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## **Department of History Graduate Program Handbook for Ph.D. Students**

The Department of History at the University of California Irvine emphasizes graduate training in regional areas, world and transnational history, and thematic specialties such as critical theory, gender and sexuality, empire and colonialism, science and medicine, global migration, slavery, and diaspora, and history of the environment. Whatever the student's chosen emphasis, the History Graduate Program encourages students to think across national and regional borders and to have a solid understanding of how the discipline of History contributes to debates about global and local transformation.

### **PROGRAM OVERVIEW:**

The history doctoral program is designed to provide students with advanced historical research skills and a solid grounding in the theory and methodology of history. This combination reflects the Department's conviction that scholars should learn to approach significant questions about the past with rigor and conceptual sophistication. The Department requires that students develop critical abilities in dealing with primary sources, secondary syntheses, and the interrelationship of history and theory. Candidates for a Ph.D. in History are expected to gain teaching experience as an integral part of their graduate training. Ordinarily this is accomplished through service as a teaching assistant (TA).

**Required Coursework in First and Second Years:** Doctoral students take a minimum of 15 formal courses, usually finished during the first two years of the program. Twelve courses are required in the History Department. Three electives may be taken inside or outside the Department.

History and Theory: Required coursework in for history doctoral students includes a mandatory two-quarter sequence in History and Theory (History 200A and History 200B), usually taken the first year. These courses explore a variety of theoretical issues and methodological concerns that have sparked lively debate in the humanities and social sciences in past decades and which remain of urgent concern to twenty-first century historical writing. Topics may include the relationship between materialist approaches and cultural analysis; subjectivity and governance; gender and sexuality; ethnicity and racial formation; the politics of religion; "the archive" and archival practice; nationalism and post-colonialism; world history and transnational studies. Course readings comprise a mix of texts from different disciplines, encouraging students to think of history as a type of theory (arguments about the past) as well as to explore what other disciplinary approaches have to offer historical scholarship.

Field Emphases: Doctoral students are required to take a total of six courses satisfying requirements for specialization in two historical fields. Historical fields may be selected from courses with an area studies emphasis and/or courses with a thematic emphasis. Students take three courses in each field. The Department offers area studies fields in U.S. History (History 260ABC), Latin American History (History 250ABC), Asian History (History 280ABCD), Middle East and African History (History 275ABC), European History (History 220ABC), and World History (History 240ABC). Thematic fields vary depending on demand and may include Gender and Sexuality; Global Migrations, Slavery, and Diasporas; Empire and Colonialism; Science and Medicine; and Environmental History. Thematic fields offered by the Department vary, depending on student demand. Course numbers for thematic seminars vary yearly.

Students usually select a first field with an area studies emphasis (Latin America; Europe, etc.) and a second field based *either* on a different area (Asia; World, etc.) *or* in a thematic emphasis (Gender and Sexuality; Science and Medicine, etc.) For area studies fields, students take temporally organized courses (early modern, 19<sup>th</sup> century; 20<sup>th</sup> century, etc.) For thematic based fields, students take courses on at least two different areas (i.e. U.S. Gender History and Latin American Gender History). For thematic fields, two courses must be taken within the History Department and one class *may* be taken in an outside Department (i.e. Feminist Theory in the Women's Studies Department may count towards the Gender and Sexuality field emphasis). For both the first and the second fields, students may take their required courses in any order; however, not all courses are offered annually. Students must confer with their advisor at the beginning of their program about their plans for completing required courses in their first and second fields, normally finished by the end of the second year. With approval from advisors, students may count *one* class towards fulfillment of requirements in both fields. (For example, a student with a first field in U.S. history may take 260B both as a "U.S. requirement" and an "Environmental History" requirement in the years that 260B is also offered as an Environmental History class. In such cases, students are still required to take a minimum of 15 courses overall, 12 in the History Department.

Research Seminars: Doctoral students are required to take a two-quarter course sequence in research and writing both their first and their second year in the Graduate Program. In the first year, students take a proseminar readings course (History 202) on a given thematic category or subject (history of gender, science, diaspora, etc.), followed by a second quarter seminar (History 203) in which they write a research paper that engages the methodologies and questions explored in the previous quarter.

Students who enter the doctoral program with a Masters may petition to be exempted from the first year-research sequence, pending acceptance of their M.A. thesis as a research paper. In these cases, such students will take the second year research seminar sequence (History 204 A/B).

In the second year of study, Ph.D. students take a two-course sequence (History 204 A/B) in which they research and write a paper on a topic of their choice. The second year research paper is required of all doctoral students. Students who received credit for their MA thesis and have already taken 203 in their first year may take additional electives or field requirements in the History Department.

Language Requirement: Normally students must demonstrate a reading knowledge of one foreign language prior to taking the Ph.D. candidacy qualifying examination. Competency in a language may be established either by passing a departmental examination (proctored in the department office) or through extensive language use in one of the research seminars. The specific languages that may be used to satisfy this requirement depend on the students' first fields, subject to their advisors' approval.

First-Year Review: To be admitted formally into the doctoral program, students must satisfactorily pass a departmental evaluation at the end of their first year of study; this includes students who entered with an M.A. from another institution. The first year review committee consists of the professors who have taught the student and his/her advisor. Faculty write short evaluations of first year students after each seminar has concluded. (Students receive copies of these reports). At the first year review, the committee discusses the student's work and preparation for doctoral work. In conjunction with the Graduate

Director, the committee makes a recommendation regarding formal admission to the Ph.D. program. This review is held in June and students will be notified of their status no later than July 1.

First Year MA: Doctoral students can be awarded an M.A. from UCI after fulfilling requirements for residence and foreign language proficiency and successfully completing 36 units.

**Third Year Qualifying Exams and Dissertation Prospectus:** In the third year of the doctoral program, students prepare for their oral qualifying exams and write the dissertation prospectus. Some students may complete outstanding course requirements during the third year. Most third year students enroll in the Third Year Intensive Readings Course (History 298) overseen by the Graduate Program Chair or take directed readings with individual faculty (History 291). The third year is devoted to working closely with faculty in preparing for exams and writing the prospectus. The Third Year Intensive Readings Course (History 298) includes periodic workshops on time-management, orals exam preparation, dissertation prospectus writing, and grant writing. Students may enroll in History 298 for up to 12 credits per quarter.

Orals: The oral qualifying exam is a two-hour meeting during which a student is examined in his/her first and second fields by a committee of five faculty, including the student's advisor and one faculty member from outside the Department who serves as an exam referee. Faculty must be full time and members of the Academic Senate. A majority of committee members need to come from the home department. Students select their exam committee members in consultation with their advisor. The oral exam is normally held at the end of winter term or beginning of spring term in the third year. *Students must notify their advisor and committee members at least one quarter before the date on which they intend to take the exam.*

Reading Lists for Orals: In consultation with advisors and committee members, students prepare a list of books and articles for each field in which they will be examined. Normally, a student prepares a list with each member of the committee, except the outside referee. Reading lists for fields may be divided up temporally (early-modern, 19<sup>th</sup> century, modern, etc.) or thematically (tropical disease, medicine and the body, etc.). While there is no set number of books or articles on any one list, the total amount of reading on all lists should not exceed that which a student can reasonably cover in a six month intensive reading period. The goal of reading for orals is to familiarize the student with the major debates and issues in a given field, in preparation for teaching. Normally, students work with advisors to prepare general questions on the fields. These questions, or key debates, might or might not be raised during the actual exam, but students will have a strong sense of what is expected of them in the exam prior to examination.

Dissertation Prospectus: After passing the orals qualifying exam, a student presents his/her dissertation prospectus for formal approval in a colloquium including all members of the dissertation committee. Normally the colloquium meets for one and a half hours. Students usually select three faculty members to serve on the dissertation committee. (The dissertation committee need not be composed of the same faculty who examined the student in orals.) The principle dissertation advisor must be a member of the History Department and the Academic Senate. Under the advice of the student's advisor, one faculty member of the dissertation committee may be from outside the university.

The prospectus is a concise discussion of the student's planned project of research. It should be no more than 15 pages, double-spaced, and slightly longer than a grant proposal. The prose should identify the major themes and questions the project will engage, briefly discuss existing historiography and other research on this topic, and explain why this is a valuable project of study. A good prospectus usually includes brief discussion of planned chapters and planned archival research.

*Both oral exams and the prospectus colloquia should be completed by the end of spring quarter of the third year. Exceptions may be granted through petition to the Graduate Program Committee and Department Chair. Students who fail to complete their oral exams and prospectus colloquia before the end of spring quarter of the third year will lose their eligibility for 5 + 2 funding.*

When the oral exams and dissertation prospectus colloquium are completed, the student is advanced to candidacy for the Ph.D. and considered A.B.D. (All But Dissertation). This normally occurs within a three year time-frame.

**Dissertation Research and Writing:** The dissertation is the most important part of the Department's doctoral program. The dissertation is an original piece of historical scholarship, involving extensive primary research and original analysis of secondary source material. Normally, the student spends a year or more engaged in intensive research, and another year or more writing the dissertation. Throughout this period, students work closely with advisors and other faculty members serving on the dissertation committee. The finished dissertation must be approved by all dissertation committee members and is normally the approximate length of a book manuscript. The normal time for researching and writing the dissertation is two years for all 5+2 students and three years for all other students. Students are encouraged to apply for external funding to support their dissertation research and writing. The Department holds periodic workshops to assist students in writing grant applications.

**Teaching:** Most graduate students begin working as teaching assistants in Department or School courses during their second year and continue throughout their tenure in the program, except when dissertation research or writing require their residency away from the university. Students have the opportunity to apply to teach their own courses during summer session when they are A.B.D. Third and fourth year students are encouraged to TA outside of the History Department.

**Time to Degree:** The normal time to degree for the entire doctoral program-- including course work, exams, and the dissertation--- is approximately six to seven years. Students should plan to complete their dissertation within three years of advancing to candidacy to be available for UCI TAs and other funding. 5 + 2 students are expected to complete their degree within 5 years.

## **DOCTORAL COURSE OF STUDY: TASKS AND PROCEDURES**

**First Year:** nine courses, three per quarter.

History and Theory (History 200A & 200B)  
First Year Research Seminar (History 202 & 203)  
Seminars in chosen fields (three to five seminars, total)  
Electives (one or two, optional)  
One Language Exam (normally by the end of the first year)

Choose an Advisor  
Establish California Residency

**Choosing an Advisor:** Throughout your first year, you should make contact with the UCI faculty in your fields of interest. You will be asked to submit paperwork formally identifying your advisor no later than the end of the third quarter of the first year (beginning of second quarter for M.A. students).

- o The Graduate Director acts as your advisor during your first year in the program until you formally identify an advisor.
- o Once you have asked a faculty member to be your advisor, you fill out a Graduate Student Advising Agreement form, have your advisor sign it, and return it to the Graduate Administrator. This form is available here: [Advising Agreement](#)
- o Students can change advisors during the course of their study or have co-advisors. Please consult the Graduate Director or Graduate Administrator.
- o You should consult with your advisor about your short and long term graduate school plans such as: what courses to take during the first two years (keep in mind many seminars are offered in two year cycles), how to best fulfill your language requirements, when to take your comprehensive oral exam, who to have on your oral exam and dissertation committees, possible dissertation topics, archives, professionalization, funding, etc.
- o Speak with your advisor or the Graduate Director about any difficulties or challenges you may be having in the program. You may also consult the History Department's DECADE Mentor (a faculty member who oversees issues of equity, diversity, and fairness related to graduate training). All graduate student advisors and mentors are responsible for maintaining confidentiality.

**Campus Residency Requirement:** All doctoral students are required to reside on campus (or surrounding environs) for six quarters prior to advancing to candidacy. UCI-area residency is not required during the dissertation research and writing phase.

Establishing California Residency:

If you are a U.S. citizen or permanent resident from out-of state, establishing CA residency after your first year reduces your tuition fees and *is required for most funding packages offered by the University of California*. (This does not apply to international students.) For information on how to establish CA residency, visit: <http://www.reg.uci.edu/residency/classification.html>.

International Students:

The International Center is the authority on campus in regards to immigration, student visas, and other issues pertaining to international residents of the UCI community. Visit the International Center website or contact International Center staff at: <http://www.ic.uci.edu/>. For a list of tasks to accomplish once arriving at UCI as an international student, please visit: <http://www.grad.uci.edu/admissions/admitted-students/intl-post-arrival-check/index.html>

**Second Year:** six courses, two per quarter. TA work each quarter.

Second Year Research Seminar (History 204A & 204B)  
Seminars in chosen fields (three to four, total)  
Electives (one or two, optional)  
History 399 University Teaching (only if you are a TA)

**Third Year:** orals preparation and dissertation prospectus writing. TA work each quarter.

Finish remaining courses in field requirements.

History 298 (Intensive Readings, up to 12 credits/quarter) or History 291 (Independent Study)

History 298 is organized as an independent study in which students read for orals and draft their dissertation prospectus. The seminar meets occasionally for workshops related to preparing for orals and writing the prospectus and related grant proposals. (Students are required to be registered as full-time students during their third year even though most students are no longer taking formal seminars. History 298 allows the student to register for credit for the intensive reading and writing of the third year.)

Meet with faculty advisor and select orals committee members

Meet regularly with advisor and committee members to prepare reading lists and study questions

Meet with advisor and select dissertation committee

Schedule orals exam and prospectus colloquia with committee members.

Submit Petition to Take the Ph.D. Qualifying Exam to Graduate Administrator (two weeks prior)

Write Dissertation Prospectus

Oral Exam (usually taken at the end of winter quarter or beginning of spring quarter)

Prospectus Colloquium

Submit Ph.D. Form I-Advancement to Candidacy Ph.D. Degree to the Graduate Director.

**Fourth Year:** Dissertation Research. TA work for quarters in residence. 5 + 2 students may take a fellowship year.

**Fifth Year:** Dissertation Research and Writing. TA work for quarters in residence. 5 + students may take a fellowship year if they have not done so already.

**Sixth/Seventh Years:** Finish Dissertation. TA work, subject to availability.

### Filing the dissertation:

- Along with your doctoral committee, complete the Report on Final Exam Form (Ph.D. Form II): Ph.D. Form II - Signature Page / Report on Final Examination for the Ph.D. Degree (**Please note that this form requires original signatures from all of your Dissertation Committee members. If any of your committee members will be out of town or unavailable when you'll be filing, please collect their signature ahead of time**).
- For information on filing your dissertation, visit: [http://special.lib.uci.edu/dissertations/uci\\_td.html](http://special.lib.uci.edu/dissertations/uci_td.html)
- Make sure you've completed all the tasks on the Checklist for Electronic Dissertation Filing: Ph.D. Dissertation Submission Checklist for Electronic Filing
- For filing deadlines for the 2016-2017 academic year, visit: <http://www.grad.uci.edu/academics/filing%20deadlines/index.html>

## **COMMON QUESTIONS AND GENERAL INFORMATION:**

### **What kind of funding is available for research?**

Funding for research is available from multiple sources both on-campus and off-campus.

UCI's Grad Division has listings of internal, diversity, extramural, and international grants:

<http://www.grad.uci.edu/funding/fellowships-awards/index.html>

UCI's School of Humanities maintains the following list of external grants:

<http://www.humanities.uci.edu/SOH/graduate/links.php>

Humanities Commons awards grants to graduate students to support research, conference travel, publication subvention and conference planning:

<http://www.humanities.uci.edu/commons/rand/index.php>

The Department of History has compiled a list of numerous domestic and international organizations who have funded our students in the past.

Students are required to inform the UCI School of Humanities Grad Division of intent to apply for external grants. Please read the policy and be sure to contact the appropriate staff.

### **How do I sign up for courses?**

- Students enroll in classes using WebReg.
- For information on adding, dropping, and changing classes, visit: [http://www.humanities.uci.edu/undergrad/current/add\\_drop.php](http://www.humanities.uci.edu/undergrad/current/add_drop.php).
- View the enrollment calendar for important dates: <http://www.reg.uci.edu/navigation/calendars.html>.

### **How many courses should I take?**

A normal academic load for graduate students is 12 units (3 courses) per quarter. Teaching assistants who hold 25% or 50% teaching positions may enroll in University Teaching (History 399), along with two regular graduate courses, to maintain the required 12 units for full-time enrollment. (Please note that upper division language classes -100 level and above- count for graduate course credit, while lower division language courses are taken on top of your graduate course load).



### **What classes do I take to satisfy my selected fields?**

Students select a first field in a regional area and a second field in either a second regional area or a thematic emphasis.

The Department offers several three-quarter course sequences on regional area studies (often referred to as “colloquia series”): U.S. History (History 260ABC), Latin American History (History 250ABC), Asian History (History 280ABCD), Middle East and African History (History 275ABC), European History (History 220ABC), and World History (History 240ABC). These are reading courses designed to provide students with broad historiographical and teaching knowledge of an entire geographic and temporal field. Students must take all three quarters of seminars offered in a selected area field. (In exceptional cases, students may petition the History Graduate Program to have courses from other departments or other UC campuses count towards fulfillment of their area field).

Thematic fields are comprised of three courses on a particular conceptual or topical area of history: Gender and Sexuality; Science and Medicine; Empire and Colonialism; Global Migrations, Slavery, and Diasporas, History of the Environment. Students must take course in at least two different regional areas related to this thematic emphasis. Courses offered in thematic fields vary yearly and are usually doubled-up with a seminar being offered in an area studies colloquium. For example, in a given year, History 250C (Modern Latin America) may be offered simultaneously as “Histories of Gender and Sexuality in Latin America”; or History 220B (Early Modern Europe) might be simultaneously offered as a “History of Medicine and the Body in Early Modern Europe.”

Students must take a total of three seminars in a thematic emphasis to fulfill a second field requirement. At least two of these classes must be on different regional areas (i.e. Empire and Colonialism in Latin America; Empire and Colonialism in Asia). Students may double-count only one class as satisfying requirements in both their first and second fields. Courses taken outside the History Department may count for one class in a thematic field. (Outside courses for field requirements must be approved by the Graduate Director. To qualify, such courses must devote at least 50% of their reading material to the chosen thematic emphasis.)

Students planning a first or second field in Early Modern Europe, Latin America and Caribbean, Modern Europe or East Asia (220ABC, 240ABC, 230ABC, 265ABC, 270ABCD, 275ABC) need to be aware that these colloquia are generally offered every other year.

Work in Colloquia fields not offered every year can sometimes be done in Directed Reading courses (291) under special circumstances (forms required); contact the appropriate faculty member(s) for guidance in course selection.

Generally, while we recommend that you take these courses in chronological order, you may take them out of order (i.e. 220B then 220A then 220C).

**What is a proseminar/research seminar?** The Proseminar/Research Seminar (202/203) are designed to give students historiographical and research expertise in a particular topical area. Together, they fulfill the first year research paper requirement. The Proseminar generally emphasizes the historiography of a particular topic, while the Research Seminar focuses on individual student research -- usually a 25-page paper based on primary source research.

- 1st Year Research Seminar courses (203) follow a Proseminar (202) on the same subject, but Proseminars can also be taken as stand-alone electives, without taking the corresponding 203.
- Upon individual petition to the Graduate Program Director, the 274 and 284 course series may substitute for a 1st -year Proseminar/Research Paper requirement.
- Ph.D. students who arrive at UCI with an M.A. in history may petition the Graduate Program Committee for exemption from the First Year Proseminar/Research Seminar (202/203) requirement. The MA thesis or equivalent should be submitted to the Director of Graduate Studies with an exemption request by October 1 for consideration. If the exemption is granted, you may still choose to complete a 202 course or 202/203 set of courses your first year.
- Requests for other deviations due to individual circumstances must also be made by petition to the GPC.

#### **What is the second year research seminar?**

The Second Year Research Seminar (204A/B) is a two-quarter course required of all second year students. Unlike the Proseminar/Research Seminar courses, the Second Year Research Seminar does not focus on a single historical topic. Instead, this course allows students to begin to plan their dissertation topics and do research in their exact field of interest. It also introduces professional issues such as grant writing and the publication process.

#### **What are electives?**

Electives are courses that are not used to fulfill requirements in History and Theory, first and second fields, and research seminars. They include special topics courses offered within the History Department (History 290s) as well as area studies and thematic emphasis courses beyond the student's chosen first and second fields. Students may also take Independent Directed Readings (History 291) with individual UCI faculty that count as electives. (Directed Readings must be formally approved by the Graduate Director and require written submission of planned reading and writing assignments in the 291.) Electives may also be taken outside the History Department and at other UC Campuses. Students should consult advisors when planning electives.

#### **What are directed readings?**

Directed Readings are individual reading courses that students arrange with faculty members.

- Up to three students can participate in the same directed reading. (If more than three students enroll, the course becomes a scheduled Special Topics Course, History 290). Directed Readings cover an area not currently taught in a regularly scheduled course or can focus on a student's particular interests.
- These courses most often count as electives, but upon petition to the Graduate Program Director may be part of a first or second field.
- Students may take 291s for either a letter grade (A-F) or a Satisfactory/Unsatisfactory grade. Students taking a 291 must sign a contract with the professor detailing the content and requirements of the

course. The Directed Reading Form should be turned in to the Graduate Administrator by the second week of the quarter.

- Students normally may enroll in no more than three 291s for a letter grade (A-F) from any single professor. Exceptions may be granted in special circumstances upon petition to the Graduate Program Director.
- Students may usually take no more than two 291s on an S/U basis (4 units each) during their graduate careers. Exceptions may be granted in special circumstances upon petition to the Graduate Program Director.
- All Directed Readings being used to fulfill field requirements must be taken for a letter grade.
- Students may take no more than a total of six 291s.

### **Can I take undergraduate courses that interest me?**

- Upper division undergraduate classes, including languages classes (courses #100 and above), can count for graduate course credit. Usually these courses are taken as electives. In exceptional circumstances, students may petition the Graduate Director to count an upper-division lecture course towards a graduate field requirement.

### **Can courses taken before I matriculated in the UCI graduate program count towards my degree?**

- Normally, students must complete their coursework at UCI after matriculation.
- Students who have completed an M.A. in History at another institution may petition the Graduate Program Committee (GPC) for exemption from the First Year Proseminar/Research Seminar (202/203) requirement. The MA thesis or equivalent should be submitted to the Director of Graduate Studies via petition by October 1 of your first year for consideration. Please contact the Graduate Administrator if you are interested in this option.
- Students may petition the Graduate Director to count up to three graduate courses taken at UCI before matriculation in the graduate program toward their requirements. (These three classes can be listed on the student's graduate transcript without grades.)

### **What grades should I expect?**

- All graduate classes must be taken for a grade (A-F or S/U).
- S/U can be used for 291s (Directed Reading) and all 299s (Dissertation Research).
- Do not enroll in any graduate course for a P/NP (Pass/Not Pass) grade. A P/NP grade given in a graduate class automatically becomes an "NR" (no record) which then turns into an "F" after one quarter.
- Acceptable grades for Ph.D. students in History department classes are A and A-. Any final course grade lower than an A- (3.7) is an indication that the student is not performing up to History department standards. You should immediately speak with your advisor(s) about such grades.

### **Resources and Services for Ph.D. Students:**

For general graduate student resources, visit:

<http://www.grad.uci.edu/services/grc/index.html>

For resources for graduate students in the School of Humanities, visit:

<http://www.humanities.uci.edu/graduate/current/resources.php>

UCI Graduate Student and Family Housing  
<http://housing.uci.edu/grad/index.html>

Humanities Graduate Student Association (HGSA, student-run)-  
<http://sites.uci.edu/historygraduates/>

UCI DECADE Student Council-- <http://www.grad.uci.edu/> (Diversity and Equity)

### UC Policies:

- **Academic dishonesty:** Academic dishonesty is unacceptable, and will not be tolerated in the Department of History. Please read UCI's Academic Honesty policy.
- **Annual progress review/dismissal:** The History Department reviews Ph.D. candidates' progress on their degree annually and expects students to be making satisfactory progress while enrolled in the program. If a student is not making satisfactory progress, they may be placed on probation or asked to leave the program.
- **In absentia registration:** For more information on registering in absentia, please contact the Graduate Administrator.
- **Incompletes:** Students must resolve all incompletes before August 31<sup>st</sup> before they can be considered for a TA-ship that academic year. You must resolve all incompletes within 1 year, or the Incomplete will become an "F." The Graduate Incomplete form is available here: Incomplete (I) Grade Agreement Form
- **Lapse of Candidacy:** Candidacy for the Ph.D. will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration. A readmitted student who was a candidate for the Ph.D. must again advance to candidacy and thereafter enroll as a candidate for at least one academic quarter before the Ph.D. will be conferred.
- **Leave of absence:** Students may apply for a leave of absence, preferably during their work on their dissertation. (Students who are awarded external full-year research fellowships such as an SSRC or Fulbright often take a leave of absence during this research year to avoid university fees.) Applications are submitted to the Graduate Director during the enrollment period for the quarter in which enrollment and registration are not planned. Normally, no more than three quarters of leave will be allowed, and then only according to strict guidelines. The deadline to submit an approved Leave of Absence petition to Graduate Division is Friday of the third week of classes. Please contact the Graduate Administrator for help in petitioning for a leave of absence.
- **Non-resident tuition:** Students who are on leave for three consecutive quarters during which they live outside of California will be assessed non-resident tuition upon return to enrolled status.
- **Part-time student status:** Ph.D. candidates, especially those in the advanced stages of dissertation writing, may be eligible for approved part-time status, which allows students to take a lighter course load at reduced fees for a maximum of three consecutive quarters. Please contact the Graduate Administrator if you'd like to request part-time status.