

UC Davis  
History Department  
Graduate Program Handbook  
2023

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## The Graduate Program in History

### Introduction

Welcome to the Graduate Program in the History Department of UC Davis. The graduate program is administered by the Graduate Program Committee (GPC) whose members also serve as graduate advisers to confer with students in the program. The Graduate Program Committee recommends admission of new students, reviews the progress of on-going students, receives petitions for waivers of requirements, evaluates students for fellowship awards, and selects teaching assistants. At least one Graduate Student Representative attends policy meetings of the GPC and advises the committee of student opinion.

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#### 1. Program Requirements Overview

The Department provides a course of study leading to the Ph. D. Degree. There is currently no program targeted at the M.A. degree. However, students can file a petition to receive an MA after completion of the coursework and the HIS 203 paper in the second year.

The Department will normally recommend that the University award you a Ph.D. degree upon your completion of the following requirements:

1. 45 units (normally 11 courses) of coursework (at a grade of A- or higher)
2. Foreign Language Certification (varies by Major Field)
3. Minor Field Certification

4. Comprehensive Major Field Examination, written and oral (also known as the Preliminary Exam)
5. Dissertation Prospectus Certification, written and oral (also known as the Qualifying Exam)
6. Dissertation Completion Certification

## 2. Fields of Study

You will choose one Major Field from the following list. You will also choose a Minor Field from the following list. You may choose two Minor Fields if one of them is World History.

### Major or Minor Fields

- (a) Africa
- (b) Europe
- (g) United States
- (h) China
- (i) Japan
- (j) Latin America
- (k) Middle East
- (l) Science & Medicine
- (m) South Asia

### Additional Minor-only Fields

1. World History
2. Women's and Gender History
3. Environmental History
4. Non-history minors in consultation with major advisor.

Students may also elect to complete an interdisciplinary Designated Emphasis (DE) in addition to or in place of their Minor Field. Please see section 11 for more information.

## 3. Supervision and Advising

The graduate program is administered by the Graduate Program Committee (GPC) whose members are appointed by the Department Chair. The Graduate Program Committee recommends admission of new students, reviews the progress of on-going students, evaluates petitions for waivers of requirements, makes fellowship awards, and selects teaching assistants. Graduate Student Representatives attend policy meetings of the GPC and advise the committee of student opinion.

By the end of the first year, you should reach agreement with a professor from your major field to act as your Major Advisor. Beginning with the second year, you will consult with your Major Advisor to register for courses each quarter. Your Major Advisor will (1) supervise the research and writing of a major research paper (HIS 203) during your second year; (2) serve as your principal advisor for your dissertation and (3) serve

on, but not chair, your comprehensive examination committee. The approval of your Major Advisor is also required for all requests to waive rules and for each of your certifications. You may choose a new Major Advisor at any time, with the consent of your new Major Advisor.

In addition, by the end of the second year, you must reach agreement with a professor from your minor field to act as your Minor Field Advisor. It is usual for students to complete their minor field certification during their **third** year. Your Minor Field Advisor will certify the completion of your minor field requirements, including the preparation of a course syllabus and supporting analytical paper.

The Graduate Program Committee can normally modify deadlines and requirements when you petition it with a compelling case that includes the written endorsement of your Major Advisor.

Progress Reports: At the end of each academic year (Spring Quarter), each student will be evaluated and their progress evaluated as satisfactory, marginal, or unsatisfactory. Each student's Major Advisor will be provided with a checklist for the student and the progress report will be recorded online in the Office of Graduate Studies' Student Progress Assessment (SPA) system. If a student is given a marginal or unsatisfactory evaluation, the student must meet with the Major Advisor, the graduate program chair, and the graduate program coordinator to create an academic plan to be recorded in SPA.

In SPA, students are also expected to enter their research accomplishments, grant applications, awards, and any other relevant coursework or progress made towards the Ph.D. degree.

If a student has not advanced to candidacy by the end of the fourth year, they will be automatically given a "marginal" progress report. The timeline accompanying a "marginal" progress report will guide the student to return to "satisfactory" progress within one year. If a student does not meet these deadlines, they will receive an "unsatisfactory" progress report.

Continued unsatisfactory progress may result in loss of funding and disqualification from the program.

#### 4. Normative Progress

First Year: Your primary goal should be to gain breadth in the historiography of your major and minor fields. During the first year you should complete History 204 (Historiography) and History 389 (TA training seminar). You should take at least five other graded reading seminars, for a total of at least six graded seminars plus HIS 389 (for a total of 25 units), distributed across the various requirements as you and your advisor decide. In order for a seminar to fulfill the course requirements for a Ph.D., you must earn a grade of A- or better.

In addition, by the end of the spring quarter, you will complete a prospectus of up to two-pages (double spaced) to define a project for the 203 research seminar and secure your Major Advisor's approval and agreement to supervise the project. The faculty member leading the 203 seminar will inform you of the arrangements for submitting the 203 prospectus.

In the event of problems in completing these requirements, the GPC will examine evaluations submitted by all of your seminar instructors and may, by unanimous vote, determine to withdraw, or to modify, financial support.

Students should also plan to begin completing or complete their language exam(s) by the end of the first year. The language exam(s) must be completed prior to the qualifying examination.

Second Year: You will continue to develop historiographical breadth in your major and minor fields by taking at least two graded reading seminars, but your focus will be on completing a major research project in the context of a three-quarter research seminar (History 203). Thus, you should complete a minimum of 20 graded units (with a grade of A- or better) during the second year. You should also fulfill your foreign language certification.

In addition to working with the seminar instructor, as a 203 student you will consult with your Major Advisor throughout the research and writing process. Such consultation should begin by the end of the first year and, during the second year, should occur about every two weeks. Your Major Advisor will read and comment on major assignments and provide written input to the seminar instructor, who will factor that input into the final grade.

Financial support after the second year will be contingent upon a successful review by the Graduate Program Committee, which will evaluate performance in the research seminar. If you receive an incomplete or a grade below A- in your History 203 course, you will need positive recommendations in writing from three faculty members who will formally agree to serve on your dissertation committee. Otherwise, the GPC may, by unanimous vote, suspend funding and recommend withdrawal from the program with a master's degree.

By the end of the second year, you should normally have identified and secured the agreement of professors to serve on your exam committees:

- Major Field Comprehensive Exam (also known as the Preliminary Exam): two professors, in addition to your Major Advisor, all from your major field.
- Dissertation Prospectus Certification (also known as the Qualifying Exam): three professors, in addition to your Major Advisor. At least three of the members of the QE committee should also plan to serve on your Dissertation Reading Committee.

- The membership of the two committees may overlap. However, the chairs of the two committees may not be the same professor, and should not be your Major Advisor.
- Students who are completing a Designated Emphasis will need to have a faculty member representing the DE as a fifth member on their Qualifying Exam Committee. If you are working with a History faculty member who is also associated with a DE, they cannot represent both the History Department and the DE.

Third Year: You should have completed your graded course work (45 units) and should devote your third year to completing your minor field certification, your major field comprehensive exam and your dissertation prospectus defense. Any other requirements not yet finished should also be completed during this time.

As part of your preparation for these three goals, you may take whatever mix of additional graded or ungraded reading courses you deem appropriate.

Fourth Year and thereafter: Completion of these steps constitutes advancement to candidacy (also known as “ABD” or ‘all but dissertation’). This may well be accomplished by the end of the third year, but due to variations in field requirements and individual needs, no normative time frame for advancement will fit all students. Still, there are professional advantages to advance as expeditiously as possible, preferably during the third year. Ultimately, in consultation with your Major Professor, you will identify the optimal program.

If a student has not advanced by the end of the fourth year, they will automatically be given a marginal progress report and will need to meet with the Major Advisor, GPC Chair, and graduate program coordinator to create a plan to advance to candidacy.

Your fourth and subsequent years should be devoted to dissertation research and writing. This may be by the end of the fifth year, although, as noted above, there are many circumstances that lead to a more extended time frame.

Time to Degree Limits: It is the policy of the Office of Graduate Studies that students should finish their dissertation within 12 quarters (4 years) after quarter that they pass their qualifying exam. At the end of your 12<sup>th</sup> quarter after passing your qualify exam, you will receive a letter from OGS stating that you have exceeded this time and thus are placed on probation. You will then have three more quarters (one year) to complete your dissertation. If you do not complete your dissertation within this timeframe, you will be disqualified from the Ph.D. program and will need to apply for readmission.

Quarters that you are on PELP between your qualifying exam and completing your dissertation will not count towards the 12 quarter limit. Furthermore, OGS can grant an extension to the time-to-degree limits, for instance in cases where a Ph.D. candidate has had a serious medical condition, or has had had to care for a family member with a serious medical condition, while completing their dissertation. Finally, short-term

extensions may also be granted if the candidate is close to their time-to-degree limit but needs slightly more time. In both cases, evidence of a clear plan to finish the dissertation and regular contact with your Major Advisor and dissertation committee is essential when applying for these extensions.

## 5. Course Work

Graduate seminars normally consist of 4 units and 12 courses are normally required to complete the necessary course work for the Ph.D. program. Graduate seminars must be completed with a grade of A- or higher in order to fulfill the degree requirements for the Ph.D. A typical set of courses would include:

1. Philosophy, Method and Theory of History: 4 units, History 204 (Historiography).
2. Major field research seminar: 12 units, History 203 is a full-year (3-course) sequence normally taken in the second year. The goal of the research seminar is to produce a substantial piece of original scholarship.
3. Major field reading seminars: 16 units, normally taken as 4 graded reading seminars. If you already have an M.A. in History, you need only take 3 graded reading seminars in your major field (but you must still meet the 45 unit requirement).
4. Minor field reading seminars: 8 units, normally taken as 2 graded reading seminars.
5. Third field reading seminar: 4 units, normally taken as 1 additional graded reading seminar from any history field (other than the major and minor field), or from another discipline.
6. TA Training Seminar: At least 1 unit of History 389 is required of all students.

Reading seminars are denominated either as History 201, History 202 or History 298.

- History 201 courses cover the sources and general literature of history and are designed to prepare students for examinations by critical analysis of the literature.
- History 202 courses cover targeted issues in historical interpretation and offer a closer, more specialized examination of fundamental issues and debates in history.
- History 298 directed reading seminars may be taken for 1-4 units to meet the necessary unit requirements. These are customized seminars, with specific requirements as arranged between you and the professor who agrees to work with you.
- Reading seminars may be repeated for credit when a different subject area is studied.

Additional research seminars (History 211-291) may be substituted with the permission of your Major Advisor and the GPC.

Ancillary Courses (which do not count toward the 45-unit requirement)

- History 299D Individual Study (1-12 units) is normally taken in each quarter until advancement to candidacy to meet the mandated level for full-time enrollment of 12 units per quarter and is graded: Credit/No Credit. It is supervised by the Graduate Program Committee Chair. Students requesting 299D units should expect to provide an explanation of the work they will be performing to both the GPC chair and their advisor. (Typical tasks include language study, preparation for comprehensive exams, and work on the dissertation prospectus.)
- History 299 Dissertation Research (1-12 units) is similar to 299D, but taken after advancement to candidacy and is supervised by your Major Advisor.
- History 300 Teaching History in the Community College
- History 390 Teaching History in College

## 6. Foreign Language Certification

You must demonstrate proficiency in one or more languages relevant to your field of study in addition to English as specified below:

<u>Major Field</u>	<u># of languages</u>
Europe	1, plus additional languages as required by advisor
United States	1
East Asia	2, ordinarily Chinese and Japanese
Latin America	1, ordinarily Spanish or Portuguese
Africa	2
Science & Medicine	2
South Asia	2
Middle East	2

Your specific choices should be discussed and reviewed with your Major Advisor. Extraordinary choices are subject to approval by the GPC. Of course, particular dissertation topics may require learning additional languages, as determined in consultation with your Major Advisor.

You must fulfill your language requirement before you take your comprehensive examination.

The foreign language certification is normally fulfilled by completing a two-hour written exam in the chosen language. With the use of a print dictionary, you must accurately translate roughly the first three hundred words of an assigned piece of historical writing—a text or an article—into English. You must then accurately summarize in English the subsequent argument in the balance of the piece. Sample language exams are available in the graduate office. No computers or computer dictionaries are allowed in the exam (your answers will be hand-written).



Only language exams taken at UC Davis may meet this requirement.

By petition to the GPC, alternatives for the exam may be accepted, although the mere completion of language coursework is usually not sufficient.

Alternative Research Skill: By petition to the GPC, you may request certification in an alternative, theoretical research skill as a substitute for ONE foreign language. Examples include: anthropology, economic theory, critical literary theory, psychology, demography, statistics, and political theory. Such petitions are approved only in special and persuasive cases and typically require taking two letter-graded courses in the field (with a minimal grade of B+) and writing a substantial research paper that applies the alternative research skill to historical research and interpretation. Your Major Advisor will evaluate the paper and certify its quality to the GPC.

## 7. Minor Field Certification

You must complete two graded reading seminars and receive written approval from your Minor Field Advisor of a detailed syllabus for a one-quarter course in that field. That syllabus must be supported by a historiographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. It should be between 15 to 20 pages long. You must complete your minor field certification before you may take your comprehensive examination or defend your dissertation prospectus.

The World History Minor Field requires 201X and another 201 or 202 accepted by the Graduate Program Committee as explicitly world historical and comparative.

The Women's and Gender History Minor Field requires a core seminar, HIS 201Q, and another graded reading seminar (201, 202, or individual study) outside your major field, permitting you to examine a particular topic in cross-cultural perspective. You should choose a minor field adviser to direct your WGH program on completion of the first year of course work. The minor field adviser must work in a geographic region outside of your major field.

## 8. Preliminary Examination (Major Field Comprehensive Exam)

The examination consists of 1) a four-hour written exam followed by 2) a one-hour oral exam, involving three examiners, all from your major field.

1. The written exam usually consists of two questions from each member of your committee, from which you will choose one to answer, for a total of three questions. Students may type their answers on their own laptop computer.
2. The oral exam should then take place within a week after the written portion, when your committee has had sufficient time to assess your written answers. Your committee members will thoroughly question you on both questions they provided, not just the question you elected to answer on the written portion of the test, as well as any other topics they deem necessary.

With the written consent of your committee chair, you may be allowed to reference an unmarked copy of the reading lists you used to prepare for the exam, during the written and/or oral portions of the exam.

During your first two years you should identify, and regularly consult with the three faculty members you choose for your preliminary examination committee. You should strongly consider taking your graded reading seminars from faculty members who you plan to ask to serve on your committee. Each committee member will develop with you a list of books and articles that will serve as the basis for the exam.

When you and your committee feel you are prepared to take the preliminary exam, please work with the graduate program coordinator to schedule your exam. The coordinator will contact your committee to solicit their questions and will administer the written exam. The coordinator will collect your answers and distribute them to your committee members for review, and record the result of the exam after the oral portion.

The preliminary exam is administered at the department level and does not require any paperwork to be filed with the Office of Graduate Studies.

#### 9. Qualifying Examination (Dissertation Prospectus Defense)

The qualifying exam (QE), usually taken shortly after the preliminary exam, is the last major step before the student advances to candidacy, and should only be taken once you have completed all other degree requirements aside from the dissertation\*. When you are ready to schedule your qualifying exam, you will need to file a QE application at the Office of Graduate Studies:

<https://grad.ucdavis.edu/sites/default/files/upload/files/current-students/g319-qualifying-exam-app-phd.pdf>

You should file the application with OGS at least four weeks before the date of the oral portion of the exam. At the same time, you should work with the graduate program coordinator to schedule a date, time, and room for the oral portion.

The exam consists of two parts:

1. The written portion of the exam is a dissertation prospectus. The prospectus should be about 15-20 pages long and should define a dissertation problem and method, identify the major sources, and situate the project in the relevant historiography. Once your Major Advisor has provisionally approved the prospectus, you should provide copies to the four other members of your QE Committee.
2. The oral portion of the exam is a defense of the prospectus. The committee will examine you on all aspects of your prospectus for up to two hours to ensure that you are adequately prepared to undertake the specialized research proposed.

At the conclusion of your exam, the committee may decide on one of three outcomes: pass, not pass (in which case the student can retake some, or all, of the exam), or fail. The result of the exam will be recorded with a Qualifying Exam Report form, which will be sent to your committee chair when your application is approved, and should be filed with OGS after the exam.

\*You may schedule your QE prior to completing the preliminary exam, but the QE should only take place after you have completed the preliminary exam.

## 10. Dissertation Completion

Upon your completion of your dissertation, you will submit it to the members of your Dissertation Reading Committee. The committee should be given four weeks to read the final draft. They will review it and may either certify its acceptance or require such revisions as they deem necessary. Upon receipt of this certification, the GPC will normally recommend the award of the Ph.D. degree.

In order to file your dissertation and receive your degree, you will need to make an appointment (in person or remotely) with the Student Affairs Officer for History at the Office of Graduate Studies. A list of the materials you will be required to present at the meeting can be found here:

[https://grad.ucdavis.edu/sites/default/files/upload/users/g303\\_doctoraldegreecompletionist.pdf](https://grad.ucdavis.edu/sites/default/files/upload/users/g303_doctoraldegreecompletionist.pdf)

Please note that the title page requires “wet” (i.e. in-person) signatures from each member of your dissertation committee. If you have committee members from outside U.C. Davis, the graduate program coordinator can assist you in mailing the title page to them for signature.

## 11. Optional Designated Emphasis Certification

In the place of or in addition to the minor field, you may choose to seek a “Designated Emphasis” certification. Unlike the minor field, the DE is specified in your transcript and may be of benefit in securing employment upon the awarding of your degree. The GPC certifies DEs in the following areas:

- African American and African Studies
- Classics and Classical Receptions
- Environmental Humanities
- Program in Critical Theory
- Feminist Theory and Research
- Human Rights
- Native American Studies
- Science and Technology Studies
- Study of Religion

If you are pursuing a designated emphasis, a representative of the DE must participate in your qualifying exam committee as a fifth member.

## 12. Developing classroom and other professional skills

In addition to training in the substance and methods of history, your graduate program should also include experience and mentoring as a teaching professional. To that end, you must take a (non-graded) course in becoming an effective Teaching Assistant (History 389) during your first year. In the first year, students must also complete the Teaching Assistant Orientation administered by the Center for Educational Effectiveness, usually held in the days before instruction begins for Fall Quarter.

As of 2018, if you are an international student, you are required to enroll in an English language course (UWP 225 or 226) during your first year, unless you meet one of the following requirements:

1. You have an undergraduate or graduate degree from an approved English-medium institution, confirmed by the Office of Graduate Studies
2. You scored 105 or higher on the TOEFL iBT or 7.5 or higher on the IELTS
3. You scored 24 or higher on the TOEFL iBT writing and a 23 or higher on the TOEFL iBT speaking portions of the test.

In addition to this, if you scored a 26 or lower on the TOEFL iBT speaking section or 7 or lower on the IELTS, you must pass a TOEP test administered by the International and Academic English program at UC Davis prior to receiving a teaching appointment (as a teaching assistant or associate instructor).

First-year students will typically be offered a position each term as a Reader. A Reader attends a specified upper-level undergraduate history course and assists the professor by grading the work of the students in that course. Readerships are usually available after the first year as well.

Some students will be offered a position as a Graduate Student Researcher (GSR). A GSR will perform research under the direction of a specified member of the history faculty. An application will be made available for GSR positions funded by the department.

Second-year and above students will be offered a position as a Teaching Assistant for some number of terms. A Teaching Assistant attends a specified lower-division undergraduate history course and assists the professor by teaching hour-long discussion sections of that course each week. Typically, a TA handles three sections of a course each term, usually 45 students total. Teaching Assistants also grade the work of the students in their sections as well as provide assistance to students during fixed office hours during the term.

A student's work as a Reader, Research Assistant or Teaching Assistant is typically compensated with a salary, health insurance remission, and a partial fee remission for the applicable term. Additional information is provided in the Financial Aid section below. Appointments are made by the GPC in the context of the department's budget and teaching needs, and are subject to the eligibility policy for student employment set forth by the Office of Graduate Studies. More information can be found on the OGS website:

<https://grad.ucdavis.edu/resources/graduate-student-resources/student-employment/student-teaching-research>

Please note that OGS limits graduate students to a maximum of 15 quarters of employment as a TA, Reader, or Associate Instructor; extensions to 18 quarters can be granted with approval from OGS. Similarly, graduate students are limited to a maximum of 18 quarters of employment as a GSR, with extensions granted to 21 quarters.

### 13. Financial Aid

While each student is responsible for his or her own tuition, fees and living expenses, the GPC will work closely with you, in conjunction with the University's Financial Aid Office, to offer you a package to meet those needs.

You are urged to take advantage of a wide variety of financial aid resources, both internally and externally. The department awards fellowships as well as the appointments noted above. Fellowships, grants and loans are also available from UC Davis, the University of California and externally. If you apply for a departmental fellowship, you must inform the GPC immediately about any external grants you receive. These can be combined with financial support from the department up to a sum not to exceed the amount of a one-year departmental fellowship. Students should refer to the Office of Graduate Studies for specific guidelines for financial aid and fellowships.

The GPC and the Office of Graduate Studies also offer graduate student travel awards for travel to deliver papers at professional meetings.

### 14. East Asian History

If your major field is in East Asia, you will be encouraged to follow the standard program requirements, with the following exceptions:

(1) Students whose language training is inadequate to permit them to begin research in primary sources during the second year will have two options. The most desirable option is to travel to Taiwan, China, or Japan for intensive language study during the second year, returning to take the three-quarter research seminar in their third year of graduate study. The second, less desirable option, is to enroll in the three-quarter research seminar and to focus on a topic in which all materials will be available in English, while concurrently enrolling in a reading course (201) in primary documents in an area related to the proposed topic of their seminar research, or (if language facility is an issue), in an

advanced-level language course. That reading course should be arranged with the faculty member who will be the adviser for the student during the second and third quarters of the research seminar. (Many students in East Asia fields who enroll in the 203 three-quarter research seminar will wish to enroll concurrently in a 201 as a document reading course, regardless of their facility with the language; but for students with limited language facility, an advanced-level language course will be required. Students would have the option of taking such a course from a qualified professor in the Department of East Asian Languages and Cultures as a cross-listed class, if that can be arranged.)

(2) No student who is required to master two East Asian languages shall be held to the timetable expected of students in fields without a comparable language requirement. A reasonable timetable based on your language proficiency at the time you enter the graduate program should be assessed and tentatively mapped by the beginning of the third year of graduate work, in conjunction with your Major Advisor. This plan (and any modifications) for course work, language exams, qualifying exams, and so forth, will be placed on file with upon approval by the GPC. Please note, a student has four calendar years from the date of the qualifying exam to complete the dissertation.

(3) You should expect to take, in lieu of a 201, a required course in Research Methods and Materials (presently History 291C). This course will prepare you to use the standard reference works required for doctoral research in these fields.

(4) You will generally begin with the following basic courses: For China: Han through Yuan, Ming and Ch'ing (to 1890) and 20th-century (1890 to the present); for Japan: Early Japanese History and Modern Japanese History.

## 16. Additional Information

Coursework Norms: All entering Ph.D. students are required to register each quarter until completion of their degrees unless granted a leave of absence. A normal load for full-time students is twelve units; part-time status is six units.

Transfer: If you wish to transfer from another University of California campus or another department at Davis and complete degree requirements here you must file a complete application for admission along with all required documents.

Inter-campus Exchange: Once you have completed at least one quarter in residence at Davis, you may apply to study temporarily at another University of California campus. The Intercampus Exchange Program requires the approval of your Major Advisor, the chair of the department or group in which the course is offered on the host campus, and the Deans of Graduate Studies on both the home and the host campus. This is intended to provide you with the opportunity to enroll in occasional courses not available at Davis. It is not intended as a substitute for inter-campus transfer.

Transfer Credit: All work for the degree is normally completed in residence at UC

Davis, but some work taken elsewhere may be credited toward the degree. The normal limit for such transfer is six quarter units from another institution or twelve units of concurrent course work, or up to one-half of the unit requirement from approved courses on the UC campus provided the units are not used to satisfy the requirements for another degree. Units to be counted must have been taken at an accredited institution. Units of work taken elsewhere than at the University of California may not be used to reduce the minimum residence requirement or the minimum requirement in the 200 series courses taken at the University. Requests for transfer credit are usually made at the time of advancement to candidacy. The Graduate Program Chair should make a request to the dean specifying the units and courses involved. Work taken elsewhere than at the University of California may be credited toward fulfillment of certain Ph.D. requirements. The student may petition to have the 204 requirement waived if a comparable historiography/ methodology course has been taken elsewhere.

PELP: Graduate students are eligible for Planned Educational Leave (PELP) for periods ranging from one quarter to one year. PELP allows students to suspend their studies for good cause. Examples of good cause, as defined by the Office of Graduate Studies, include medical, financial or personal problems. Research leave is not considered to be good cause (see “In Absentia” below). The Graduate Program Chair and the Dean of Graduate Studies must approve your application. The leave of absence will normally entail departure from the campus. Students on Planned Educational Leave are entitled to a limited number of university services, but may not be employed in positions ordinarily used for support of graduate students beyond one quarter. For details of the Planned Educational Leave Program, please consult the Graduate Studies website. A student on Planned Educational Leave is guaranteed readmission at the time specified on the approved plan.

In Absentia: Graduate students should apply for in absentia registration when they will be outside of the state conducting research for the entire quarter. Students must be advanced to candidacy and complete an application to be signed by the Major Advisor and the Graduate Program Chair. Students will pay reduced fees and retain access to UCSHIP. In absentia registration can be used for up to two years, but students must re-apply each year. For more information on regulations for in absentia, please see the Graduate Studies website.

Filing Fee: Those who have completed or will soon complete their dissertation can opt to pay a filing fee, in lieu of the usual registration fee. This fee is assessed to each candidate who has completed all other formal requirements for the Ph.D. degree and who has not been a registered student at the university during the quarter of the filing of the dissertation. If students fail to file their dissertation by the end of the 8<sup>th</sup> week of the quarter student will be automatically enrolled in that same term and be charged full tuition and fees unless the delay in filing is due to the committee, the major professor, and/or the program will be responsible for paying the tuition and fees. The student will then be allowed to apply for filing fee the following quarter and will not need to pay a second Filing Fee payment.. Access to university resources, including health insurance, is limited while on filing fee status. Please see Graduate Studies for a full list of regulations.

Readmission: A student who breaks registration without filing for Planned Educational Leave will be subject to the same requirements as a new applicant for admission to the Department of History and to Graduate Studies. Similarly, a student who withdraws from the program must also submit an application for readmission to the program.

NOTE: All forms mentioned are available for download at the Graduate Studies website: <http://gradstudies.ucdavis.edu>

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