



**HISTORY OF CONSCIOUSNESS
HANDBOOK
2012-2013**

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HISTORY OF CONSCIOUSNESS HANDBOOK

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 (see website below), 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 Program 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

You are invited to visit the following websites:

Department of History of Consciousness:

<http://histcon.ucsc.edu/>

Graduate Division:

http://graddiv.ucsc.edu/student_affairs

(forms at Applications & Forms)

Graduate Handbook

<http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/index.html>

TA Handbook:

http://graddiv.ucsc.edu/student_affairs

(see Teaching Resources)

Schedule of Classes: https://pisa.ucsc.edu/class_search

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

UC.Residence.Policy.and.Guidelines

http://www.ucop.edu/general-counsel/_files/ed-affairs/uc-residence-policy.pdf.

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 12 months in California is required.

Steps you should take during the first year:

- 1) Register to vote in California;
- 2) Open a bank account in California;
- 3) Obtain a California driver's license or identification card.

These measures help to constitute the proof that is required for becoming a resident. They do not guarantee that a person *will* be classified as a resident: each case is reviewed individually. In spring quarter, students will need to complete a Statement of Legal Residence Form (<http://registrar.ucsc.edu/forms/students/slr.pdf>) and make an appointment with the Residence Deputy at the Registrar's office to review the application for California resident status.

RESIDENCY REQUIREMENT

The minimum residency requirement for the Ph.D. degree is six quarters of registration. (Two academic years).

SATISFACTORY ACADEMIC PROGRESS

The following rules governing determination of "Satisfactory Academic Progress" were issued by the University 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.
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.

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 form, available in the HISC office. The maximum term for an approved leave is three academic quarters. Such leave does count towards normative time.

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

IN-CANDIDACY FEE-OFFSET GRANT (ICFOG) (\$350 registration fee offset):

1. To qualify for the In-Candidacy Fee-Offset Grant (ICFOG) program, a student must advance to candidacy prior to the conclusion of her/his twelfth quarter of full-time registration in a doctoral program.
2. Once having qualified for the ICFOG program, the student is automatically entitled to nine academic quarters of ICFOG fee reductions.
3. To maintain ICFOG eligibility, an advanced student must be registered continuously.
4. No student shall receive more than nine quarters' worth of ICFOGs.
5. Students who advanced to candidacy prior to July 1, 1989 are exempt from the foregoing provisions and are bound only by the Normative Time limit, as stipulated by the Office of the President.

HISTORY OF CONSCIOUSNESS COURSE REQUIREMENTS

Students are required to register for a minimum of two courses 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 299) plus the two units of advising in order to qualify for one hundred percent enrollment.

Incoming students are required to take five History of Consciousness graduate seminars during the first two years. In the first year, students are required to take the introductory seminar HISC 203A, Approaches to History of Consciousness. In the course of the first year, students must also take a writing intensive "B" seminar, either HISC 203B, Approaches to History of Consciousness, or an "A and "B" sequence of another course offering. By the end of the first year, students are expected to complete a full seminar paper. Unless an exception is approved by the Director of Graduate Studies, "B" courses do not count toward the five seminars selected to fulfill the basic department requirement. The remainder of the courses taken to fulfill university enrollment requirements may include not only History of Consciousness seminars but also independent study with specific faculty or graduate seminars offered in other departments.

INDEPENDENT STUDY

295 Directed Reading: Directed Readings are intensive graduate reading courses. They *do not* satisfy any course requirements toward your graduate degree. They are **designed for pre-thesis or pre-dissertation research**, for example, for students **preparing their qualifying examination**.

296 Special Student Seminar: For three or more students doing the same independent study with the same professor.

297 Independent Study: Individual study with one professor: written work is required.

298 Doctoral Colloquium: Under the supervision of a HISC faculty member, students finishing their dissertation meet weekly or bi-weekly to read and discuss selected draft chapters, design difficulties and composition problems.

ENROLLMENT PROCEDURES

PLEASE NOTE: IT IS GENERALLY NOT ADVISABLE FOR STUDENTS TO REQUEST LETTER GRADES. Enrolling in a course allows the instructor to enter a Satisfactory or Unsatisfactory grade and to provide a narrative evaluation of the student's work. At UCSC, enrollment is accomplished online through the student portal, which uses numerical codes, known as class numbers, to identify courses

each quarter. Class 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 and Administrative Calendar (<http://registrar.ucsc.edu/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. The instructor will also not be able to enter an evaluation of the student's performance into his or her academic record. **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 before the quarter starts. Students must be enrolled in at least one course; if not, any fellowship or financial aid will be placed on hold.

Add/Drop/Swap: After instruction begins, students may enroll in a course the day after the first class meeting, and in individual studies at any time during this period, which usually lasts for **a week** after instruction begins. Graduate students **must** be enrolled in at least **one course for credit** (not just a TAship) during this period, or a \$50 late fee will be assessed.

Add by 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.

The Enrollment Help Line is (831) 459-4412.

TEACHING ASSISTANTSHIPS

The process of assigning Teaching Assistants begins in the spring quarter (online through the Graduate Division) for the following academic year. The projected TA openings in all departments are posted, and graduate students apply for the courses in which they are interested. These preferences, which rank the student's choices of assignments for each quarter, are submitted to the Graduate Division. History of Consciousness TAships are usually assigned over the summer. (Extra positions often become available at the beginning of each quarter, if undergraduate classes have unexpectedly high enrollments.) Graduate students who are advanced to candidacy may also apply for instructorships in the college core courses.

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 Sessions Office is usually around the end of October. You will be notified early in the fall quarter to start thinking of your course proposals for the following academic year. The proposals need to be approved by your advisor, so it's best to start early. The final proposals are submitted and the HISC faculty will decide which courses will be proposed.

LANGUAGE PROGRAM GRADUATE STUDENT INSTRUCTOR POSITIONS

Registered graduate students in History of Consciousness with an interest in second-language pedagogy may apply for Graduate Student Instructor (GSI) positions in the Language Program. Students selected for these positions must take a one-quarter course on the theory and methods of second-language teaching (LAAD 201) 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.

Applications are invited for students with strong language skills and cultural competence in the following languages: Chinese (Mandarin), French, German, Greek, Hebrew, Italian, Japanese, Latin, Portuguese, Russian, or Spanish.

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

WRITING PROGRAM GRADUATE STUDENT INSTRUCTOR POSITIONS

Registered graduate students with a Master's degree (or equivalent) who have completed a one-quarter theories and practices of teaching college-level writing (WRIT 203) for academic credit may apply for Graduate Student Instructor (GSI) positions in the Writing Program.

Graduate students can apply to teach Writing 2 once they have met the requirements described above during spring quarter for the following year via the Graduate Division's TA, Associate In, and Teaching Fellow application procedure.

LIMITS TO TEACHING

HISC graduate students rely upon teaching assignments for support. A total of 12 quarters, including the three types of teaching appointments, can be held without special permission from the Graduate Dean. No graduate student will be allowed to hold over 18 quarters of teaching appointments. There are **no exceptions** to this university-wide rule. This "count" is not department specific, i.e. it includes all campus-wide student teaching appointments held. Summer Session teaching is not included in the count.

FELLOWSHIPS

All students are encouraged to research the possibilities of getting outside fellowships in the area of study in which they are working. The Office of Sponsored Projects at UCSC provides orientations for groups of four or more doctoral students to The Community of Science/Scholars (COS) website (www.cos.com). COS is a web-based publisher of services that support and advance scholarly research in all disciplines, linking researchers with colleagues and funding opportunities worldwide. COS offers powerful search capabilities designed for customized funding searches and automated e-mail funding alerts. Arrangements for orientations may be made with the HISC Graduate Coordinator.

The History of Consciousness Department and the Graduate Division have other funding opportunities for continuing graduate students. These include, but are not limited to:

Graduate Student Researcher (GSR): There are some opportunities to be a GSR. 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; since graduate students are allowed to work a maximum of 20 hours a week, students do not hold a full-time (50%) GSRship while they have a TAship.

Doctoral Student Sabbatical Fellowship: Any graduate student in good academic standing, having served as a Teaching Assistant, Associate-In, or Teaching Fellow for at least six of the previous nine quarters may apply for this fellowship which provides the equivalent of a TAship and pays all fees for that quarter.

TA Training Position: Advanced to candidacy students may apply to hold the position of TA Trainer for the HISC Department. This position provides the equivalent of a TAsip in salary, and reduction in fees.

QE Fellowships: Funds permitting, the department sends a call to all pre-QE students for one quarter QE preparation fellowships.

Dissertation Fellowships: Funds permitting, the department sends a call to all advanced to candidacy students for one quarter dissertation fellowships.

Institute for Humanities Research (IHR) Dissertation Fellowships: The IHR offers one-quarter fellowships on a competitive basis. A call goes out annually for the following year. For more information visit the IHR web site: <http://ihr.ucsc.edu>. The IHR also offers modest research and travel grants to graduate students and summer fellowships.

External Fellowship and/or teaching opportunities: These are forwarded to students via email and are posted in the graduate student computer lab and mailroom.

President's Dissertation Year Fellowship: The Graduate Division sends out a call for nominations for a full-year fellowship to advanced graduate students annually.

Other University Fellowships: Various campus-wide opportunities are advertised widely via email throughout the year. **Always immediately inform the Graduate Program office of any changes in your contact information.**

When a teaching position or funding from any source other than the History of Consciousness Department is obtained, promptly notify the Graduate Program Coordinator.

FINANCIAL AID

Students should consult the Financial Aid Office with regard to student loans. The Financial Aid Office uses a standard amount to compute living expenses (this can be viewed on the UCSC Financial Aid website <http://financialaid.ucsc.edu/costs/graduate-costs.html> and compares that to individual financial resources (TAsips, fellowships, personal savings, and parents' contributions). 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.

ADVISORS

Upon admission into the program, each student is assigned a first-year advisor who will be 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 examination. The department will review the request and approve it or, occasionally, in order to balance advising loads, ask the student to select another advisor. This advisor will normally supervise the student's writing of the qualifying essay and may later act as dissertation director, but the student may also choose to work with other members of the department or associated faculty. The latter would typically be the members of the Qualifying Examination Committee.

Before the Qualifying Examination, and in consultation with his/her advisor, the student will select and formally request a dissertation director, if other than the advisor. The dissertation director will normally be from the core faculty of the History of Consciousness Department. The dissertation director will have primary responsibility to supervise student progress toward completion, advise regarding committee members (readers), and ensure that the student is also communicating with his or her committee.

ANNUAL GRADUATE STUDENT EVALUATIONS

The HISC Department faculty will review each student's progress annually, toward the end of 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.

PROBATION

Under certain circumstances, for example if a student is beyond normative time, the department may recommend academic probation to the Graduate Division. The Chair, 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 Division (the plan must be approved by both the faculty advisor and the graduate director/department).

Plan of Completion (POC) Guidelines <http://histcon.ucsc.edu/>

Normative time is defined at two points of a graduate student's career:

1. Advancement to Candidacy within four years of matriculation; and
2. Completion of the PhD dissertation by the end of the seventh year.

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. The language appropriate to research could be oral, gestural, or written, or a combination of these. 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 written material needed in research, 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 reading or field work-appropriate 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 high-school diploma in the language.

Exceptions to the requirement of demonstrating proficiency after entering History of Consciousness and before the QE 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 before entering History of Consciousness. Any other exceptions must be approved by the advisor and the Department.

DESIGNATED EMPHASIS (PARENTHETICAL NOTATION)

Students have the option of receiving a parenthetical notation or 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 (<http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda> /designated-emphasis-policy/index.html) for the programs that offer the designated emphasis. Some commonly pursued DE's include American Studies, Anthropology, Literature, Feminist Studies, and Politics. Before the QE, petitions for the granting of a designated emphasis must be accompanied by a statement of approval from the student's Qualifying Examination Committee and from the chairperson of the department or program concerned. It is important to note that further restrictions may apply; please check with the department concerned.

THE QUALIFYING EXAMINATION (QE)

Students are expected to take the Qualifying Examination **by the end of the third year**. The qualifying examination, 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.

Students express their intent to QE, accompanied by the form, to the department at least 90 days prior to the intended date of the QE.

THE QUALIFYING EXAMINATION COMMITTEE

At least two quarters before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisors or their QE committee chairs. Students should notify them of the approximate date of the examination (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide them with early drafts of the work so that their responses and suggestions may be incorporated into the student's revisions.

The qualifying exam committee must be composed of four examiners. At least one of them must be a member of the History of Consciousness Department, and one must be outside the Department. The student's QE/dissertation advisor cannot be the chair of the QE Committee (except with the special approval of the HISC Chairperson), and the outside member may be from 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. Members of the committee are appointed by the Graduate Council following receipt of nominations from the History of Consciousness Department and the department and student are notified.

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.

In consultation with the graduate coordinator, the student sets the date of the exam, ascertaining the ability of each committee member to be present, and informing QE Committee members of the time and place of the exam. The date is, however, contingent upon QE Committee members' approval of the Qualifying Essay after they have reviewed it. The QE/dissertation advisor is responsible for consulting with all QE Committee members after they have received the final draft of the Qualifying Essay and before the exam date is finally approved. (See TIMETABLE next page)

QUALIFYING EXAMINATION GUIDELINES

1. The QE is designed to determine whether the graduate student should be Advanced to Candidacy, i.e., qualified to work full-time on the dissertation.
2. The QE consists of two components: a written essay and an oral exam.
3. The written essay, or Qualifying Essay, is intended to serve as the equivalent of the kind of field examinations given in other departments, but with this difference: in the History of Consciousness QE it is the student's research project that 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.
4. Students should work out the specifics of the written essay with his/her primary advisor, who is often the faculty member who will serve as the dissertation director. It is the student's responsibility to make regular appointments with the advisor throughout the period of preparation of 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.

5. Typically, the Qualifying Essay consists of the following sections:

5.1. Introduction

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? The Introduction normally ranges between 10-15 pages.

5.2. At least one essay representing an in-depth exploration and analysis of some aspect of the student's research project. 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. The essay should be approximately 45-55 pages, double-spaced, with 1" margins all around.

5.2.1. Some students prefer to offer two shorter essays, which may be preliminary dissertation chapters, rather than a single long one. In this option, each essay might be 30-35 pages long.

5.3. A dissertation prospectus (10-15 pages) in which the student defines a dissertation topic, characterizes the various parts, divisions, chapters, etc., of the (possible) 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, etc.

5.4. 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.

5.5. The total Qualifying Essay, including bibliography, should not exceed 125 pages in length.

TIMETABLE FOR THE QUALIFYING EXAMINATION

1. Statement of Intent to QE (90 days in advance)
2. Language Requirement Form filed in the Division of Graduate Studies.
3. Establishment of QE Committee.
4. Submit QE Committee Nomination Form (90 days in advance)
5. Statement of parenthetical degree notation being sought (if any).
6. Set anticipated date for the oral examination. It is recommended that the date be early in the quarter. Sitting for the exam will be contingent on QE Committee approval of the written essay.
7. The QE advisor 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.
6. At least two weeks before the oral examination, copies of the final revised essay must be in the hands of the QE Committee.
7. At least one week before the anticipated oral exam date, the advisor ascertains the approval of QE Committee members of the written essay and confirms the schedule for the oral exam. If any QE member requires revisions to the written essay at this time, the advisor informs the student immediately and works closely with the student throughout the process of revision and rescheduling the oral exam.
8. Upon completion of the QE, one copy of the Qualifying Essay must be submitted to the HISC office.

CONDUCT OF THE QUALIFYING EXAMINATION ORAL

The usual procedure is for the four examiners, the members of the QE Committee, to pursue a "conversation" with the student undergoing the examination 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 his or her Qualifying Essay. At any time, of course, the 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 abilities to perform satisfactorily in the execution of a doctoral dissertation: does the student possess the necessary background and control of the material for composing the thesis as proposed? Is there a sufficiently clear concept of the thesis project? What tools, methodological or otherwise, are missing that must first be acquired before the dissertation can be successfully completed? Where are the weak spots, where the strengths of the student's proposal? What advice can the Committee give the student to make completion of the dissertation more successful? Has the Qualifying Essay given evidence of these matters?

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 indeed articulates requirements that the Committee wishes to convey. The oral exam typically lasts 2-1/2 to 3 hours. A final report, based on

the group's evaluation of the candidate's performance, is composed by the chair of the QE Committee.

The Department does not encourage Committees to be extraordinarily hard on its students, but does count on these faculty evaluations as solid indicators of what a student has achieved up to now and what she or he is likely to achieve in the future. History of Consciousness views the QE as a careful and serious evaluation of a student's past performance and future promise.

The graduate coordinator should insure that the appropriate form is given to the chairperson of the QE Committee. The chairperson of the QE Committee is responsible for seeing that the form is signed and returned to the HISC Department office, and for drafting the required report on the examination. After approval by the other QE Committee members, the report is forwarded to the Graduate Division, together with a completed petition for constitution of a dissertation committee. 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 course each quarter—usually HISC 299 (Thesis Research). To maintain eligibility for fellowships, the post-advancement fee reduction, and satisfactory academic progress, *students must advance to candidacy within 4 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 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 Studies Office of the membership of the committee at the same time as submission of the QE report. The dissertation committee is composed of three members, 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 must be a member of the History of Consciousness Department. Membership of the committee must be approved by the Graduate Dean.

DISSERTATION FORMAT

Detailed instructions for the preparation of the dissertation are available on the Graduate Division website:

http://graddiv.ucsc.edu/student_affairs/pdf_student_affairs/Diss_Guidelines2012.pdf

DISSERTATION

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, at which time the student must file a petition with the Division of Graduate Studies. Fulfillment of the residency requirement is also necessary at this time. Submission dates can be found on the academic calendar :

<http://registrar.ucsc.edu/calendar/calendar.pdf>

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 (\$162) instead of enrolling. This option is offered only once.

NORMATIVE TIME TO DEGREE

Normative time for the History of Consciousness Department is **seven** years.

M.A. DEGREE IN HISTORY OF CONSCIOUSNESS

In exceptional circumstances, e.g., if a student plans to leave the program before completing the Ph.D., or requires the M.A. for employment, the M.A. Degree in History of Consciousness may be conferred under the following conditions:

- 1) The student must have completed five (5) graduate seminars, including Approaches to History of Consciousness, to the satisfaction of the Department. The remaining four (4) seminars are to be selected from the Department offerings to reflect the student's particular academic plan, agreed upon by the student and graduate advisor.
- 2) For at least two (2) 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 (1) full academic year.