enroll in more than 12 units of graduate level courses (200) or more than 16 units of combined undergraduate and graduate level (100, 200, 300) courses per quarter.

4. Special Requirements

All graduate students teaching COM 10 or Comparative Literature large-enrollment courses that satisfy a writing intensive requirement for undergraduates must enroll in COM 392 or UWP 392 (2 units), a teaching-writing workshop. All graduate students who teach Comparative Literature 1-4 are required to take Comparative Literature 390 or approved equivalent (4 units), a pedagogy course for teaching great books and composition.

5. Committees

a) Graduate Program Committee

The Graduate Program Committee is responsible for all aspects of the Program, including admissions. Once the completed admission application, all supporting material, and the application fee have been received, the application will be submitted to the Graduate Program Committee. Based on the review of the entire application, a recommendation is made to accept or deny an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. The priority deadline is January 15. All applications received by this deadline will be reviewed. Additional applications are accepted until March 1 and will be reviewed if space in the program is still available.

b) Course guidance

Students will develop an appropriate course of study in consultation with the Graduate Advisor.

c) Comprehensive Examination Committee

Not later than the end of the student's fourth quarter, a three-person committee shall be selected in consultation with the Graduate Advisor. This committee shall consist of the Chair and a second reader from within the Department of Comparative Literature, and a third reader from within or outside the Department of Comparative Literature.

6. Advising Structure and Mentoring

The Graduate Adviser, who is nominated by the Chair of the department and appointed by the Graduate Dean, is a resource for information on academic requirements, policies and procedures. The adviser approves all elective coursework and is approved to sign required forms from the Office of Graduate Studies.

The Mentoring Guidelines can be found at our website: www.complit.ucdavis.edu.

7. Advancement to Candidacy

Every student must file an official application for Candidacy for the Degree of Master of Arts after completing one-half of the course requirements and at least one quarter before completing all degree requirements; this is typically the fifth quarter. The Candidacy for the Degree of Master form can be found online at: <http://www.gradstudies.ucdavis.edu/>. A completed form includes a list of courses the student will take to complete degree requirements. If changes are made to the student's course plan after s/he has advanced to candidacy, the Graduate Adviser must recommend these changes to Graduate Studies. Students must have their Graduate Adviser and committee Chair sign the candidacy form before it can be submitted to Graduate Studies. If the candidacy is approved, the Office of Graduate Studies will send a copy to the appropriate graduate staff person and to the student. If the Office of Graduate Studies determines that a student is not eligible for advancement, the department and the student will be told the reasons for the application's deferral. Some reasons for deferring an application include grade point average below 3.0, outstanding "I" grades in required courses, or insufficient units.

8. Comprehensive Exam Requirements

The Comprehensive Examination is based on all the coursework the student has undertaken as well as the student's reading lists prepared specifically for the exam. Each student will draw up reading lists from the primary and secondary literatures in consultation with the relevant

members of the student's Comprehensive Examination Committee. The lists are to be submitted to the M. A. Committee and to the Graduate Adviser and must be approved at least two weeks before the examination.

This is a written exam, taken in two days. The exam days need not be scheduled consecutively, but the exam must be completed within no more than two consecutive quarters. Scheduling should occur in consultation with the Graduate Adviser. The exam is normally completed by the end of the sixth quarter but not later than the candidate's seventh quarter. The exam is written and evaluated by the approved Comprehensive Examination Committee.

The first day's exam lasts four hours and will be written by the exam committee member from Comparative Literature. It will focus on a comparative topic based on the student's primary and secondary literature reading lists. The examiners will include instructions to let the student know how many of the questions the student must answer. (Normally, the student will respond to one or two out of three or more questions.) Responses to the first exam are typically no more than 2000 words in total length.

The second day's exam is also four hours and will be composed by the faculty responsible for the primary and secondary literatures of concentration. The examiners will include instructions to let the student know how many of the questions the student must answer. (Normally the student will be required to respond to two out of three or more questions, including one question dealing with the student's primary literature, and one question dealing with the secondary literature.) Responses are typically no more than 2000 words in total length.

Outcome of the exam:

The entire committee will review the responses. If the student fails any section, s/he may retake that section one time within a 12 month period, if the Graduate Adviser approves. If considered necessary or appropriate by the exam committee, a supplementary oral exam may be required. A student will be recommended for disqualification to the Dean of Graduate Studies if s/he fails any section of the exam for the second time. Once passed, the Master's Report Form is signed by the Graduate Adviser and then forwarded to the Office of Graduate Studies. The deadlines for completing this requirement are listed each quarter in the campus General Catalog (available online at the website of the Office of the Registrar or from the Bookstore). A candidate must be a registered student or in Filing Fee status at the time the program submits the form.

9. Normative Time to Degree

The normative time to advance to candidacy is 5 quarters. The normative time to degree is 6 quarters.

10. Typical Time Line and Sequence of Events

Year 1

Fall: COM 255, Primary Literature, COM 392, COM 396

Winter: COM Seminar, CRI 200C, COM 396

Spring: COM Seminar, Primary Literature, COM 396

Year 2

Fall: Secondary Literature, Elective, COM 396

Winter: Elective, Elective, COM 396, Advance to MA Candidacy

Spring: COM 299, COM 396, MA Comprehensive Exam

11. Sources of funding.

The Graduate Program Committee would like to ensure that all graduate students know how much financial aid they can expect to receive during their graduate studies in Comparative Literature.

All graduate students making satisfactory progress towards the degree can expect to receive financial support as follows: 2 years for M.A. students (during the academic year)

Financial aid can include student employment, Non-Resident Supplemental Tuition Fellowships, and any other grants and/or fellowships received from the university.

All students should remember that graduate students may work in a teaching title (TA/AI/Reader/Tutor) for up to 18 quarters. Given these limitations, we encourage all graduate students to plan accordingly and obtain appropriate on-going advice from the Graduate Adviser in order to complete their degree in a timely fashion. Please keep in mind that given our limited fellowship allocation, the department cannot provide financial support beyond the limits stated above.

Non-Resident Supplemental Tuition Fellowships – (NRSTF) – An international or domestic nonresident student may be awarded a Non-Resident Supplemental Tuition Fellowship. Fellowships offered from the Graduate Program are charged to our department fellowship allocation. As these funds are limited each year, the number of NRSTFs the program can offer varies each year.

Travel Stipends – The program attempts each year to reserve a portion of its fellowship allocation to award travel stipends. Students will be advised throughout the year when funds are available for this purpose. Travel award amounts will be based on available funds each year and destination. The number and amount of awards may vary from year to year.

12. PELP, In Absentia and Filing Fee status

Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide:

<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/publications/gs201-gradstudentguide.pdf>

Ph.D. Degree Requirements

1. Admissions Requirements

Applicants for admission must meet the University of California minimum requirements for admission and must submit a completed Office of Graduate Studies online application including three letters of recommendation and a recent writing sample on a literary topic. In addition, applicants must hold a Bachelor's degree (or equivalent) or Master's degree (or equivalent) and demonstrate advanced proficiency in at least one or two languages in addition to the applicant's native language. All applicants with a native language other than English must provide a TOEFL or IELTS score with their application unless they have earned or will be earning an undergraduate or graduate degree at a University where English is the primary language of instruction. Students entering the Ph.D. program without language proficiencies in the first, second, or third literatures of concentration shall submit in writing to the Graduate Adviser at the beginning of their first quarter of residence a plan indicating how they intend to achieve adequate proficiency within the first two years of the Ph.D. study program. This plan shall be signed by the candidate and the Graduate Adviser, who will keep the plan in the student's file. Any deviation from this program of studies will need the explicit approval of the Graduate Adviser, who will amend the original plan accordingly.

2. Dissertation Plan – Plan B

Plan B – Specifies a three-member (minimum) dissertation committee and an optional final oral examination (held on an individual student basis by the dissertation committee). No exit seminar is required.

3. Course Requirements (64 units)

The Ph.D. program requires a minimum of 16 courses (excluding COM 299).

a) Core Courses (56 units)

COM 255 – Proseminar: Comparative Literature: Past, Present, Future	4 units
CRI 200A – Approaches to Critical Theory or CRI 200C – History of Critical Theory	4 units
3 Graduate Seminars in Comparative Literature	12 units
2 Graduate seminars in Primary Literature of concentration	8 units
2 Graduate seminars in Secondary Literature of concentration	8 units
1 Graduate seminar in Third Literature	4 units
COM 250A, B, C	12 units
COM 250D: Dissertation Prospectus	4 units

b) Electives (8 units minimum)

Electives are chosen in consultation with the Graduate Adviser. They may include graduate seminars in one of the three literatures or in the special topic. (Note that professional courses, which may be required as pre-requisites for teaching in the department, such as 390, 392, 393, and 396 do not count toward Ph.D. requirements.)

c) Summary

There is a minimum of 64 units required: 56 units of core coursework and 8 units of electives (chosen in consultation with the adviser). A minimum course load of 12 units per quarter is required. Individual study (297 or 299) courses will not normally be allowed to substitute for seminars except when seminars are unavailable. 297s are intended for students taking graduate literature courses in languages which do not offer graduate seminars (Arabic, Persian, Tamil, Russian, Chinese, Japanese, Italian, for example). The adviser may recommend students take additional coursework, as appropriate, especially in the primary literature concentration.

4. Special Requirements

a) Concentrations

The primary, secondary and third literatures studied may be Arabic, Chinese, English, French, German, Greek, Hebrew, Italian, Japanese, Latin, Persian, Portuguese, Russian, Spanish, Tamil, or any other literary language approved by the graduate committee.

If a student is using his or her native language as primary or secondary literature, then, prior to the preliminary exam, s/he must demonstrate language proficiency in a third language by four units of graduate level coursework and by reading the relevant literary works in the original language.

b) Designated Emphases

Students are encouraged to work in one or more of the interdisciplinary Designated Emphases that are awarded in conjunction with the Ph.D. degree: Classics and Classical Receptions; Critical Theory; Feminist Theory and Research; Native American Studies; Second Language Acquisition; Social Theory and Comparative History; Studies in Performance and Practice; and Writing, Rhetoric and Composition Studies.

c) Comparative Literature 250 A-B-C-D

The COM 250 series consists of three graded courses, COM 250A-B-C, followed by COM 250D, graded S/U. In each course the student meets weekly with a supervising faculty member. The composition of the reading lists for COM 250A-C is an important stage in the progression to the dissertation stage. Students should therefore take great care in designing these lists and consult extensively with supervising faculty. The requirements for COM 250A-D are as follows:

COM 250A: The student will construct a list of 35-50 primary works in the primary literature along with appropriate secondary materials. The student will read and discuss a substantial selection of texts on this list with the supervising faculty member, and write an 8-10 page conference paper (with an abstract), based on one or more of the works in this list.

COM 250B: The student will construct a list of about 25 items in the second literature. The student will read and discuss with the supervising faculty member a substantial selection of the texts on this list, and write a five-page rationale justifying the choice of texts and a 20-25 item annotated bibliography of secondary material relevant to these texts.

COM 250C: The student may either study works in a third literature or a special topic.

Students who study a third literature will construct a list of about 20 primary texts along with appropriate secondary materials. The student will read and discuss with the supervising faculty member a substantial selection of the texts on this list,

If the student has chosen to focus on a special topic, the reading list will be composed of works drawn from areas of study such as critical theory, gender studies, film studies, history, philosophy, law, medicine, the visual arts, and so on. (In many cases the “special topic” may coincide with one of the many “Designated Emphases” offered at the doctoral level at UCD, though this is not a requirement.) Works on the 250C list will in this case consist of 20 primary or secondary works drawn from the special topic selected, chosen in consultation with a supervising faculty member who normally teaches courses in this area. The student will read and discuss with the latter a substantial selection of the list and will prepare a syllabus, including primary and secondary readings, for an upper-division course on the special topic accompanied by a five-page rationale justifying the choice and sequence of texts in this sample course.

Note that if the student chooses to focus on a special topic in lieu of a third literature, the student must still fulfill the general requirement of a third literature by completing one seminar in that literature (or a COM 297) and reading all literary works in the original language. If no such seminars are scheduled in such a way that the student can take them in a timely fashion, then and only then, with the approval of the Graduate Adviser, the student can take a COM 297 (Directed Independent Study in Primary, Secondary, or Third Literature) with a professor who normally teaches courses in the third literature – and, again, must read all literary works in the original language. In addition, the student taking COM 297 in lieu of a seminar will write a seminar paper the course to satisfy the requirement.

COM 250D: The student will complete a dissertation prospectus under the supervision of the Major Professor, who will later serve as the dissertation adviser.

d) Teaching Requirement

At least one year’s teaching experience at half time is required of all candidates for the Ph.D. This requirement may be fulfilled by holding a teaching assistantship and/or associate instructor position in any literature department or program at 50% time for three quarters, or by other teaching activities that provide equivalent experience. All graduate students teaching Comparative Literature 10 or Comparative Literature large-enrollment courses that satisfy a writing intensive requirement for undergraduates must enroll in COM 392 or UWP 392 (2 units), a teaching-writing workshop. All graduate students who teach Comparative Literature 1-4 are required to take Comparative Literature 390 or approved equivalent (4 units), a pedagogy course for teaching great books and composition.

5. Committees

a) Graduate Program Committee

The Graduate Program Committee is responsible for all aspects of the Program, including admissions. Once the complete application, all supporting material, and the application fee have been received, the application will be submitted to the Graduate Program Committee. Based on

the review of the entire application, a recommendation is made to accept or deny an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by the Office of Graduate Studies. The priority deadline is January 15. All applications received by this deadline will be reviewed. Additional applications are accepted until March 1 and will be reviewed if space in the program is still available.

b) Preliminary Exam Committee

The Preliminary Exam is administered by the three supervising faculty members (with whom the student prepared his or her reading lists in COM 250 A, B, and C) of whom at least one must be a Comparative Literature faculty member.

c) Qualifying Exam Committee

Each student's qualifying examination is administered by a Qualifying Exam Committee consisting of five faculty members, at least one of whom, the Chair, must be a faculty member in Comparative Literature. Additionally, at least one member of the committee must be from outside the Comparative Literature department. The Major Professor should not serve as Chair of the QE Committee. If a student is fulfilling one or more Designated Emphases, the committee will include a faculty member from each Designated Emphasis. In addition to the Chair, the Ph.D. Exam Committee includes the supervising faculty members in the primary, secondary, and third literatures or special topic. The Chair organizes and moderates the oral exam and is responsible for seeing that the student is treated fairly, e.g. that s/he is able to present plans for the dissertation, is not asked about books that are not on the reading lists, and is treated respectfully.

The QE Committee is constituted as follows: the student, after consulting with the Graduate Adviser, asks individual faculty members to serve as examiner at large and Chair. The names of these two faculty members and the three supervising faculty members are then given to the Graduate Staff member so that s/he may schedule the exam. Once a date is scheduled, the Application for the Qualifying Exam is submitted to the Office of Graduate Studies for formal appointment in accordance with Graduate Council policy.

d) Dissertation Committee

A student's dissertation committee consists of three readers. The Major Professor is the faculty member who supervises the student's research and dissertation, and this person serves as Chair of the dissertation committee. The Major Professor/Chair of the dissertation committee can be a faculty member from outside the Comparative Literature Department. The two additional readers should be chosen in consultation with the student's Major Professor and must be approved by the Graduate Adviser when the student advances to candidacy. The Dean of Graduate Studies formally approves the committee nominated by student and adviser.

Additionally, if the student is admitted to a Designated Emphasis, s/he must ensure that one committee member represents each of his or her Designated Emphases. At least one of the readers must be a member of the Comparative Literature faculty. Students may elect to have a fourth reader if they wish to do so.

6. Advising Structure and Mentoring

The Graduate Adviser, who is nominated by the Chair of the program and appointed by the Graduate Dean, is a resource for information on academic requirements, policies and procedures. The Adviser approves elective coursework and is approved to sign required Office of Graduate Studies forms.

The Major Professor is the faculty member who oversees the student's progress beginning in the second year or at the latest in the third year, and who supervises the student's research and dissertation, and this person serves as Chair of the Dissertation Committee.

The Mentoring Guidelines can be found at our website: www.complit.ucdavis.edu.

7. Advancement to Candidacy

Students are expected to advance to candidacy between the 8th and 10th quarter of the program, depending on the pace of the student's completion of coursework and language training, regardless whether the student enters the Ph.D. program with a B.A. or M.A.

The student is eligible for Advancement to Candidacy after successful completion of all graduate program degree requirements and after passing both the Preliminary Exam and the Qualifying Exam. After successful completion of the Qualifying Exam, the student must promptly file the appropriate paperwork with the Office of Graduate Studies and pay the candidacy fee in order to be officially promoted to Ph.D. candidacy

8. Preliminary Examination, Qualifying Examination, and Dissertation Requirements

The Comparative Literature Graduate Program allows and encourages its students to shape their programs of study according to their individual interests, and examinations reflect this approach. The Preliminary Examination consists of two written parts. The student must pass both written parts in order to proceed to the Qualifying Examination. The Qualifying Exam (QE) is a two-hour oral examination. The primary purpose of these two exams is to validate that the student is academically qualified to conceptualize a research topic, undertake scholarly research and successfully produce the dissertation required for a doctoral degree. The exams must evaluate the student's command of the field, ensuring that the student has both breadth and depth of knowledge, and must not focus solely on the proposed dissertation research. In addition, the exams provide an opportunity for the committee to give important guidance to the student regarding his or her chosen research topic.

The QE is administered to candidates for doctoral degrees as the final step prior to advancement to candidacy. All of the other requirements noted above must be satisfied before the application for the QE is approved. Following the successful completion of the Qualifying Examination, each student should apply for advancement to candidacy for the doctoral degree in a timely manner using the form provided by the Office of Graduate Studies.

a) Timing

Students must complete the Preliminary Examination and Qualifying Examination, from writing the first question of the prelim exam to taking the qualifying exam, within no more than two

consecutive quarters, barring failure(s). Students, however, are free and encouraged to take both exams within one quarter, should they wish to do so.

b) The Book Lists

The Preliminary Examination is based on book lists that the student prepares under the supervision of faculty members, usually in courses COM 250A, B, C that must be completed before the exam can begin. The detailed requirements for these booklists are set out in 4 c).

All book lists must be submitted to and approved by the qualifying exam committee and the Graduate Adviser no later than two weeks before the examination date.

c) The Preliminary Examination

The preliminary examination consists of two written 24-hour take-home exams. Part A is on the primary literature, part B covers both the student's second literature and the third literature or a special topic.

The student's answers must be produced specifically for these exams. Answers may not include excerpts of previously written seminar papers. Students may consult primary sources, but not secondary sources. The examiners will include instructions to let the student know how many of the questions must be answered. The student will typically be instructed to answer one or two out of three or more questions. Parts A and B may be taken in the student's preferred order.

On Part A, the student answers questions based on the primary list of books. On this part of the examination, the focus covers both the primary literature in its entire historical range and the student's particular interests and area of specialization in Comparative Literature. Each question usually asks the student to discuss in-depth works by at least four authors in their historical and cultural contexts and/or in theoretical perspective. A student who has an M.A. in the primary literature will not be required to answer any questions covering the history of literature, but will instead be required to answer questions covering his or her area(s) of specialization. In either case, the number of questions posed will be at the discretion of the examiner. The exam answer should consist of no less than 1250 and no more than 4000 words for each question answered. This examination will normally be composed by the student's supervising instructor in his or her primary literature.

Part B is a comparative examination based on the remaining two reading lists. The student will be asked to discuss a topic or topics drawing on his or her area(s) of specialization in two national literatures or one national literature and a special topic. The exam answers in Part B should consist of no less than 1250 and no more than 4000 words for each question answered. This examination will normally be composed by the student's supervising instructor in his or her second literature and the supervising instructor in his or her third literature or special topic.

e) Preliminary Exam Outcomes

Each written part of the preliminary exam is read and graded by the faculty member(s) who prepared the question(s). The exam parts are graded Pass, No Pass, or Fail. A student who receives a grade of "No Pass" on a written part may retake it once, within a calendar year. A student will not be admitted to the Qualifying Examination if s/he does not pass one of the

written parts on the second try and s/he will be recommended for disqualification from continuing study in the Ph.D. degree program

d) The Prospectus

Prior to the Qualifying Exam, the student writes a dissertation prospectus in a 4-unit independent course, COM 250D, under the supervision of the faculty member who will serve as dissertation director. The student should circulate the dissertation prospectus to the Qualifying Exam Committee at least two weeks prior to the oral examination. The prospectus is typically no more than 4000 words long, including a tentative, chapter-by-chapter outline and a preliminary bibliography. The student should state clearly the proposed topic, explain briefly and straightforwardly why it is significant and worth undertaking, briefly contextualize it historically and theoretically, and say how s/he plans to go about completing it. There should be some reference to relevant scholarship, but the prospectus should not be or include a review of scholarship or theoretical statement on the scale normally found in the first chapter of a doctoral dissertation.

e) The Qualifying Examination

The Qualifying Examination is a two-hour oral exam, based mainly on the student's two-part written Preliminary Examination and on the student's plans for the dissertation, as set forth in a prospectus. In order to be eligible to take the qualifying exam, the student must have successfully passed both parts of the Preliminary Exam and completed all coursework and language requirements. In the first hour of the oral, the student typically presents his or her ideas and plans for the dissertation, and the examiners respond in turn with constructive criticism, questions, and suggestions. In the second hour of the examination, typically the examiners in turn ask questions based on the written exam and on the student's book lists. All five members of the QE committee will have read all the student's preliminary exam answers prior to the oral examination. Usually the conversation is informal in both hours of the examination, and members of the committee frequently intervene with relevant questions and comments, even if it is not their official turn.

f) Qualifying Exam Outcomes

The QE is graded Pass, Not Pass, or Fail. A student who receives a grade of Not Pass on the oral examination must retake it, within a calendar year of the Not Pass. If the student receives a Fail on the qualifying examination, she or he will be recommended for disqualification from continuing study in the Ph.D. degree program.

g) Dissertation (Plan B, no exit seminar required)

The Ph.D. degree will be awarded upon acceptance by the candidate's Dissertation Committee of a dissertation whose format is prescribed by Graduate Studies and whose substance will be comparative in nature. The Dissertation Committee shall consist of three readers – the dissertation committee Chair (Major Professor) plus a second and third reader. Any student with more than one Designated Emphasis must have a committee member to represent each DE. At least one of the committee members must be a member of the core Comparative Literature faculty. The student may elect to have a fourth reader if s/he wishes.

A prospectus for the dissertation, normally written in Comparative Literature 250D under the dissertation director's supervision, must be approved by all members of the committee. The

Dissertation Committee is expected to meet with the student on a regular basis, and provides guidance to the student throughout the research and dissertation writing process.

9. Normative Time to Degree

The normative time to Advance to Candidacy for the Ph.D. is 8-10 quarters. The normative time to complete a Ph.D. in Comparative Literature is 18 quarters.

10. Typical time Line and Sequence of Events

The student is expected to complete all work for the Ph.D., including the dissertation, within six years of entering the doctoral program. Normally the qualifying examination is taken between the eighth and tenth quarters of study, leaving up to eight quarters in which to write the dissertation. It is highly recommended to complete the qualifying exam before the fall quarter of the fourth year.

Students must make up all “Incomplete” grades by September 1 in order to retain a teaching appointment in Comparative Literature during the following academic year.

Year 1

Fall: COM 255, Primary Literature, COM 392, COM 396

Winter: COM Seminar, Secondary Literature, COM 396

Spring: COM Seminar, Primary Literature, COM 396

Year 2

Fall: COM Seminar, CRI 200C, COM 396

Winter: Secondary Literature, Third Literature, COM 396

Spring: COM 250A, Elective, COM 396,

Year 3

Fall: COM 250B, COM 390, COM 396

Winter: Elective, COM 396, COM 250C, Prelim Exam

Spring: COM 250D, COM 299, Prelim Exam cont., Qualifying Exam

Year 4, 5, and 6

COM 299D (Completion of the dissertation) and COM 396, if applicable

11. Sources of funding

The Graduate Program Committee would like to ensure that all graduate students know how much financial aid they can expect to receive during their graduate studies in Comparative Literature.

All graduate students making satisfactory progress towards the degree can expect to receive financial support as follows: 6 years for Ph.D. students (during the academic year)

Financial aid can include student employment, Non-Resident Supplemental Tuition Fellowships, and any other grants and/or fellowships received from the university (for example, dissertation-year fellowships).

All students should remember that graduate students may work in a “teaching” title (TA/AI/Reader/Tutor) for up to 18 quarters.

Given these limitations, we encourage all graduate students to plan accordingly and obtain appropriate on-going advice from their Major Professor and the Department Graduate Adviser in order to complete their degree in a timely fashion. Please keep in mind that given our limited fellowship allocation, the department cannot provide financial support beyond the limits stated above.

Non-Resident Supplemental Tuition Fellowships – (NRSTF) – An international or domestic nonresident student may be awarded a Non-Resident Supplemental Tuition Fellowship. Fellowships offered from the Graduate Program are charged to our department fellowship allocation. As these funds are limited each year, the number of NRSTFs the program can offer varies each year.

Travel Stipends – The program aims each year to reserve a portion of its fellowship allocation to award travel stipends. Students will be advised throughout the year when funds are available for this purpose. Travel award amounts will be based on available funds each year and on the destination. The number and amount of awards may vary from year to year.

Quarter of Support – When department fellowship allocation funds are available, the program will offer Ph.D. students a quarter of support, most commonly during the quarter of the qualifying exam. The student will receive a monthly stipend and a tuition fellowship that quarter.

12. PELP, In Absentia and Filing Fee status

Information about PELP (Planned Educational Leave Program), In Absentia (reduced fees when researching out of state), and Filing Fee status can be found in the Graduate Student Guide: <http://www.gradstudies.ucdavis.edu/publications/>

13. Leaving the Program Prior to Completion of the Ph.D. Requirements

Should a student leave the program prior to completing the requirements for the Ph.D., s/he may still be eligible to receive the Masters if s/he has fulfilled all the requirements (see Masters section). Students can use the Change of Degree Objective form available from the Registrar’s Office:

<http://registrar.ucdavis.edu/PDFFiles/D065PetitionForChangeOfGraduateMajor.pdf>