

GRADUATE STUDY
in
COMPARATIVE LITERATURE



University of California, Berkeley
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Department of Comparative Literature
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GRADUATE STUDENT HANDBOOK
DEPARTMENT OF COMPARATIVE LITERATURE
UNIVERSITY OF CALIFORNIA, BERKELEY

TABLE OF CONTENTS

| | Page |
|---|------|
| I. INTRODUCTION | 5 |
| II. COMPARATIVE LITERATURE FACULTY | 7 |
| III. ADVISING AND REGISTRATION | 11 |
| International Students | 11 |
| IV. THE PH.D. PROGRAM | 12 |
| Ph.D. Program Requirements | 12 |
| Progress toward the Ph.D. Degree | 13 |
| First Two Year Phase of the Doctoral Program | 14 |
| Second Year Review | 14 |
| Permission to Proceed to the PhD | 15 |
| Historical Coverage | 16 |
| Language Competency | 16 |
| Ph.D. Qualifying Examination (Q.E.) | 18 |
| Reading List and Statement of Interest for the Qualifying Examination | 19 |
| Advancement to Candidacy | 21 |
| Normative Time | 21 |
| Doctoral Completion Fellowship (DCF) | 21 |
| The Dissertation Prospectus | 23 |
| The Doctoral Dissertation and Completion of the Ph.D. Degree | 23 |
| Filing Fee | 24 |
| V. THE MASTER'S DEGREE | 26 |
| Course Requirements for the M.A. . | 26 |
| Semester Course Load for M.A. Students | 27 |
| The M.A. Reading List | 27 |
| The M.A. Examination | 27 |
| VI. FUNDING AND EMPLOYMENT | 30 |
| Fellowships | 30 |
| Graduate Student Employment | 30 |
| GSI Observations | 31 |
| Financial Aid | 31 |
| Summer Funding | 31 |
| Travel Grants | 32 |
| VII. APPENDICES | 33 |
| APPENDIX 1. POLICIES | 35 |
| 1.A. Appeals, Variances, Grievances | 35 |
| 1.B. Department Disclosure Policy | 35 |
| 1.C. Course Substitution Policy | 35 |
| 1.D. Seminar Grading Policy | 36 |
| APPENDIX 2: DISABILITIES | 37 |
| APPENDIX 3. DEPARTMENT STAFF CONTACT INFORMATION | 38 |

"It is the job of poetry to clean up our word-clogged reality by creating silences around things."

Mallarmé

I. INTRODUCTION

COMPARATIVE LITERATURE GRADUATE PROGRAM

University of California, Berkeley

Our graduate program is recognized as one of the leading Comparative Literature programs in the country. The Department is a vibrant place for the research and study of literatures and cultures in an interdisciplinary framework, from transnational and cross-cultural perspectives. Our faculty and graduate students develop new historical and theoretical frameworks, and rethink those we have inherited, opening new perspectives on social and cultural forms and relations.

Comparative Literature provides students with tools for engaging, analyzing, and interpreting texts; and for writing, editing, translating, and thinking across disciplinary and national boundaries. Our graduates take up various literary traditions, historical periods and genres, modalities, forms, and contexts, from, for example, Latin American concrete poetry, to discourses of political and race theory, to Yiddish experimental fiction. The Department offers rigorous training in numerous areas that highlight the expertise of our internationally recognized faculty, including Classics, East Asian Literatures and Arts, English, French, German, Italian, Hebrew Studies, Hispanophone Literatures, and Slavic Literatures and Cultures, as well as Critical Theory, Early Modern and Renaissance Studies, Film and Media, Gender and Sexuality Studies, Performance Studies, Comparative Poetry and Poetics, and Postcolonial Theory.

All members of the Department are deeply invested in the academic development of our students and value you as an integral part of the Comparative Literature community at UC Berkeley. The Department aims to develop your creative and intellectual interests and talents. Graduate students receive the opportunity to pursue rigorous research in a variety of literary and cultural fields, undertake team-based projects, participate in discussions about political, aesthetic, and social issues, and develop a nuanced cross-cultural understanding of historical and social processes. Many graduate students present and publish scholarly writings in the most prestigious venues, as well as producing translations, literary writings, or works of theater. All our students work closely with leading scholars in their fields in small seminars that coordinate individual and collective work. Comparative Literature graduate students play a significant role in the Department's intellectual life from their first year at Berkeley (through the First Years Graduate Research Conference and the Comparative Literature Graduate Committee, and through the editing of the Department-based journal *Qui Parle*). Students also participate in the Designated Emphasis Programs on campus, including Critical Theory, Film and Media, Gender and Women's Studies, Jewish Studies, Medieval Studies, and Renaissance and Early Modern Studies. Students have opportunities to design and team teach courses on topics of interest to them. Comparative Literature students form a well-integrated community, and also have access to the resources of the entire Berkeley campus, including departments, programs, and faculty; in fact, our program requires that students take seminars in other departments for interdisciplinary training. Our department has one of the most successful placement records of any program in the U.S. or internationally. Our doctoral graduates have become prominent Comparative Literature and national literature faculty across the country and internationally.

II. COMPARATIVE LITERATURE FACULTY

Department Affiliations and Interests

- Frank Bezner** (Ph.D., University of Tübingen)
4335 Dwinelle
fbezner@berkeley.edu
Classics; specializes in medieval Latin literature as part of medieval intellectual and cultural history. Current research lies in a genealogy of late medieval and early modern historiography; his research utopia is a cultural history of medieval Latin literature.
- Karl Britto** (Ph.D., Yale University)
4215 Dwinelle [Undergraduate Advisor—F18](#)
kbritto@berkeley.edu
French; Francophone colonial and postcolonial literatures of Vietnam, Africa and the Caribbean; 19th and 20th century French novel and poetry; theories of gender and identity.
- Judith Butler** (Ph.D., Yale University)
jpbutler@berkeley.edu
Rhetoric; Feminist theory, 19th and 20th century continental philosophy and literature, social and political thought.
- Anthony Cascardi** (Ph.D., Harvard University)
4325 Dwinelle [Dean, Arts & Humanities](#)
ajcascardi@berkeley.edu
Spanish; The Renaissance, the modern period, rhetoric, drama, the novel, literary theory, philosophy and literature.
- Anne-Lise François** (Ph.D., Princeton University)
453 Wheeler [Graduate Equity Advisor](#)
afrancoi@berkeley.edu
English; Nineteenth century British literature, narrative, lyric poetry, philosophical writing.
- Timothy Hampton** (Ph.D., Princeton University)
4218 Dwinelle [Placement Committee—F18](#)
thampton@berkeley.edu
French; 16th and 17th century, humanist discourse, literature, and politics.

Victoria Kahn (Ph.D., Yale University)
4317 Dwinelle Faculty Advisor, GSI Affairs—F18
vkahn@berkeley.edu On Leave Sp19
English; Renaissance literature, early modern political theory, history and theory of rhetoric.

Robert Kaufman (Ph.D., UC Berkeley)
4407 Dwinelle Head Graduate Advisor
robkaufman@berkeley.edu Admissions Committee
Comparative Literature; 20th-21st-century American poetry and its dialogues with modern Latin American, German, French, and British poetry; romantic and 19th-century poetry and poetics; philosophical a esthetics, literary theory, and the history of criticism (esp. since Kant and romanticism); and Frankfurt School critical theory and the arts (poetry and the other literary genres; music; cinema; painting, etc.).

Chana Kronfeld (Ph.D., UC Berkeley)
272 Barrows
kronfeld@berkeley.edu
Near Eastern Studies (Hebrew, Yiddish); Modernism, literary theory, literature and linguistics, women's poetry.

Leslie Kurke (Ph.D., Princeton University)
4331 Dwinelle
kurke@berkeley.edu
Classics; Ancient Greek literature and cultural studies, gender, literary theory.

Niklaus Largier (Ph.D., Universität Zürich)
5412 Dwinelle Hall
nlargier@berkeley.edu
German; medieval and early modern German literature; literature and philosophy; the intersections of literary and religious imagination; rhetoric and the history of emotions.

Michael Lucey (Ph.D., Princeton University)
4217 Dwinelle Placement Committee—Sp19
mlucey@berkeley.edu
French; the modern period, literary theory, the novel, lesbian, gay and gender studies.

Thomas McEnaney (Ph. D., UC Berkeley)
4327 Dwinelle Hall Placement Committee
tcm@berkeley.edu
History of media and technology, Argentine, Cuban, and U.S. literature, sound studies, linguistic anthropology, computational (digital) humanities and new media studies.

Eric Naiman (Ph.D., UC Berkeley)
 6303 Dwinelle [GSI Observations](#)
naiman@berkeley.edu
 Slavic (Russian); The modern period, literature and culture.

Ellen Oliensis (Ph.D., Harvard University)
 7233 Dwinelle [On Leave F18](#)
eolien@berkeley.edu [Undergraduate Advisor—Sp19](#)
 Roman literature and literary culture.

Harsha Ram (Ph.D., Yale University)
 6108 Dwinelle [Chair - Admissions Committee](#)
ram@berkeley.edu
 Slavic; (Russian) Late eighteenth and early nineteenth century Russian literature, Romanticism, the Russian avant-garde, Russian lyric poetry, theory of literature, poetics, literary and cultural history, literature and cross-cultural encounters, European modernism, twentieth century Italian literature, Italian literature.

Miryam Sas (Ph.D., Yale University)
 4405 Dwinelle [Chair - Bernheimer Prize](#)
mbsas@berkeley.edu
 Film Studies (Japanese); 20th Century literature, film, theater and critical theory (Japanese, French, English, German); gender, performance, experimental and avant-garde arts.

Barbara Spackman (Ph.D., Yale University)
 6323 Dwinelle
spackman@berkeley.edu
 Italian; The modern period, gender studies, fascism and culture, the novel.

Sophie Volpp (Ph.D., Harvard University)
 4117 Dwinelle Hall (Chair's Office) [Department Chair](#)
 4313 Dwinelle
volpp@berkeley.edu
 East Asian Languages and Cultures (Chinese); Chinese literature of the 17th through 19th centuries. Interests include material culture and the history of consumption, gender theory, the history of sexuality, performance studies, and autobiography.

Dora Zhang (Ph.D., Princeton University)
 442 Wheeler Hall [Faculty Advisor, GSI Affairs—S19](#)
dyzhang@berkeley.edu [Admissions Committee](#)
 English; 20th century modernist fiction (British, American, French, German), philosophy and critical theory, history of science, visual culture, linguistics and literature.

III. ADVISING AND REGISTRATION

Like all academic programs designed to develop its students' expertise and gain them accreditation for their professional careers, our Ph.D. program works with a baseline set of regulations and requirements. This handbook contains information about the principal procedures and practices governing the Ph.D. program in Comparative Literature. Please look through it before calling on your advisor to help you with the selection of your course of study, and consult it regularly while you are in the program. The Department recognizes that academic advising is an integral component of a successful graduate program. To this end, not only is it imperative that faculty advisors be informed and available, but also that students take responsibility for initiating and maintaining contact with an advisor at each stage of their academic careers.

The names and areas of interest of the Comparative Literature faculty are listed on pages 7-9 of this handbook. Incoming graduate students are assigned advisors for their first two years in the program. Professor Robert Kaufman is the Head Graduate Advisor this year.

Students at all levels in the program are required to meet with their advisors once a semester before the start of registration in order to discuss course selection for the term, progress toward degree, exam preparation, etc. Advisors will hold weekly office hours throughout the semester to facilitate the required interview before the registration period begins.

Class enrollment will take place via CalCentral, <https://calcentral.berkeley.edu/>. Phased enrollment appointments are scheduled for you in the system which begin near the middle of the semester for the following term. **You are required to meet with your advisor to discuss your chosen courses each semester until you advance to doctoral candidacy.** At the meeting with your advisor, you should take a copy of your unofficial transcript and the appropriate Advisor Interview Form housed in the Comp Lit Graduate Office. There are three versions of the form: First Year, Second Year, and Pre-QE. The interview form requires the advisor's signature. Return the form and your transcript to the Graduate Office.

Requests for variances from departmental requirements can only be authorized by the Head Graduate Advisor. Students wishing to ask for a variance should first discuss the matter with a graduate advisor, and then submit a petition in writing to the Head Graduate Advisor.

International Students

All international students should be aware that ongoing changes in government rules and regulations make it absolutely imperative to consult the Berkeley International Office (BIO) *well in advance* of any planned changes (of any kind) in registration status, such as address, travel or academic plans, periods of withdrawal from the University, etc. BIO advisors are available at International House, 2299 Piedmont Avenue, phone 642-2818, email internationaloffice@berkeley.edu. They have all the most current and accurate information, and can help you avoid any difficulties or mix-ups with your visa status.

IV. Ph.D. PROGRAM

The Ph.D. program is designed to provide familiarity with one or two (major) literatures in comprehensive historical and critical ways, and the demonstrated ability to do comparative work in and across national literatures. Normally students study three literatures – two minor literatures in addition to a major literature - but they may choose, with their advisor's permission, to study two major literatures instead. The Ph.D. is awarded upon completion of all required coursework, passing the qualifying examination (Q.E.), and filing a doctoral dissertation.

- Normative Time to Degree in Comparative Literature as recognized by the Graduate Division is **14 semesters or 7 years**.
- All students **must carry 12 units of course work each semester** (even after advancing to doctoral candidacy) in order to be considered full-time students.

Ph.D. Program Requirements

1. Participation in a first semester Proseminar (CompLit 201) in which new students are introduced to the Comparative Literature faculty and their research interests in a series of hour-long weekly meetings.
2. Option #1 – One Major and Two Minor Literatures
 - A minimum of 10 seminars, taken at Berkeley
 - * Comparative Literature 200
 - * Three additional graduate courses in Comparative Literature
 - * Four graduate courses in the major literature
 - * One graduate course in each of the two minor literatures (minor literature graduate courses must be taken for a letter grade)
- Option #2 – Two Major Literatures
 - A minimum of 12 seminars, taken at Berkeley
 - * Comparative Literature 200
 - * Three additional graduate courses in Comparative Literature
 - * Four graduate courses in EACH of the major literatures
3. Completion of the Second Year Review. In their fourth semester (or earlier, if the student enters the program with an MA), students meet with a committee of three faculty members to review progress toward the degree and plan the remaining work required for the Ph.D. (See page 14 for a detailed outline of this process.)
4. Proficiency in 3 languages other than English. Competence in one language must be demonstrated through a translation exam, and in another, through graduate-level coursework. Competence in the third language may be satisfied through either a translation exam or graduate-level coursework. (See page 16 for more details about the language proficiency requirement.)

5. A Qualifying Examination for Advancement to Candidacy for which the student prepares reading lists for one major literature and two minor literatures or two major literatures, and indicates an area of focus via a Statement of Interest. The examination has both a written and an oral component.
6. A doctoral dissertation based on a prospectus presented the semester following successful completion of the qualifying examination.

Important Considerations:

- Creative writing workshops may NOT count toward the literature coursework requirement. Final approval of coursework for major and minor literatures is determined by the Head Graduate Advisor.
- The graduate courses satisfying the two minor literature requirements must be 200 level courses. With the approval of the Head Graduate Advisor, a major literature seminar requirement may be satisfied by a 100-level, undergraduate course. This type of course substitution requires agreement by the course instructor, and virtually always requires that the student write a graduate seminar paper for the course.
- Students admitted from graduate programs elsewhere will have their courses evaluated by an advisor and, if appropriate, may have up to **two** approved by the Head Graduate Advisor for credit toward the ten or twelve seminar and coverage requirements.
- Graduate seminars may be taken on a Satisfactory/Unsatisfactory basis, although most students want to have letter grades on their transcripts. However, please be aware that **you may only receive credit for courses graded S (satisfactory) up to a limit of one third of the total units taken and passed while registered at the Berkeley campus, including any units completed in the Education Abroad Program, the UC Intercampus Visitor or Exchange Program, or a Joint Doctoral program.** Grades of S assigned in courses numbered 299 and in the 300, 400, or 600 series are excluded from this computation. You may not repeat on an S/U basis any course in which you previously received a letter grade. Courses offered exclusively on a letter or non-letter graded basis cannot be changed.

Progress toward the Ph.D. Degree

The Graduate Council has established a “Normative Time” of fourteen semesters for completion of the Ph.D. degree in Comparative Literature. Additionally, there is a four-semester in-candidacy grace period after the 14 semesters that can be applied, but this provision is governed by the Graduate Division. A recommended timetable follows:

- Second Year Review after two years of coursework (and M.A. examination, if the student chooses to take it), by end of fourth semester. The Second Year Review committee grants permission to proceed to the Ph.D.

- Ph.D. coursework and qualifying examination completed by the end of the eighth semester
- Dissertation completed by the end of the fourteenth semester

While students are urged to stay within this timetable, the Department recognizes that there may be legitimate reasons for varying from it. Students are required to review their progress with their advisors each semester, as progress toward the degree is an important factor weighed by the department when making fellowship evaluations and hiring Graduate Student Instructors (GSIs).

First Two-Year Phase of the Doctoral Program

During the first three semesters of the graduate program, students must take at least two courses with two different faculty members holding appointments in the Department of Comparative Literature. Since many of the Comp Lit faculty hold dual appointments with other Humanities departments, one of the courses may be taken in the faculty member's other department. The purpose of this requirement is to ensure that the student gets to know the faculty of the Department and to ensure that faculty members are informed about the student's work at the time of the Second Year Review.

Second Year Review

In the fourth semester after entrance into the Ph.D. program, students will be reviewed by a committee identified by them and approved by the Head Graduate Advisor. The Second Year Review Committee should include three faculty members, two of whom should be members of the Department. One member should be the student's advisor, although the Head Graduate Advisor may approve a substitute in cases where the student's own advisor is unavailable due to sabbatical leave or other circumstances.

At least two weeks before the scheduled review **the student should submit a 1-2 page statement to his/her/their Review Committee members and the CL Graduate Office** in which s/he/they indicates the languages chosen for study and the competence already attained in each language. The statement should review courses taken and indicate future course plans. The student should also indicate what work remains to be done to satisfy the historical coverage requirement in the major literature(s). Finally, students should indicate specific intellectual areas of interest that they are developing or plan to develop for the Ph.D. Qualifying Examination.

The Review is designed to be diagnostic in nature; it should assess the student's progress toward the degree and assist students in planning their course of study toward the Ph.D. In order to offer a proper and thorough evaluation of the student, the committee will consider all materials it regards as relevant to the student's case, including the record of courses taken, both at Berkeley and prior to entrance into the program, the titles of papers written, and the record of grades received. Members of the Department who have worked with the student under review are also asked to supply written evaluations of the student's progress.

Based on these materials and an oral interview with the student, the Committee will assess the work done toward coverage in the major literature, recommend further coursework, and assess language preparation and the student's overall preparation to date. A copy of this report will be delivered to the student and will also be held in the student's academic file.

This report constitutes a binding recommendation concerning future coursework and advancement toward the degree. In any case where deficiencies are noted and remedies are required, the Head Graduate Advisor will recommend a follow-up meeting with the student, to take place not more than one year after the Second Year Review. While the Review process in itself should not be viewed as an examination which carries a threat of failure, the Second Year Review is highly significant for Departmental decisions regarding permission to proceed in the program. Students should recognize the binding nature of the Committee's report. Refusal to follow the Committee's recommendations in a satisfactory way will constitute grounds for probation, and could eventually lead to dismissal from the program.

Students entering the Ph.D. program with an M.A. should plan to complete their review by the end of the **second** semester in the program. Students with an M.A. from another institution are required to demonstrate coverage in a major literature at Berkeley.

These are some of the questions that will be addressed at the Review:

- Including any additional language classes, what course work does the student require to prepare for the Ph.D. Qualifying Examination? When does the student plan to take the courses? (indicate which semester)
- What reading does the student require to prepare for the Qualifying Examination?
- Which items of the major literature "coverage" requirements have been completed thus far?
- Does the student need additional work on oral proficiency in the language of the principal literature?
- Does the level of the student's achievements as shown by the record suggest continuation in the program? Does the committee require an additional review meeting within the next year?
- What is the tentative scheduling of the Qualifying Examination?
- Who will be the student's advisor during the period prior to the Qualifying Examination?
- What will the general area of the Ph.D. dissertation be?

Permission To Proceed To The Ph.D.

Permission to proceed to the Ph.D. program in Comparative Literature is granted by the Second Year Review Committee at the end of the semester in which the Review is held. The Committee reviews the student's entire graduate record. Also considered is the written advice of members of the Department who have taught the student. Possible outcomes of the Second Year Review include the denial of permission to proceed and the

deferral of the decision pending the results of a master's exam (which becomes required in this instance only), to be taken in the semester following the review.

The Permission to Proceed process will result in one of three possible outcomes: permission to proceed to the next phase of the Ph.D. program is granted; permission to proceed is denied; or the decision may be deferred for one semester, pending the results of a required M.A. exam taken the following semester.

Historical Coverage

Students are responsible for historical coverage in the major literature(s). Coverage lists exist for most literatures. Students should obtain an electronic copy of the list for their major literature from the Graduate Office. Should you select a literature where there is no existing historical coverage list on file, please discuss this with the GSAO. A list will be crafted, as needed, and adapted into the library of historical coverages given appropriate faculty approval.

Each item on the coverage list may be satisfied by one of two methods: 1) by officially enrolling in and completing a course in which that item is covered; besides courses taken at Berkeley, acceptable courses may include *graduate* courses taken at previous institutions (this includes graduate [but not undergraduate] courses taken as an *undergraduate*) -OR- 2) by including that item on the reading list for the Ph.D. Qualifying Examination. Items may also be covered on the M.A. Exam. There will be a form in each student's file which certifies completion of coverage items. The Chair of the Second Year Review Committee will certify items completed by the time of the Review. The Head Graduate Advisor will verify that coverage has been completed when approving the Ph.D. Qualifying Examination Reading List. Students should feel free to consult with their advisors and the HGA about coverage at any time.

Language Competency

Doctoral students are expected to work in three literatures. They are expected to demonstrate competence in at least three languages other than English. We recommend that you choose languages according to your research interests. You may wish to learn the language of the scholarship in your field, to gain historical knowledge of your primary language, to strengthen your profile as a comparatist, to gain exposure to a culturally remote body of literature, or to broaden the cultural range of your literary knowledge. For example, if you are a classicist, you may wish to learn German because much of the scholarship in your field is written in this language. If you are studying Russian, you may wish to learn Old-Church Slavonic, which is required of all Slavic Department Ph.D. candidates. If you are working in the medieval or early modern period, we strongly recommend that you learn Latin. If you are studying Modern Arabic, you may wish to learn Classical Arabic. Students of Modern Hebrew should learn Biblical Hebrew. If you are working on European modernism, you may wish to learn a non-European language in order to study contemporary literary developments in

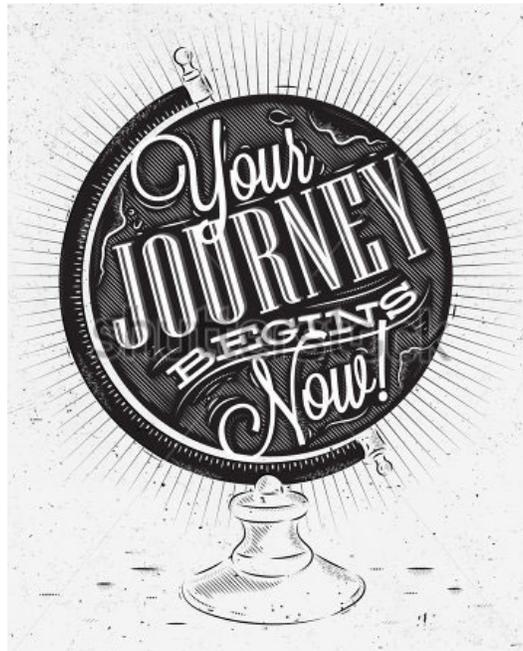
other cultures. Students should consult with their advisors during the first year of the program to discuss their language preparation in relation to their proposed course of study.

Students who choose English as a major or minor literature should be aware that they must still demonstrate proficiency in a total of three languages other than English.

The Graduate Division requires that proficiency in one foreign language be demonstrated by a translation examination (use of a dictionary permitted). Language examinations are administered by the Department twice each academic year, in mid-Fall and mid-Spring, but can be scheduled ad hoc, as needed. Students wishing to take the examination in a given semester should sign up as instructed in the e-mail notification. Copies of previous language examinations are on file in the Graduate Office for students' review.

To satisfy the proficiency requirement in the other two languages the student may take coursework in which texts are read in the relevant language, earning a grade of B or higher in an upper division (above the elementary language level) or graduate course, or take one additional language translation examination. No more than two translation examinations are allowed.

NOTE: All course and language requirements must be satisfied prior to taking the Qualifying Examination.



Ph.D. Qualifying Examination (Q.E.)

Students should plan to take their Qualifying Examination no later than their eighth semester in the program. The exam scheduling is coordinated with the GSAO.

Qualifying Exams must be scheduled during the Spring or Fall semesters. Summer Qualifying Exams will be permitted only by exception and only with the agreement of all Committee members, in absolutely urgent situations such as serious illness that has prevented the student from scheduling the Qualifying Exam in the spring, or in a case where an absolutely vital faculty member was on leave and unavailable in the spring semester.

The Committee of Examiners consists of five members: a minimum of two (including the committee Chair) *must* hold appointments in Comparative Literature. At least one member must be a Berkeley Academic Senate (i.e., UC Berkeley tenure track faculty) member from *outside* the Comparative Literature Department. The Chair of the Examination Committee (who may not serve as the Chair of the student's subsequent dissertation committee) is responsible for collecting, editing, or sometimes even writing the questions for the written portion of the examination.

Preparation for the Ph.D. qualifying examination is intended to encourage students to pursue advanced, independent, and intellectually mature work. The Ph.D. Qualifying Examination (Q.E.) constitutes the last review of students' academic progress before the writing of the dissertation. The Q.E. consists of three components, two written and one oral.

In preparation for the Q.E., a draft of the Statement of Interest and Reading List must be submitted to the Q.E. Committee Chair and the Department Graduate Office **before the end of the semester preceding the exam**. Please see the next section titled, "Reading List and Statement of Interest for the Qualifying Examination," for details about submitting final versions of these two documents.

The written portion of the Q.E. consists of two parts: a Statement Essay and a List Essay. For the Statement Essay, the student will choose one of two essay questions composed by faculty Q.E. Committee members from the student's Statement of Interest. For the List Essay, the student will choose one of two questions composed by Committee members from the student's Reading List. (These two List-Essay questions will ask the student to consider the student's literatures in ways distinct from the approach articulated in the student's Statement.) The questions for each portion (Statement and List) are emailed from the Graduate Office at an agreed upon time to the examinee, completed remotely (at home or offsite), and returned to the Graduate Office twenty-four hours later.* Each submitted essay should be **15 double-spaced pages** or less.

* Students with disabilities may apply for additional time or other accommodation, as appropriate. Contact the Disabled Students' Program, <http://dsp.berkeley.edu/>.

Candidates choose a written exam schedule which allows for days off between writing sessions, but the written portion of the exam must be completed within seven consecutive calendar days.

In answering the written questions the candidate must demonstrate not only coverage of the literatures presented, but also familiarity with the relations between them and with historical and theoretical aspects of these relations. The candidate is also expected to engage the critical (secondary) and theoretical literature bearing on the issues discussed and to draw on the pertinent parts of the reading list in a way that gives evidence of readiness to undertake a dissertation in the general field designated by the list and statement. Samples of written examination questions are on file in the Graduate Office.

After the Committee has read the examination papers, each member will prepare a written review, which will be made available to the student, in collaboration with the Chair of the committee, who will inform the candidate of the outcome and discuss any strengths or weaknesses to be considered in preparing for the Oral Examination.

The oral component of the Q.E. takes place approximately two weeks after the completion of the written exam, and consists of a two-hour question period; three hours are allocated and scheduled for the process, including breaks. The Oral Examination may take the Written Essay portion of the exam as a point of reference or departure, but it will range beyond that to the Statement of Interest and other parts of the Reading List not touched upon in the written examinations.

Students who fail all or part of the Oral Qualifying Examination may, with the consent of the Committee of Examiners and the Dean of the Graduate Division, take the Oral Examination a second time. In cases where a Re-examination is called for, specific comments on the problems in the first attempt will be communicated to the student in writing. A tentative date for Re-examination will be set at that time, but typically, the Re-examination will take place in the next semester.

Reading List and Statement of Interest for the Qualifying Examination

In preparation for the Q.E., a draft of the Statement of Interest and Reading List must be turned in to the Q.E. Committee Chair and the Department Graduate Office before the end of the semester preceding the exam. *Final versions of the Statement and List must be approved and signed (signatures should go anywhere on the first pages of the statement and list) by the Exam Committee Chair and the expected Dissertation Committee Chair (if known), and distributed to all Committee members no later than six weeks before the written part of the Exam takes place. This will ensure that all Committee members have the same material on which to base the questions they will compose for the written exams. The approved/signed Statement and Reading List must also be submitted to the Department Graduate Office before the first written exam is scheduled.*

The Reading List is composed of three sections. The first section consists of 15 items representing a substantial body of works from then major literature. The second section consists of 15 items divided (8/7) between the literatures of the minor languages. In the case of two major literatures, the sections (I and II) will have 15 entries each. The third section consists of items that represent the interests and inform the work presented in the student's statement. These items may be (1) theoretical and metacritical texts, (2) ancillary literary works, or (3) examples from the other arts. In this third section, the student is expected to read in the original any works in the literatures represented in the first two sections.

There should be 15 items from the major literature on an exam Reading List. Items from the Historical Coverage List for this literature may be excluded if a student has written an M.A. Exam or taken courses that include those items, but a total of 15 items in this section of the Reading List must always be included.

N.B. As noted above, students may, with their advisor's permission, choose to study two major literatures instead of one major and two minors. When the student opts to focus on two major literatures, the Historical Coverage requirement is 15 items for each of the two, with no required coverage for a minor literature.

On these Lists, an item is construed as a body of work (e.g. three novels by Achebe, four plays by Chikamatsu Monzaemon, the complete poetry and selected letters of Keats, three Gothic novels, four screwball comedies, three critical works on canon formation). The first two sections of the Reading List should include a broad range of literary forms or genres.

Historical Coverage Lists are available for most literatures, and can be requested from the GSAO. Students are responsible for coverage in the major literature(s) they have chosen either from courses or the Examination. The first section of the Reading List will include items from the Coverage Lists that have not been satisfied by course equivalents.

The student's Statement of Interest (approximately three single-spaced pages) should indicate chief areas of concern both within a single historical period and across time. Although the Qualifying Examination is meant to help prepare the student for the doctoral thesis, the Statement of Interest is not to be equated with an official or formal prospectus. Although the Statement may (but need not) indicate the topic for the intended doctoral thesis, it should begin to situate that intended topic among the larger issues of Comparative Literature. The chronological markers for a historical period are based upon the notion of the particular period. The Department wishes to ensure that students will be able to work at a professional level with questions whose answers transcend the study of a single period. Prior to the Renaissance, for example, a single "period" may take in as many as 500 years; in the eighteenth and nineteenth centuries, 150 years may be a representative span of time. Samples of Reading Lists and Statements of Interest may be requested from the Graduate Office.

Advancement to Candidacy

In the same semester in which the student has passed the Ph.D. Qualifying Examination, the Application for Advancement to Candidacy for the Ph.D. should be submitted by the student via Cal Central. It is important for both the student and the Department that this form be submitted as soon as possible after the Qualifying Exam. The form will be routed to both the prospective Dissertation Chair and the Head Graduate Advisor for approval. Students should consult with their advisors about the make-up of the Dissertation Committee ahead of the Qualifying Exams. This Committee normally consists of three Readers, two of whom must hold appointments in the Department of Comparative Literature, with the third a Berkeley Academic Senate member (i.e., tenure track faculty) from a department other than Comparative Literature. If the dissertation committee Chair is not a Comparative Literature faculty member, the Graduate Division requires a 4-member committee, with the second and third members from the Department of Comparative Literature. In this case, the fourth committee member must be a UC Berkeley Academic Senate member from a department other than Comparative Literature. This person will serve as the “outside” reader. Committees of 5 or more may be approved, by exception, at the discretion of the Graduate Dean; however, Committees of greater than five are discouraged.

Normative Time

The Graduate Division recognizes that the normative time to degree for the completion of the Ph.D. degree is fourteen semesters. However, the Graduate Division has established a two year grace period after normative time within which to complete the degree by filing the dissertation. After this grace period students will lapse.

Should this lapse occur, the student will need to consult with the Comparative Literature Graduate Office, Head Graduate Advisor, and/or the Graduate Division to learn what actions may be taken to extend or reinstate their candidacy. Students may petition the Graduate Division for an extension of up to one year of normative-time eligibility for periods of official withdrawal from the University for medical or family-care leave.

Graduate Division’s Dissertation Completion Fellowship

The Dissertation Completion Fellowship (DCF) provides incentive for students in certain graduate programs to make timely progress toward degree completion. Specifically, it is geared to aid students who will file the dissertation near or within Normative Time. DCF is offered to all incoming students upon admission.

A student using DCF may supplement the two semester fellowship with one 25% time GSI or GSR position during one of the two semesters.

Eligibility for the Doctoral Completion Fellowship

To be eligible for the DCF students must:

- Be advanced to candidacy
- Be in good academic standing with a minimum GPA of 3.0
- Have a satisfactory online Doctoral Candidacy Review for the most recently completed academic year
- Have participated in PhD completion activities or in other requirements, as directed by their program

Eligible students may activate the fellowship at any time after their advancement to candidacy through the end of Normative Time to Degree plus one year (NT+1). Students, along with advice from their advisors, collaborate on advisable timing for use of the Fellowship.

Eligible students wishing to activate the DCF must have initiated the online Doctoral Candidacy Review during the previous year (ending the day before the start of Fall semester) and their Dissertation Committee Chair's assessment must be that their progress is satisfactory.

Consequences of Using the DCF

Filing of the Dissertation is expected to occur before the end of one year past Normative Time to Degree **at the latest**. Consequently, university funding may not be awarded to a student who has activated the DCF beyond one year past Normative Time to Degree (Normative Time plus one year.). This may include paid employment of any kinds, as well as block grant and departmentally restricted funding. Students may take out loans or use their own outside funding to continue after one year past Normative Time to Degree.

The Filing Fee option is available to students who have used the DCF, assuming they qualify (must not have previously used the Filing Fee; must have been registered in the previous semester; must not be using any University resources).

Normative Time Calculation

The DCF requires students to maintain progress based on Normative Time for their degree program. Every semester enrolled or withdrawn, formally or informally, counts in the calculation of elapsed semesters of Normative Time, with limited exceptions for approved medical withdrawal or parental accommodation under Graduate Council policy. Any withdrawal for research or other academic purposes will count in accrued time, as will semesters included in retroactive withdrawals (except approved retroactive medical withdrawals).

A maximum of two semesters of withdrawal for medical purposes, documented by a formal withdrawal, cancellation by the program, or retroactive withdrawal petition, will not count in calculating a student's eligibility for the DCF.

The Graduate Council's 2007 statement on Doctoral student parent accommodation states that, "A student eligible for the Dissertation Completion Fellowship (DCF) who has been granted a time extension for parental accommodation is entitled to a credit in the normative time calculation. Credit for up to two semesters of parental leave before advancement to candidacy will be granted provided that either 1) the student formally withdraws for that purpose, or 2) the student intends to register to undertake a modified schedule and applies for parental leave status before or at the start of the proposed semester of leave."

The Dissertation Prospectus

No later than one semester after passing the Ph.D. Qualifying Examination, students are required to schedule a Prospectus meeting with the members of their Dissertation Committee. At least two weeks before the meeting, the Prospectus, which should not exceed 15-20 pages (preferably, no more than 15), must be distributed to the Committee. At the meeting, the student and Committee will discuss the Prospectus, and plan the writing of the Dissertation. Once the Prospectus has been approved by the Committee and signed by the Chair, a copy will be turned in to the Graduate Office.

Prospectus meetings must be scheduled during Spring or Fall Semesters. Summer meetings will be permitted by exception only, in absolutely urgent situations such as serious illness that prevented the student from scheduling the meeting in the spring, or in a case where an absolutely vital faculty member was on leave and unavailable in the spring semester.

The Doctoral Dissertation and Completion of the Ph.D. Degree

The final Dissertation is approved and signed by the entire Dissertation Committee and turned in to the Graduate Division for the awarding of the Ph.D. degree. The Graduate Division has set guidelines for the format of the Dissertation and deadlines for submission of the final version of the thesis for each degree date. Students are encouraged to consult with the Graduate Degrees Office (318 Sproul), or visit the Graduate Degrees Office's website, well in advance of the completion of their dissertations to ensure that their work conforms with Graduate Division requirements. The web address for Dissertation guidelines is grad.berkeley.edu/academic-progress/dissertation/.

Filing Fee

Filing Fee status is a reduced fee (one-half of the Student Services Fee), for Doctoral students who have completed all requirements for the degree except for filing the dissertation. (It is also available to Master's students with no requirements remaining except for taking the final Comprehensive Examination.) Filing Fee status is available for Fall and Spring Semesters only. It is not a form of registration. Students on Filing Fee status are not eligible to hold academic appointments or receive University funding because they are not registered. Filing Fee status may be used only once during a student's career. *Note: If a student does not complete the final degree requirements (ie filing the dissertation) during the semester for which Filing Fee status is approved, the student must apply for readmission and pay regular registration fees during a subsequent semester to complete the requirements.*

Filing Fee status is only available for students registered in the immediately previous term: fall semester to be on Filing Fee in spring; spring semester or Summer Session (registered for at least three units) to be on Filing Fee in fall. Filing Fee status is not available for Summer Sessions currently. (Students are permitted to file a dissertation while registered for Summer Session.) Filing Fee status applies for the length of the semester, up to the last working day of the term, which is the deadline for filing the dissertation.

Filing fee status can satisfy the SEVIS requirement for international students only if the student has obtained the signature of the Berkeley International Office (BIO) student advisor. To avoid visa problems with the U.S. Immigration and Customs Enforcement, international students must contact the Berkeley International Office well before the beginning of the semester during which they plan to be on Filing Fee.

Students must apply for Filing Fee status by the end of the first week of classes of the semester in which they intend to file.



**KEEP
CALM
AND
JUST DO
YOUR PHD**

V. THE MASTER'S DEGREE

In order for the M.A. degree to be conferred, students must complete the Ph.D. coursework outlined below with at least a 3.70 GPA, and also successfully complete a written M.A. exam. Students wishing to receive the M.A. degree must take the Exam by the end of the fourth semester of graduate study. (The M.A. is not offered on the Graduate Division's thesis plan). Students who take and pass the M.A. Exam in the fifth semester, following the recommendation of the Second Year Review Committee (see above), will also be eligible for the M.A. degree.

The M.A. Examination emphasizes understanding and analysis of texts from the M.A. Reading List. The essay answers to the M.A. Exam should be well written. In writing their M.A. Exam essays, students are expected to show both knowledge of the texts on the M.A. Reading List and an ability to use that knowledge to cogently articulate critical perspectives on issues raised by the Exam essay questions. The Exam is ten hours in length; on each of two separate days, students write a five-hour essay, choosing to answer one of two possible essay questions presented.

The M.A. is awarded on the basis of:

24 units of course work, including at least 12 graduate units in Comparative Literature, and no more than 12 upper division undergraduate units. Please note that some departments offer courses of 3 units while Comparative Literature courses are 4 units. *N.B.: Students may have a maximum of 1/3 of the units of their transcript taken on a Satisfactory/Unsatisfactory basis in courses numbered 298 and lower.*

Knowledge of at least two foreign languages must be demonstrated by a combination of 1) a translation examination, 2) a grade of B or higher in one upper division course (ie, elementary language courses would not suffice), or 3) a graduate course in each language.

Passing a written examination at the end of coursework. The M.A. degree is conferred in recognition of the student's achievement in (a) Comparative Literature, (b) one major (i.e., emphasized) literature, and (c) one minor literature not normally taught in the same department as the major literature.

Course Requirements for the M.A.

There are no specific Departmental course requirements for the M.A. except those listed above. These also satisfy the requirements set by the Graduate Division. However, the Comparative Literature Department currently offers its M.A. degree only as part of its Ph.D. program. Courses taken by students wishing to receive an M.A. de-

gree should be planned with the requirements for the Ph.D. in mind, since courses chosen for the M.A. also count toward the 10 graduate courses required for the Doctorate.

Courses should be chosen in consultation with a graduate advisor who can evaluate students' backgrounds and suggest individual programs that will strengthen each student's linguistic, critical, and theoretical skills. Since the Ph.D. requires additional language skills and, usually, at least one additional minor literature, students will wish to choose courses that provide broad linguistic and literary background at the early stages of their graduate programs.

Semester Course Load for M.A. Students

Since a minimum of 24 units is required for the M.A., a student wishing to complete coursework for the M.A. degree within one academic year must take a minimum of 12 units of appropriate coursework each semester. Most students, however, prefer to take three or four semesters, in order to prepare themselves more broadly and read beyond the requirements for coursework. In general, it is advisable that no more than three graduate courses (and in the first semester, two) be taken at one time, regardless of the number of units.

The M.A. Reading List

The M.A. Examination is based on an approved Reading List of 20 items. (An item is defined as representative works of a single author read in the original language). Thirteen items demonstrate historical coverage in the major literature, and seven items cover the minor literature. Should a candidate wish to present two minor literatures, five items in each minor must be specified in addition to the 13 items in the major literature. Further, each item on the entire List must be accompanied by a secondary source on the subject (book, article or chapter of the student's choosing). Students should plan their Lists at least one semester before taking the M.A. Examination.

Samples of the Lists stipulating 13 items for each major literature may be obtained from the Graduate Office. Each List contains, in addition to required readings for Historical Coverage, a number of slots for electives. The electives in the major literature and all the items in the minor literature(s) are chosen by students in consultation with their graduate advisors. An item represented in a minor literature should conform in scope to the requirements for an item in the major literature. For example, students choosing English as a minor literature should consult the English List in selecting their minor items. Copies of the Reading List, approved and signed by the student's graduate advisor, should be submitted to members of the student's Exam Committee and the Department Graduate Office **by the end of the semester prior to the term in which the examination will be taken.**

The M.A. Examination

The master's degree is awarded upon successfully passing a Written Examination taken at the completion of course and language requirements.

Students generally may not allow more than one semester to elapse between completion of the approved coursework and the M.A. Examination, which is to be taken no later than the fourth semester of studies. Students wishing to take the M.A. Examination must notify the Department **the semester prior to the term in which the Examination will be taken**. The Examination takes place during a one-week period approximately ten weeks into the Examination semester. Please consult the Graduate Office to arrange your Exam dates. At the time of notification, students need to indicate which major and minor literatures they will present for examination.

Students may suggest which faculty members they would prefer to have on their Examining Committees, although the final Committee appointments are made by the Head Graduate Advisor. The Committee of Examiners consists of three faculty members, two of whom must hold appointments in Comparative Literature. In addition, two of the Committee Members should specialize in the student's major language and one in the minor language. Exceptions to these guidelines will be considered on an individual basis.

The M.A. Examination is a written examination designed to test historical and critical coverage of the materials studied. It consists of two essays, each written in a five-hour period. One of the essay questions will deal with the major literature only; the essay question will address both the major and the minor literatures and is comparative in nature. The Chair of the Committee is responsible for the gathering of the essay questions for the Examination. Students who fail the M.A. Examination may take it a second time, before the end of the following semester.

Exam questions are designed to draw on a significant portion of literary history, and the Examination as a whole is constructed to ensure that both the earlier and later periods of the literatures are adequately represented. With this in mind, essay questions limited to a single text or to the work of a single author are not likely to be asked. However, as the Department also believes that skill in dealing with textual material is an important component of the students' preparation, it may well be appropriate to ask a student to begin writing one of the essay questions with reference to a specific passage.

The secondary or critical works appended to the items on the Reading Lists are meant to provide suggestions for the discussion of the primary texts. We hope that students will engage the critical arguments represented in the secondary readings as an aid to their discussion of the primary works, but it is understood that the secondary works will not themselves be taken as the principal foci of the essay questions.

Timing and Repetition of Exams: Students are allowed two attempts at the Examination. If the first attempt is unsuccessful, the student may take the Exam a second time, but this

must be done by the end of the semester immediately following. After the student takes the Exam for the second time, the Second Year Review Committee from the preceding year will examine the student's record, taking into account the performance on the second Exam. If a student fails the second attempt at the Exam, this constitutes failure to pass the requirements for the M.A. degree, and the student will not be permitted to continue in the graduate program. The student may also pass the M.A. Exam, and still be denied permission to proceed in the Ph.D. program, if the performance in the exam satisfies the standards for an M.A., but is not indicative of future promising work on the Ph.D. level. Such a low or marginal pass on the M.A. Exam will result in the awarding of the M.A. without permission to proceed to the Ph.D.

All students wishing to continue in the Ph.D. program will be scheduled for a Second Year Review, with their M.A. Committee members, to be held shortly after the M.A. Examination. Performance on the M.A. Exam will be considered as one element in the Committee's evaluation of overall progress in the program. Please see Section IV above for details about Second Year Review procedures.

VI. FUNDING AND EMPLOYMENT

Fellowships

A limited number of fellowships are awarded each year to new and continuing graduate students in the University fellowship competition. Qualified students in all literatures should apply for Foreign Language and Area Studies (FLAS) fellowships. Students interested in award sources are encouraged to read the literature issued by the Fellowships Office of the Graduate Division, which describes various restricted fellowships and outside grants, e.g., the Mentored Research Award, Townsend/Humanities Fellowships, Fulbright awards (both IIE and Department of Education programs), and U.C. Dissertation Year Fellowships.

Each year the Department receives a block grant of fellowship funds from the Graduate Division's Fellowships Office. These funds are then awarded at the Department's discretion, and are used to pay for the balance of fee remission for GSIs, financial assistance for summer language courses and pre-dissertation summer research, and to assist students who are not California residents with their supplemental non-resident tuition. When funding allows, the Department will solicit applications for one-semester block grant fellowships for continuing students.

Graduate Student Employment

U.C. Berkeley allows half-time teaching appointments for up to eight semesters for graduate students making adequate progress toward their degree.* The Comparative Literature Department employs continuing graduate students as Graduate Student Instructors (GSIs) to teach undergraduate reading and composition courses. Graduate students may also have the opportunity to teach lower-division courses in particular literary genres and the study of American culture. **All students wishing to teach in the coming year must submit a written GSI application, even if they have been promised guaranteed teaching for that year.**

** By exception, students may teach up to 12 total semesters.*

The Department offers a limited selection of lower-division courses, taught by GSIs, during summer session. Students submit applications and summer course proposals early in the fall semester preceding the summer in question.

In preparation for their first teaching appointments, all students must take Comparative Literature 375, the Reading and Composition Pedagogy course. This course is offered during the fall semester only. Students may receive up to four units of credit—Comp Lit 300—during each semester they are appointed to teach. All Comparative Literature students who will teach for the first time for the Department in a spring semester must plan ahead and take CL 375 the preceding fall.

Students are sometimes employed by other language and literature departments on the Berkeley campus. Graduate Student Researcher and Reader positions are also occasionally available in Comparative Literature and other departments. Graduate Student Instructors, Readers, and Tutors are covered by the contract between the University and the United Auto Workers Union.

Students are allowed to teach for eight semesters without receiving exceptional permission from the Graduate Division. Exceptions may be requested by the Department for appointments in the ninth through twelfth semesters. Appointments offered for semesters 9–12 of teaching are official and binding *only* after approval by the Dean has been received. ***Positively no GSI appointments will be approved for students to teach more than twelve semesters.***

GSI Observations

The observation process ensures that GSIs receive ongoing pedagogical guidance from faculty. Graduate Student Instructors are observed by faculty in their first semester teaching, as well as their first semester as a Lead GSI (in either a solo or team section). After the first observation, the faculty member who observed the class will give verbal feedback to the GSI. The purpose of this meeting is to identify strengths and possible areas of improvement for GSI pedagogy. The second observation results in a written report that is completed by the faculty member and placed in the student's file. Written reports are reviewed as part of the annual Outstanding GSI selection process, but they are not used in determining teaching assignments. The report discusses what worked well and what needs improvement in the areas of classroom mechanics, presentation of material, and classroom dynamics.

Financial Aid

The Office of Financial Aid (201 Sproul Hall) provides information on Federally Insured Student Loans, University Loans, and Emergency Loans, as well as on Grants-in-Aid, the National Direct Student Loan Program, College Work-Study and Educational Fee Deferments for domestic and permanent resident students.

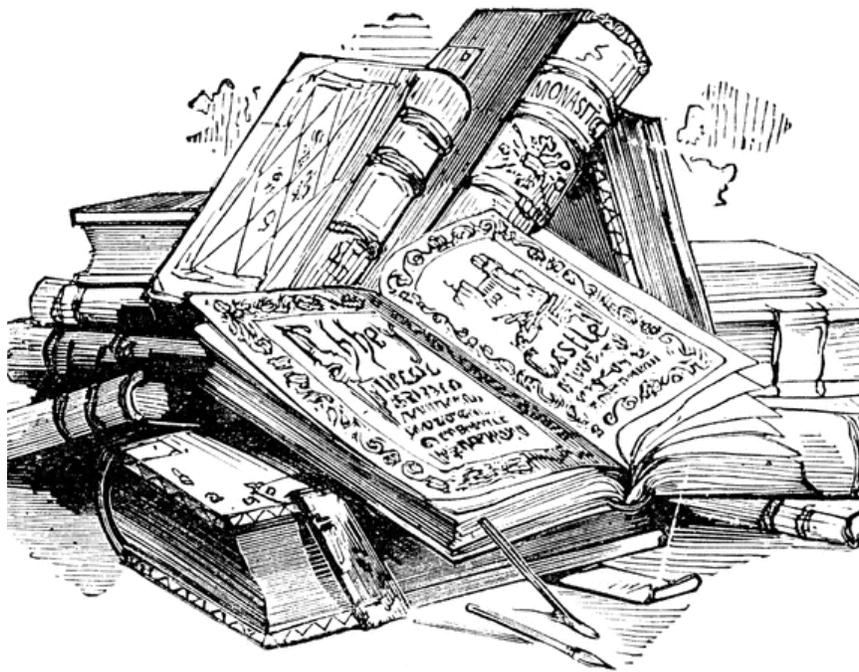
Go to <http://financialaid.berkeley.edu/> for more information.

Summer Funding

The Department offers funding for summer pre-dissertation research and language study. Pre-dissertation research funding is primarily intended for students in the early years of their program; students are eligible for this support up to and including the first summer after their Qualifying Exam. Funding for foreign-language study, while also intended for the early years in the program, may be awarded to advanced students if need is demonstrated in a strong proposal.

Travel Grants

Travel grants are available to students who are attending a conference to present a paper. Students are eligible for up to \$1000 in travel grant funding during their tenure at Berkeley. Unless travel is within California, students must first use their two Graduate Division Travel Grants (<http://grad.berkeley.edu/resource/conference-travel-grants/>) prior to applying for departmental grant funds. Applications are available from the graduate office and on the Comparative Literature website, and must be submitted electronically **in advance of the planned travel** to the department Chair for approval, with a copy to the GSAO. Application deadline for the 2018-19 academic year is December 14, 2018. Exceptions may be requested. Approved expenses will be reimbursed after travel is completed and all receipts are submitted to the department Manager. Students who are on the job market may request travel grant funding to attend the MLA; this counts against their total allotment of \$1000.



APPENDICES



VI. APPENDICES

APPENDIX 1: POLICIES

1A. APPEALS, VARIANCES AND GRIEVANCES

Some of the regulations set forth in this brochure are controlled by the Graduate Division, such as the composition of Ph.D. Qualifying Examination Committees; others, such as the Ph.D. course requirements, are under the jurisdiction of the Department. Requests for waivers of established rules should be made in writing to the Head Graduate Advisor. These should have been discussed previously with and approved by the student's individual advisor. If the matter needs to be brought before the Graduate Division, a letter, along with a memorandum from the student's individual advisor, should be presented to the Head Graduate Advisor, who will then make a recommendation to the Graduate Division. Appeals or complaints directly concerning a faculty member should be referred to the Chair of the Department.

1B. DEPARTMENT DISCLOSURE POLICY

The Department's policy concerning access to student records and disclosure of information in them conforms to the University policy, which is found in *The Berkeley Campus Policy Governing Disclosure of Information from Student Records*. A copy of this policy is kept in the Graduate Office.

1C. COURSE SUBSTITUTION POLICY

The course requirements are four Comparative Literature seminars, four seminars in the major literature and one seminar in each of the other two literatures. Requests for substitutions in satisfying the requirement of one graduate seminar in each minor literature are virtually never given. Courses must be regularly scheduled ones in the department where the minor literature is taught. Sometimes students may, with the approval of both the professor and the Head Graduate Advisor, count an undergraduate course for which they have done additional work as a graduate course.

The four Comparative Literature courses should be **comparative** courses taught in the Comparative Literature Department or, occasionally, by Comparative Literature Department faculty in those faculty members' other departments. These courses expose the student to a variety of work in comparative literature; that is, these courses should help students focus and broaden their already established intellectual/literary interests. They are also intended to familiarize students with the Department faculty and their research. In exceptional cases an independent study or a course in another department may be substituted for **one** of these four Comparative Literature Department seminars. Like-

wise, as an exception, students may substitute **one** of the four seminars in the major literature, but only one, with an independent study.

When requesting an exception to the course requirements, please address a letter to the Head Graduate Advisor, explaining the exceptional circumstances, providing a syllabus for the substitute course or independent study, and including on the syllabus—in the case of an independent study—a note from the professor involved indicating agreement to take on the independent study as a substitute for a seminar. The syllabus for such an independent study should thus be as ambitious as the syllabus of a typical graduate seminar.

Graduate courses taken at another institution—as either a graduate or undergraduate student—may be allowed to count toward the historical coverage or language requirements when procedures for obtaining permission are followed. No undergraduate courses taken previously will be allowed to count as satisfying any graduate program requirements. The Department strongly encourages students to take as many of their graduate requirements at U.C. Berkeley as possible, since developing working relationships with UC faculty, and doing coursework here, are both generally greatly beneficial to students' professional development.

1D. SEMINAR GRADING POLICY

Graduate seminars may be taken on a non-letter graded basis if desired. The seminar requirement for a *minor* literature can only be satisfied with a 200-level course. One *major* literature seminar requirement may be satisfied, by exception, by a 100-level course if approved by the Head Graduate Advisor.

APPENDIX 2: DISABILITIES

The Berkeley campus has an active Disabled Students' Program (DSP). One of its important responsibilities is to arrange accommodations for students whose disabilities interfere with their ability to function optimally within usual program customs. *All requests for accommodation must come to the Department by way of the DSP.* Students who would like to request an accommodation must first visit the DSP so that their request can be evaluated and formally presented to the Department.

Please visit the Disabled Student's Program website: dsp.berkeley.edu for detailed information about their services and resources.

**APPENDIX 3: DEPARTMENT OF COMPARATIVE LITERATURE
STAFF CONTACT INFORMATION**

Graduate Office
Rita Lindahl-Lynch, Graduate Student Services Advisor
4120 Dwinelle Hall
510-642-2629
complitga@berkeley

Undergraduate Office
Anatole (Tony) Soyka, Undergraduate Advisor
4118 Dwinelle Hall
510-642-1201
complituga@berkeley.edu

Academic Personnel/Human Resources
Aman Sandhu, Academic Human Resources Analyst
4116 Dwinelle Hall
610-642-1204
clfa_apc@berkeley.edu

Administration
Frances Katsuura (through November; after November, TBD)
4205 Dwinelle Hall
510-642-2715
clfamanager@berkeley.edu

APPENDIX 4: EMERGENCY CONTACT INFORMATION

Life-Threatening Emergency Numbers:

9-911 from a campus telephone

911 from a public telephone

(510) 642-3333 *from a cell phone*, to reach UCB campus emergency services

Non Life-Threatening Emergency Numbers:

University Police (510) 642-6760

Environment, Health & Safety (510) 642-3073

Facilities Services (510) 642-1032 x1

Medical Facilities Phone Numbers:

Tang Center Clinic, 2222 Bancroft Way (510) 642-2000

8:00 AM to 5:00 PM Monday - Friday

Tang Center Urgent Care (510) 642-3188

8:00 AM to 6:00 PM Monday - Friday

9:30 AM to 5:00 PM Saturday

11:00 AM to 3:00 PM Sunday

(8:00 AM to 5:00 PM, Monday-Friday, during the summer)

Tang After Hours Assistance: (510) 643-7197

Tang 24/7 Counseling Line: (855) 817-5667

Alta Bates Hospital, 2450 Ashby Avenue (510)204-4444

Open 24 hours, 7 days a week

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