

# HISTORY OF CONSCIOUSNESS GRADUATE STUDENT HANDBOOK

---

2019-20



<b>IMPORTANT WEBSITES</b> .....	3
<b>DEPARTMENT STRUCTURE</b> .....	3
<b>FACULTY ADVISORS</b> .....	3
<b>RESIDENCY REQUIREMENT</b> .....	4
<b>SATISFACTORY ACADEMIC PROGRESS</b> .....	4
<b>NORMATIVE TIME</b> .....	4
<b>PROBATION</b> .....	5
<b>ANNUAL GRADUATE STUDENT EVALUATIONS</b> .....	5
<b>COURSE REQUIREMENTS</b> .....	5
INDEPENDENT STUDY.....	6
<b>LANGUAGE REQUIREMENT</b> .....	6
<b>THE QUALIFYING EXAMINATION (QE)</b> .....	7
QUALIFYING EXAMINATION COMMITTEE .....	7
QUALIFYING EXAM STRUCTURE .....	7
TIMETABLE FOR THE QUALIFYING EXAMINATION .....	9
POST-QUALIFYING EXAM .....	10
<b>ADVANCEMENT TO CANDIDACY</b> .....	10
<b>DISSERTATION</b> .....	10
DISSERTATION COMMITTEE .....	10
DISSERTATION FORMAT .....	10
DISSERTATION DEADLINES .....	10
DISSERTATION FILING FEE .....	11
<b>DESIGNATED EMPHASIS</b> .....	11
<b>MASTER OF ARTS DEGREE</b> .....	11
<b>ENROLLMENT PROCEDURES</b> .....	12
<b>ENROLLMENT OPTIONS</b> .....	12
FULL-TIME ENROLLMENT .....	12
PART-TIME ENROLLMENT .....	12
IN ABSENTIA STATUS .....	13
LEAVE OF ABSENCE .....	13
<b>TUITION COSTS</b> .....	13
ESTABLISHING CALIFORNIA RESIDENCY .....	13
IN-CANDIDACY FEE-OFFSET GRANT (ICFOG) .....	13
INTERNATIONAL STUDENT TUITION REDUCTION .....	14
<b>FINANCIAL AID</b> .....	14
<b>ACADEMIC STUDENT EMPLOYMENT</b> .....	14
TEACHING ASSISTANTSHIPS .....	14
TEACHING FELLOWSHIPS .....	15
LIMITS TO TEACHING .....	15
GRADUATE STUDENT RESEARCHER POSITIONS .....	16
<b>FELLOWSHIPS</b> .....	16

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

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

## IMPORTANT WEBSITES

Department of History of Consciousness: <https://histcon.ucsc.edu>

Graduate Division: <https://graddiv.ucsc.edu>

GradDiv Graduate Handbook: <https://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

TA Resources: <https://graddiv.ucsc.edu/current-students/teaching-resources/index.html>

Student Code of Conduct: <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/100.0-code-of-student-conduct.pdf>

Schedule of Classes: [https://pisa.ucsc.edu/class\\_search/](https://pisa.ucsc.edu/class_search/)

Student Portal: <http://my.ucsc.edu>

## DEPARTMENT STRUCTURE

The Graduate Director and Graduate Coordinator administer the History of Consciousness graduate program in consultation with the Department Chair.

Graduate Director	Banu Bargu	bbargu@ucsc.edu
Graduate Program Coordinator	Margaret Wuerth	mwuerth@ucsc.edu

Students with questions about university policy, department requirements, financial support, etc. should direct their questions to the Graduate Coordinator and the Director.

## FACULTY ADVISORS

Upon admission into the program, each student is assigned a first-year advisor who is a member of the History of Consciousness Department. This initial advisor will see the student through the first year in the program and participate in the annual student evaluation formally conducted by the department.

In spring of the first year or fall of the second year, the student will select and formally request an advisor, who will follow the student's progress to the Qualifying Exam (the advisor may be the same as the first-year advisor). This advisor will normally supervise the student's writing of the qualifying essay and may later act as dissertation chair, but the student may also choose to work with another member of the department as their dissertation chair. In case of a change, it is expected that the new advisor is familiar with the student's work and has been a member of the Qualifying Examination Committee (or accepts the results of that exam).

After qualifying, and in consultation with their advisor, the student will select and formally request a dissertation chair who then becomes the student's primary advisor. The dissertation chair will normally

be from the core faculty of the History of Consciousness Department. The dissertation chair will have primary responsibility to supervise student progress toward completion, advise regarding committee members (readers), and ensure that the student is also communicating with their committee.

## RESIDENCY REQUIREMENT

The minimum residency requirement for the Ph.D. degree is six quarters of registration (two academic years). Students must also be registered for at least one quarter between advancement to candidacy and graduation.

## SATISFACTORY ACADEMIC PROGRESS

The university has issued the following rules governing determination of “Satisfactory Academic Progress” on the authority of the Board of Regents and the California State Legislature.

1. A duly registered graduate student is considered to be in good standing so long as (a) the student’s department determines that s/he is making satisfactory academic progress toward a terminal degree, and (b) the student's progress meets the minimum criteria.
2. The academic progress of each continuing graduate student shall be reviewed annually by the student's department and the results reported to the Dean of Graduate Studies no later than June 5.
3. A student whose academic progress is judged not satisfactory will be placed on academic probation until such time as her or his progress has become satisfactory once again and the Dean of Graduate Studies has been so informed by the student's department chairperson or graduate director.
4. Students on academic probation are not eligible for merit fellowship support and will receive lower priority for academic appointments at UCSC (including Teaching Assistant, Teaching Fellow, Graduate Student Researcher). Special justifications will be required to appoint probationary students so long as there are any other students in the program who lack financial support.
5. A student whose academic progress has been found not satisfactory in two successive annual reviews will be subject to dismissal from the University.
6. A student who has completed twelve or more quarters of full-time work in the same graduate program without advancing to candidacy for the Ph.D. is not considered to be making satisfactory progress and will be placed on probation until advancement is achieved.
7. A student who has been advanced to candidacy for more than nine quarters is not considered to be making satisfactory progress.
8. A student who fails to register promptly following expiration of an approved leave of absence is not in good standing. The usual term for a leave of absence is three academic quarters, and all requests to extend or renew a leave must be approved in advance by the Dean of Graduate Studies.
9. Only students in good standing are eligible for leaves of absence. Students who are neither registered nor on an approved leave of absence are not in good standing. Only students in good standing are eligible to use the Filing Fee.

## NORMATIVE TIME

Normative time to the Qualifying Exam is three years, but no later than four years. Students must be advanced to candidacy by the end of their fourth year to remain in good standing. Normative time to the dissertation for the History of Consciousness Department is seven years.

A student who has exceeded this timeline must submit a [Normative Time Extension Request Form](#) along with a [Plan of Completion \(POC\)](#) in order to appeal to extend financial aid. The POC takes the form of a letter prepared by the student and approved by the faculty advisor. The letter is submitted to the department, which then forwards it to the Dean of Graduate Studies.

Students should address the letter to the Dean of Graduate Studies (presently Professor Quentin Williams) and include the following:

- Reason for exceeding normative time, such as family responsibilities, change of direction, medical reasons, etc.
- Accomplishments to date, including QE or dissertation chapter drafts, awards, fellowships, etc.
- A timeline to completion of the remaining QE sections or dissertation chapters.
- The expected quarter of advancement to candidacy or graduation.
- Signatory lines for the QE or dissertation committee chair, Graduate Director, and the Dean of Graduate Studies.

## PROBATION

The department may recommend academic probation to the Graduate Division if a student is not making satisfactory academic progress. The Graduate Director, in consultation with the student's advisor, will initiate the process by meeting with the student to discuss a viable plan of completion. If a graduate student is beyond normative time, the student is expected to file a [Plan of Completion](#) with the Graduate Program Coordinator and the Graduate Division. The plan must be approved by both the faculty advisor and the Graduate Director.

Satisfactory academic progress is determined by the department, but generally follows these guidelines:

1. Advancing to candidacy by the end of the fourth year
2. Filing of the dissertation by the end of the seventh year (a grace period of one year is sometimes permissible)

Probationary status is designed to be temporary and to enable the student to create a roadmap to good academic standing. Students who do not meet the terms of their probation may be dismissed from the program.

## ANNUAL GRADUATE STUDENT EVALUATIONS

The History of Consciousness Department faculty will review each student's academic progress annually during spring quarter through completion of the Ph.D. Students considered not to be making appropriate progress toward advancement to candidacy or completion of the dissertation will be notified in writing, so that steps can be taken to advance the work.

## COURSE REQUIREMENTS

Students are required to register for a minimum of two 5-credit graduate seminars per quarter (five units each) plus two units of advising, HISC 291, until after Advancement to Candidacy, at which time they may register for one course per quarter (normally HISC 299A) plus the two units of advising, HISC 291, in order to qualify for full-time enrollment.

Incoming students are required to take five History of Consciousness graduate seminars during the first two

years (HISC 203A and four additional HISC seminar classes, not including HISC 203B). In the first quarter, students are required to take the introductory seminar HISC 203A, Approaches to History of Consciousness and the History of Consciousness Pedagogy course, HISC 240. In the course of the first year, normally in the spring quarter, students must also take HISC 203B, the writing component to Approaches to History of Consciousness. By the end of the first year, students are expected to complete a full seminar paper. HISC 203B does not count toward the five seminars selected to fulfill the basic department requirement.

The remainder of the five-credit courses taken to fulfill university enrollment requirements may include not only History of Consciousness seminars but also Independent Studies with specific faculty or graduate seminars offered in other departments.

## INDEPENDENT STUDY

Students interested in taking an independent study course or directed reading course should submit the [Independent Study Petition](#) to the Graduate Program Coordinator for an enrollment code. Common independent study-like courses are:

**HISC 295 - Directed Reading** Directed Readings are intensive graduate reading courses. *They do not satisfy any course requirements toward the degree.* They are designed for QE or pre-dissertation research.

**HISC 296 - Special Student Seminar** For three or more students doing the same independent study with the same professor. *They may satisfy course requirements toward the degree.*

**HISC 297 - Independent Study** Individual study with one professor. Written work is required. *They may satisfy course requirements toward the graduate degree.*

## LANGUAGE REQUIREMENT

Fulfillment of the language requirement in History of Consciousness can be documented in several ways. The documentation should demonstrate current ability to use the language in an appropriate way in scholarship. Depending on the specific language and on the research needs of the student, functional language competence could include the ability to read the scholarly literature or other research-related material, the ability to conduct fieldwork in the language, or the ability to produce written work in the language. According to Graduate Division policy, proficiency should be demonstrated before the QE committee can be appointed and at least one month prior to taking the QE.

Acceptable ways to document proficiency include:

1. Successful completion of an accredited summer language institute or equivalent intensive program. The Department of Literature offers three-week intensive language courses each summer (GSLP). These courses are open to all UCSC graduate students. They carry no credit, are not graded, and are free. Courses in French and Spanish are typically offered. The courses aim for scholarly proficiency in the language, so previous background in the language is required.
2. Passage of a language exam with an instructor approved by the advisor and department chair.
3. Passage of a standardized proficiency test in the language.
4. Presentation to the department of work accomplished in the language, such as a seminar paper or a publication. This possibility recognizes that bilingual students may demonstrate proficiency differently from non-bilingual students.
5. Presentation to the department of a diploma or certificate in the language.

Exceptions to the requirement may be made on the basis of: 1) possession of an undergraduate or graduate

degree in the language, or 2) previous passage of the language requirement for a graduate degree earned within one year of entering History of Consciousness. All exceptions must be approved by the advisor and the department.

Upon completion of the language requirement, students should complete the [Language Report form \(with supporting documentation, if applicable\)](#) and submit it to the Graduate Program Coordinator and Graduate Director.

## THE QUALIFYING EXAMINATION (QE)

Students are expected to take the Qualifying Examination in the third year, but no later than winter quarter of the fourth year. At least one quarter prior to the Qualifying Exam, students must submit the [Intent to QE form](#) to the Graduate Program Coordinator.

The Qualifying Exam, which includes a written and an oral component, sums up and assesses the preparatory phase of the student's training and prepares the student to undertake a dissertation. After passing the QE, students are Advanced to Candidacy (the following quarter) and considered Ph.D. candidates.

## QUALIFYING EXAMINATION COMMITTEE

The composition of the QE Committee is determined jointly by the student and the advisor. It is strongly recommended that the committee be formed as early as possible. The student is responsible for ascertaining the willingness of potential QE Committee members to serve and for getting drafts and final versions of the Qualifying Essay to all committee members in a timely manner.

The qualifying exam committee normally consists of four examiners (at least four are required). At least one of them must be a member of the History of Consciousness Department, and one must be outside the Department. The outside member may be from another department on campus or another campus. The function of the chair of the QE committee is to moderate the oral examination, ensure fairness in the process, and draft the report. The chair of the committee and the outside member must be tenured faculty.

No later than 30 days prior to the exam date, but normally sooner, students submit the [QE Committee Nomination form](#) to propose their committee. The department provides the initial review and approval, and the Graduate Division provides the final approval. Students receive confirmation of the committee composition from the Graduate Division.

In consultation with the graduate coordinator and QE committee, the student sets the date of the exam, ascertaining the ability of each committee member to be present. The approved date is contingent upon QE Committee members' approval of the Qualifying Essay after they have reviewed it. The QE committee chair is responsible for consulting with all committee members after they have received the final draft of the Qualifying Essay and before the exam date is definitively approved.

## QUALIFYING EXAM STRUCTURE

The QE consists of two components: a written essay and an oral exam.

**WRITTEN ESSAY** The written essay, or Qualifying Essay, is intended to serve as the equivalent of the kind of field examinations given in other departments, except that the student's research project sets the topics and

defines the fields of research. The Qualifying Essay constitutes a first extended effort by the student to define an interdisciplinary research topic.

Students should work out the specifics of the written essay with their primary advisor, who is often the faculty member who will serve as the dissertation chair. It is the student's responsibility to make regular appointments with the advisor and QE committee members as needed throughout the period of preparation for the QE. It is the advisor's responsibility to give timely comments on written drafts and to work closely with the student in developing the QE document and research project.

Typically, the Qualifying Essay consists of the following sections:

1. Introduction (10-15 pages): Addresses following kinds of questions: a) What is the general field of inquiry in which the research will be done? b) What theories and methods have to be used in this field? c) What specific topic within the general field will be dealt with in the dissertation? d) What special techniques, methods, or disciplinary competencies will be needed to research adequately this topic?
2. At least one essay (45-55 pages) representing an in-depth exploration and analysis of some aspect of the student's research project.
  - a. This should be an example of the student's ability to conceptualize, investigate, write up and document some argument or hypothesis concerning an aspect of the student's general area of research interest. This part might well be a reworked and extended version of a seminar paper, or it can be an essay written for the express purpose of the QE. Students often use this occasion to write a chapter of the dissertation.
  - b. Some students prefer to offer two shorter essays (30-35 pages each), which may be preliminary dissertation chapters, rather than a single long one.
3. A dissertation prospectus (10-15 pages) in which the student defines a dissertation topic, characterizes the various parts, divisions, chapters, etc., of the dissertation, and indicates how much and what kind of research will have to be done to complete the project. Also addressed here are possible problems of conceptualization or practical barriers to getting the research done and the importance of the research projected, its significance within a wider context.
4. A bibliography of works used in the composition of the Qualifying Essay and those works that, although not necessarily used in the writing of the essay, provide historical background or theoretical frameworks for comprehending the first three parts.

The total Qualifying Essay, including bibliography, should not exceed 125 pages in length. The QE essay should be double-spaced with 1-inch margins. Fonts should be consistently formatted and reasonably sized (ex. 12 point font, Times New Roman).

**ORAL EXAM** The usual procedure is for the members of the QE Committee to pursue a conversation with the student in round-robin style. The student is invited to give a 10-minute introduction (optional) to the Qualifying Essay and research project in general. Each examiner will then have approximately 20-30 minutes to put questions to the student regarding the Qualifying Essay. At any time, of course, others can join the discussion, but these segments are designed to allow each examiner to probe the student on facets of the essay that appear problematic, unresolved, incoherent, or simply opaque. General questioning and discussion of the project typically follow the round of individual questioning.

Upon completion of the questioning and discussion, the student is excused, and the four examiners discuss and evaluate the student's performance. The goal is to achieve some unanimity regarding the student's ability successfully to complete the doctoral dissertation. The committee will consider whether the student possesses the necessary background and command of the material for composing the thesis as proposed; whether there is a sufficiently clear concept of the project; what tools, methodological or otherwise, might be missing that must first be acquired before the dissertation can be successfully completed; and where the weak spots and strengths



of the student's proposal are. What advice can the Committee provide to make completion of the dissertation more successful?

The QE Committee will decide whether the student passes the Qualifying Exam or whether further work is required on the QE documents before advancement to candidacy.

The student then returns to the room. The chair summarizes, with the help of the other members, the group's evaluation and judgment, and offers advice or articulates requirements that the Committee wishes to convey.

The oral exam typically lasts 2.5 to 3 hours. The chair of the QE committee drafts a final report based on the group's evaluation of the candidate's performance, which is circulated to all members of the committee for the approval before submission to the Graduate Program Coordinator.

History of Consciousness views the QE as a very important milestone; it is the careful and serious evaluation of a student's past performance and future promise.

#### TIMETABLE FOR THE QUALIFYING EXAMINATION

1. Discuss composition of QE Committee with advisor
2. The QE advisor (and other committee members, should they so request) should receive a complete draft of the QE, including the prospectus and bibliography, at least six weeks before the scheduled oral examination. The student and advisor consult closely throughout this period. The advisor normally returns the draft with requests for revision in two weeks. During this period members of the committee should read drafts and suggest revisions, if warranted.
3. Statement of [Intent to QE](#) (submitted to department at least 90 days in advance of the QE).
4. [Language Requirement Form](#) (submitted to department in advance of the QE).
5. [QE Committee Nomination Form](#) (submitted to the department no later than 30 days in advance of the QE). The Graduate Coordinator forwards the nomination form to the Graduate Division.
6. Statement of Designated Emphasis notation being sought (if any)
7. At least two weeks before the anticipated oral exam date, the student submits the final revised essay to the committee. About a week before the exam, the advisor ascertains the approval of QE Committee members to move forward with the oral exam and confirms the date. If any committee member believes the quality of written materials is not sufficient to proceed with the exam, the advisor informs the student immediately, reschedules the oral exam, and works closely with the student throughout the process of revision.
8. Oral Exam
9. Upon completion of the QE, student submits the completed and signed Dissertation Committee Nomination and QE Report form to the Graduate Coordinator.
10. The Chair of the QE Committee submits the written QE report to the Graduate Coordinator within 1-2 weeks after the exam.
11. The Graduate Coordinator submit the following documents to the Graduate Division: Language Requirement Form, Dissertation Committee Nomination form, QE Report form and written report from the QE chair.
12. Once the Graduate Division has processed the forms, the student will be assessed a \$90 advancement to candidacy fee on MyUCSC.
13. The student will be officially Advanced to Candidacy the quarter following submission of these items.

#### POST-QUALIFYING EXAM

The student submits the approved [QE Report](#) form to the Graduate Coordinator. The chairperson of the QE Committee is responsible for drafting the report. The assessment paragraph on the QE report is normally submitted to the Graduate Coordinator within one to two weeks after the QE exam, once all committee members have the opportunity to edit and approve. After approval, the approved [QE Report](#) form and written report is submitted to the Graduate Coordinator, who then forwards it to the Graduate Division, together with a completed [Dissertation Committee Nomination Form](#). When submitted, the student will be charged the \$90 Advancement to Candidacy fee. The student will be officially Advanced to Candidacy the quarter following submission of these items.

## ADVANCEMENT TO CANDIDACY

After Advancement to Candidacy students may elect to register for only one 5-unit course each quarter, usually HISC 299A (Thesis Research with chair of dissertation committee). The department requests that students advanced to candidacy enroll in HISC 299A *and* HISC 291 (Advising).

To maintain eligibility for fellowships, the in-candidacy fee offset grant (ICFOG), and satisfactory academic progress, students must advance to candidacy within four years of entering the program. Absence from the program (an approved leave of absence, or time between withdrawal and readmission) is not subtracted from this 4-year count. In order for a student's candidacy to remain active, it is necessary for the student to be registered or on an official Leave of Absence.

A minimum of one academic quarter in registration must intervene between Advancement to Candidacy and the award of the degree.

## DISSERTATION

### DISSERTATION COMMITTEE

Academic Senate Regulation 18.7 states that a committee to read and pass upon the dissertation is appointed by the candidate's department, and the department shall notify the Graduate Division of the membership of the committee at the same time as submission of the QE report.

The dissertation committee is composed of three members, with the dissertation advisor acting as chair. The majority of the membership of a dissertation committee shall be members of the Santa Cruz Division of the Academic Senate, and at least one (chair) must be a member of the History of Consciousness Department. The Dean of Graduate Division approves dissertation committee membership.

### DISSERTATION FORMAT

Detailed instructions for the preparation of the dissertation are available on the Graduate Division website under [Dissertation & Thesis Submission Guidelines](#).

The dissertation title page requires ink signatures and thus should be formatted early in the quarter of graduation. The title page must also be hand-delivered to the Graduate Division in Kerr Hall.

### DISSERTATION DEADLINES

The dissertation must be submitted to the committee before the end of the second week of the quarter in which the degree is to be awarded. All candidates for a degree must submit an [Application for Doctor of Philosophy Degree form](#) by the date stated in [the Academic and Administrative Calendar](#) for the quarter you wish to receive the degree. YOU are responsible for observing the filing deadlines. Failure to declare candidacy by the deadline means that you cannot be considered a candidate until the next term.

The [Application for Doctor of Philosophy Degree](#) requires approval from all Dissertation Committee members so please plan ahead. [The Application for Doctor of Philosophy Degree](#) and approvals (email approvals are acceptable) must be submitted to the Graduate Coordinator and Graduate Director for review and approval. The Graduate Coordinator will forward the form and approvals to the Graduate Division.

Students must complete all requirements for the degree, including submission of the dissertation to ProQuest and the title page to the Graduate Division, by the deadlines listed in the [Academic Calendar](#).

### DISSERTATION FILING FEE

Students who were enrolled or on official leave of absence in the quarter before they file for the degree may elect to pay a [Dissertation Filing Fee](#) (\$188) instead of enrolling. This option is offered only once, so students should be absolutely confident that they will finish the requirements by the deadline. The student's dissertation committee determines the likelihood that the student will finish within the quarter and may ask for submission of a draft at that time. Filing Fee status may be renewed once after spring quarter for the summer quarter, for an additional fee.

### DESIGNATED EMPHASIS

Students have the option of receiving a designated emphasis (DE) on their degree indicating a field of specialization, if that field is represented by a formal program of studies on this campus. Check the [Academic Senate website](#) for the programs that offer the designated emphasis.

Some commonly pursued DEs include Anthropology, CRES, Feminist Studies, Latin American and Latino Studies, Literature, and Politics. Each department has unique requirements and procedures for declaring and obtaining the DE; check with the relevant Graduate Coordinators for more information. Students should also notify the home department Graduate Program Coordinator of their intent to secure a DE.

### MASTER OF ARTS DEGREE

Under the following conditions, e.g., if a student plans to leave the program before completing the Ph.D., or requires the M.A. for employment, a terminal M.A. Degree in History of Consciousness may be awarded. Please consult the Graduate Coordinator and Graduate Director for further information.

1. The student must have completed five graduate seminars, including Approaches to History of Consciousness, to the satisfaction of the Department. The remaining four seminars are to be selected from the Department offerings to reflect the student's particular academic plan, agreed upon by the student and Graduate Coordinator for a total of 9 courses.
2. For at least two of these seminars, the student must have completed and submitted substantial seminar research papers.
3. Completion of the Master's Degree cannot be accomplished in less than one full academic year.

## ENROLLMENT PROCEDURES

Enrolling in a course allows the instructor to enter a Satisfactory or Unsatisfactory grade. At UCSC, enrollment is accomplished online through the student portal, MyUCSC, which uses numerical codes, known as class numbers, to identify courses each quarter. Permission numbers for individual studies are obtained from the department. In order to enroll, students must be registered (i.e., registration fees must be paid or deferred for payroll deduction).

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

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

**Priority/Open Enrollment:** The enrollment period begins near the middle of the preceding quarter, and ends shortly after the quarter starts. Students must be enrolled in at least one 5-unit course; if not, any fellowship or financial aid will be placed on hold.

**Add/Drop/Swap:** After instruction begins, students may make changes to their schedule via Add/Drop/Swap on MyUCSC. The deadline to process enrollment transactions is within three weeks of the quarter. Graduate students must be enrolled in at least one course for credit during this period, or a \$50 late fee will be assessed.

**Add by Petition:** After Add/Drop/Swap ends, students may request enrollment in a course through petition. During this period, courses may be added through the Office of the Registrar. A \$10 fee applies. First time enrollments are assessed a \$50 late fee.

## ENROLLMENT OPTIONS

### FULL-TIME ENROLLMENT

Students are expected to maintain full-time enrollment unless there is a compelling reason otherwise. Students not advanced to candidacy must enroll in a minimum of 12 units per quarter (two 5-unit courses plus HISC 291A for 2 units) to be considered full-time. Students who are advanced to candidacy may enroll in one 5-unit course, plus HISC 291A, to be considered full-time.

### PART-TIME ENROLLMENT

Students may apply for part-time status when educational, health, financial, or familial responsibilities call for a reduced course load. A part-time student is one who has approval to enroll in less than the typical load of 12 units. Part-time enrollment is between 2 and 8 units per quarter.

While on part-time status, students pay the full Registration fee and one-half the Education fee. Part-time students are allowed to hold 25% time positions. Teaching Assistantships, which are at 50% time, are not allowed for part-time students.

To apply for part-time enrollment, students must complete the [Request for Part-Time Status form](#). The student's faculty advisor, Graduate Program Coordinator, and Graduate Director must sign this form.

## IN ABSENTIA STATUS

Students who are advanced to candidacy are eligible to apply for in absentia status. In absentia status provides a tuition discount while maintaining full-time enrollment for students whose academic work takes them outside the state of California. While on in absentia status, students pay 15% of tuition (\$628.50 per quarter) plus 100% of health insurance for a total of \$2,247.50 per quarter.

Students should submit the [Application for In Absentia Status](#) to their faculty advisor, the Graduate Director, and Graduate Program Coordinator for approval by the deadline posted in the [Academic Calendar](#).

## LEAVE OF ABSENCE

A leave may be granted for sound educational purposes, health reasons, financial problems, and family responsibilities. Other reasons require extra justification.

A student wishing to apply for a Leave of Absence must first consult with his or her advisor, then complete an [Application for Leave of Absence form](#). The maximum term for an approved leave is three academic quarters.

While on leave, a student is not permitted to use University facilities and all financial aid terminates.

## TUITION COSTS

### ESTABLISHING CALIFORNIA RESIDENCY

Students entering the program from out of state are advised to establish their California residency during their first year in order to avoid out-of-state tuition assessment in subsequent years in the program. To establish California residency, a minimum stay of 366 days is required. Students must also take action to demonstrate intent to make California one's residence, such as opening a bank account, obtaining a driver's license, and registering to vote.

For more information on California residency requirements, visit <https://registrar.ucsc.edu/fees/residency/index.html>.

In spring quarter of their first year, students will need to complete a [Statement of Legal Residence Form](#) and make an appointment with the Residence Deputy at the Registrar's office to review the application for California resident status.

## IN-CANDIDACY FEE-OFFSET GRANT (ICFOG)

Students who are advanced to candidacy are eligible for a 6-quarter grant that covers campus fees (currently \$412.70 per quarter) while holding Teaching Assistant or Teaching Fellow positions.

To qualify for the In-Candidacy Fee-Offset Grant (ICFOG) program, a student must

1. Advance to candidacy within normative time, and
2. Maintain continuous registration.

## INTERNATIONAL STUDENT TUITION REDUCTION

International students are eligible to receive a waiver of non-resident tuition for up to nine quarters following advancement to candidacy. Quarters on a leave of absence count towards the 9-quarter limit.

## FINANCIAL AID

Students should consult the Financial Aid Office with regard to student loans. The Financial Aid Office uses a standard graduate student budget to estimate living expenses (this can be viewed on the [UCSC Financial Aid website](#)) and subtracts individual financial resources (TAships, fellowships, personal savings, etc.). They award loans to help make up the difference.

All students, regardless of their financial situation, should complete the Free Application for Federal Student Aid (FAFSA) each year. Students cannot be considered for financial aid if the FAFSA is not on file.

## ACADEMIC STUDENT EMPLOYMENT

Teaching appointments-- Teaching Assistantships (TAships) or Teaching Fellowships--are the primary means of support for HISC students. In addition to a salary, these positions cover in-state tuition including health insurance.

TAships and Teaching Fellowships do not cover campus fees, currently \$412.70 per quarter. Students are responsible for paying these fees. The In-Candidacy Fee-Offset Grant (ICFOG) (see above for more information) helps students that have advanced to candidacy within normative time cover the cost for 6 quarters.

A student should promptly notify the Graduate Program Coordinator when he or she obtains a teaching position or funding from a source other than the History of Consciousness Department and provide the official offer letter.

## TEACHING ASSISTANTSHIPS

The process of assigning Teaching Assistants begins in the spring quarter for the following academic year. The [projected TA openings](#) in all departments are posted on the Graduate Division's website, and graduate students apply for the courses in which they are interested.

Graduate students in History of Consciousness are expected to apply for all TAships in any Division for which they are eligible, each quarter, if they wish to TA. Open TA positions are emailed out to the [hocgrads@ucsc.edu](mailto:hocgrads@ucsc.edu) listserv and posted on the TA Jobs Google Group, which students may join here: <https://groups.google.com/a/ucsc.edu/d/forum/tajobs-group>.

History of Consciousness TAships are usually assigned in September for the academic year.

## TEACHING FELLOWSHIPS

Graduate students who are advanced to candidacy may also apply for Teaching Fellowships - also called Graduate Student Instructorships - in the academic departments, through Summer Session, or for college core courses.

History of Consciousness also offers competitive Teaching Fellowships annually, for which graduate students advanced to candidacy are eligible to apply. Faculty evaluate the applications and recommend students based on the quality of the proposed course, its ability to attract undergraduates and the clarity of the overall application. These courses typically carry a GE designation.

**SUMMER SESSION** Graduate students who are Advanced to Candidacy (or hold an advanced degree, in some cases) may apply to teach courses in Summer Session. The deadline for submitting course proposals to the Summer Session Office is usually in fall. Students are notified early in the fall quarter to start thinking of course proposals for the following academic year. The final proposals are submitted via a department call for applications, and the HISC faculty determine which courses will be proposed. However, Summer Session reserves the right to accept or reject the proposed courses and is entirely responsible for the course once it is accepted. Summer courses can be cancelled if the minimum enrollment threshold is not reached.

**DEPARTMENT OF LANGUAGES AND APPLIED LINGUISTICS** Registered graduate students in History of Consciousness with an interest in second-language pedagogy may apply for Graduate Student Instructor (GSI) positions in the department of Languages and Applied Linguistics. Students selected to teach courses must take a one-quarter graduate seminar (in Spring quarter) on the theory and methods of second-language teaching (APLX 235) for academic credit. This course will include opportunities to observe and participate in teaching relevant classes and to prepare and provide individual course lessons and materials for those classes. Sections of beginning language classes will be taught independently by GSIs under the continued guidance of a faculty mentor.

A call from the LAAL department is sent out via email each year to solicit applications. Successful applicants will be called for an oral interview with members of the LAAL faculty.

**WRITING PROGRAM** Graduate students can apply to teach Writing 2, a required first-year writing class. To be eligible, students must be advanced to candidacy, hold a Master's degree (or equivalent), have experience teaching at the college level, have formal training in Rhetoric & Composition (WRIT 203 or its equivalent qualifies), and familiarity with current scholarship in Writing Studies. WRIT 203 is offered once a year in Winter quarter. A call from the Writing Program is sent out via email each year to solicit applications. Successful applicants will be called for an oral interview with members of the Writing Program faculty.

**TA TRAINER POSITION** Students advanced to candidacy may apply to hold the position of TA Trainer for the HISC Department. This position provides the equivalent of a TAship in salary and fee reduction. Applications are submitted via a department call that is sent out in April of each year and the HISC faculty determine which student will hold the TA Trainer position.

## LIMITS TO TEACHING

Students may hold 12 quarters of teaching positions, **not including summers**, without special permission from the Graduate Dean. No graduate student will be allowed to hold over 18 quarters of teaching appointments.

## GRADUATE STUDENT RESEARCHER POSITIONS

There are occasional opportunities to be a GSR in the History of Consciousness Department and outside of the department. All graduate students are eligible and there are two salary levels depending on whether or not the student is advanced to candidacy. Normally, a faculty member may propose to hire a graduate student to do research (if the faculty member has research funds for this purpose); the appointment comes through the Humanities Division. GSR appointments vary in percent of time. Positions at 25% time or more cover in-state tuition and health insurance.

## FELLOWSHIPS

**EXTERNAL FELLOWSHIPS** All students are encouraged to research the possibilities of securing outside fellowships in the area of study in which they are working. **Pivot** combines the most comprehensive, editorially maintained database of funding opportunities worth an estimated \$44 billion with our unique database of 3 million pre-populated scholar profiles, drawing from Community of Scholars and Community of Science profiles. Click **here** to set up an account.

The Graduate Program Coordinator also emails relevant outside fellowship opportunities to the [hocgrads@ucsc.edu](mailto:hocgrads@ucsc.edu) email listserv, which includes all current graduate students. Students who receive fellowships or funding from an outside source must inform the Graduate Program Coordinator by providing the offer letter and any other pertinent information.

**QE FELLOWSHIPS** Occasionally, the department is able to fund one-quarter QE fellowships. Students interested should so indicate during their annual advising meeting and should have submitted their Intent to QE form to the department. They may also contact the Graduate Director the spring prior to their QE quarter. To be eligible, students must QE within normative time.

**DISSERTATION FELLOWSHIPS** Occasionally, the department is able to fund one-quarter Dissertation fellowships. Students interested should so indicate during their annual advising meeting and should have two chapters of the dissertation completed. They should also contact the Graduate Director the spring prior to their final dissertation year. Priority will be given to students who compete for, but do not receive, Humanities Division dissertation fellowships and to students near the completion of their degree. To be eligible, students must be within normative time.

**THE HUMANITIES INSTITUTE (THI)** The THI offers a number of competitive fellowships. A call goes out annually. For more information visit the THI website: <https://thi.ucsc.edu/>. THI also offers modest research and travel grants to graduate students.

**DISSERTATION YEAR & QUARTER FELLOWSHIPS** The Graduate Division sends out annually a call for nominations for full-year fellowships (the Chancellor's and the President's Dissertation-Year Fellowship) to advanced graduate students who are likely to complete the dissertation in the following year. Runners-up may be provided with a one- or two-quarter dissertation fellowship. These fellowships cover in-state tuition and provide a living stipend. The department issues the call annually and faculty rank applicants. The Humanities Division determines the final awardees.