UCLA DEPARTMENT OF COMPARATIVE LITERATURE

NEW GRADUATE STUDENT HANDBOOK

2026-2027 EDITION

TABLE OF CONTENTS

FACULTY ROSTER..... 2

STAFF DIRECTORY..... 3

PROGRAM REQUIREMENTS..... 4
- Foreign Language Requirement..... 4
- Major and Minor Fields or Sub-Disciplines..... 5
- Course Requirements..... 5
- Transfer of Credit..... 8
- Second Year Review/M.A. Exam..... 8
- First Stage Doctoral Written and Oral Qualifying Exam..... 10
- Second Stage Doctoral Oral Qualifying Exam..... 13
- Dissertation..... 14

ADVISING..... 16
- First-Year Mentors..... 16
- Exam Committee Membership..... 16
- Reconstitution of Doctoral Committee..... 18

TEACHING APPRENTICESHIPS..... 19
- Minimum Requirements..... 19
- Teaching Apprentice Titles & Qualifications..... 19
- Percentage of Time (Maximum Working Hours)..... 20
- Maximum Length of Appointment..... 20
- Leaves..... 21
- Benefits..... 21

REGISTRATION & DEGREE PROGRESS..... 22
- Scholarship..... 22
- Full-Time Graduate Study..... 22
- Leave of Absence..... 22
- In-Absentia Registration..... 22
- UC Intercampus Exchange Program..... 23

DEPARTMENTAL ADMINISTRATIVE POLICIES..... 24

CAMPUS RESOURCES..... 25

FACULTY ROSTER

The faculty listed below hold UCLA Academic Senate appointments (0% or higher) in the Department of Comparative Literature. The most current and complete list of COM LIT faculty is posted in the UCLA General Catalog:
https://catalog.registrar.ucla.edu/browse/Departments/ComparativeLiterature/Faculty-Roster

Professors

Ali Behdad, Ph.D. (*John Charles Hillis Professor of Literature*)
Nouri Gana, Ph.D.
Eleanor Kaufman, Ph.D. (*Department Chair)*
Kathleen Komar, Ph.D.
Tamara Levitz, Ph.D.
David MacFadyen, Ph.D.
Saree Makdisi, Ph.D.
Anjali Prabhu, Ph.D.
Todd Presner, Ph.D. (*Michael and Irene Ross Professor of Yiddish Studies*)
Michael Rothberg, Ph.D. (*1939 Society Samuel Goetz Professor of Holocaust Studies*)
David Schaberg, Ph.D.
Shu-mei Shih, Ph.D. (*Irving and Jean Stone Professor of Humanities*)
Giulia Sissa, Ph.D.
Zrinka Stahuljak, Ph.D. (*Director, CMRS Center for Early Global Studies*)

Professors Emeriti

Massimo Ciavolella, Ph.D.
Katherine King, Ph.D.
Francoise Lionnet, Ph.D.
Aamir Mufti, Ph.D.
Kenneth Reinhard, Ph.D.
Jennifer Sharpe, Ph.D.
Samuel Weber, Ph.D.

Associate Professors

Stephanie Bosch Santana, Ph.D. (*Director of Graduate Studies)*
Elizabeth A. Marchant, Ph.D.
Yasemin Yildiz, Ph.D.

Assistant Professors

Whitney Arnold, Ph.D. (*Director of Undergraduate Studies*)
Allison Kanner-Botan, Ph.D.
Nancy Martinez, Ph.D.
Ana Ugarte Fernandez, Ph.D.

Adjunct Assistant Professors

Romy Sutherland, Ph.D.

Kaplan South Administrative Group (KSAG) Staff Directory

CAO & ACADEMIC PERSONNEL MANAGER | MAI-LY GOSSIAUX
308 KAPLAN HALL
(310) 206-5689
MGOSSIAUX@HUMNET.UCLA.EDU

The Manager is responsible for the overall administration of the Humanities Administrative Group and the supervision of office staff. Duties include: maintaining and controlling all budget accounts; overseeing staff and faculty personnel and payroll matters; managing facilities, security, computer resources, and space utilization.

STUDENT SERVICES ADVISOR | BRIANNA BOLING
350B KAPLAN HALL
(310) 825-7650
BBOLING@HUMNET.UCLA.EDU

The Student Services Advisor is the Department's primary point of administrative contact. Duties include: academic counseling for graduate and undergraduate Comparative Literature students; coordinating graduate admissions; processing graduate student support awards; coordinating fellowship applications; maintaining the Department's website; coordinating the annual Schedule of Classes; scheduling rooms for Departmental meetings and events; and providing administrative support for the Department Chair and other faculty members.

FINANCIAL ANALYST | AMANDA GORDILLO
304 KAPLAN HALL
(424) 259-5389
AMANDAG@HUMNET.UCLA.EDU

The Financial Analyst is responsible for: managing instructional mini-grants/OID applications; purchasing and reimbursements; verifying recharges; processing travel reimbursements; generating purchase orders.

ACADEMIC PERSONNEL ANALYST | DANIELA SALGADO
304 KAPLAN HALL
(310) 206-3935
DANIELASALGADO@HUMNET.UCLA.EDU

The Academic Personnel Analyst is responsible for overseeing the hiring process for Unit 18 lecturers and all non-Academic Student Employee positions (i.e. GSRs, Tutors, Student Staff positions, etc.).

FRONT OFFICE & EVENTS COORDINATOR | LISSET CADENA
322 KAPLAN HALL
(310) 825-3856
LISSET@HUMNET.UCLA.EDU

The Front Office & Events Coordinator is responsible for overseeing all KSAG department events and programs in addition to managing the front offices for the Slavic Dept.

PROGRAM REQUIREMENTS

The Department's formal program requirements can be found on the Division of Graduate Education (DGE) website – https://grad.ucla.edu/programs/humanities/comparative-literature/. Students should make sure they are referencing the correct academic year in which they started their studies (tab back to prior academic years). What follows is meant to clarify and supplement the DGE program requirements. Students should always refer to the DGE program requirements as their official requirements of record. Any questions should be sent to the Director of Graduate Studies and/or the Student Services Advisor.

The Ph.D. in Comparative Literature requires full-time attendance in daytime classes. Degree candidates must demonstrate linguistic, historical, and critical competence in two or more literatures. Students take three exams throughout their academic career: a Second Year Review/M.A. Exam (with a written and oral component), a First Stage Doctoral Written and Oral Qualifying Exam and a Second Stage Doctoral Oral Qualifying Exam based on a Dissertation Prospectus.

Foreign Language Requirement

The Comparative Literature Department strongly emphasizes language training for students. The hallmark of the degree is deep engagement with texts in the original language. Literary proficiency in at least two languages (other than English) is essential for the Ph.D. in Comparative Literature, and dissertation projects will reflect this strength. Students should be able to successfully complete graduate-level courses conducted in the languages of their specialization: skills include writing, discussion and oral communication of scholarly material, and reading and interpreting literary texts and/or visual and cultural material -- all in the target language.

The requirements for at least one of the two required foreign languages must be completed prior to the Second Year Review/M.A. Exam (i.e. by Spring Quarter of a student's second year in the program). The second foreign language requirement should be completed no later than one month before the Second Stage Doctoral Oral Qualifying Exam. Some flexibility is offered through close and advance consultation with the DGS.

When planning coursework in the languages, students must carefully consider how the above-described level of proficiency will be reached through the courses or methods chosen. Students should consult the course catalog and contact the instructor of their chosen courses to understand the medium of instruction, materials, use of the target language in all the three required skill areas and discuss with the DGS, prior to enrolling, the suitability of the sequence of courses they propose to take. Students may complete two undergraduate upper division courses in literature or related material in the appropriate language department (numbered 100-199) or two graduate literature courses in the appropriate language department (numbered 200-299) or one of each with a letter grade of "B+" or higher. The second language requirement is satisfied by completion of one upper division or graduate literature course in the appropriate language department with a letter grade of "B+" or higher.

The Comparative Literature Department requires demonstrated language competency beyond the intermediate level (for many language departments, this is the equivalent of two years of instruction at UCLA) in order for students to enroll in these upper division or graduate courses in other language departments for the purposes of satisfying the language requirement. It is important

to note that for enrolling in those courses, individual departments might have internal requirements, which would supersede this minimum requirement.

When appropriate courses are not available in the target language, students must bring proposals for language acquisition to be approved by the DGS: these may include independent work with faculty at UCLA who have the target language competency, coursework at other UCs or other institutions, study abroad, and so forth. Any such alternate arrangement must be approved by the DGS prior to embarking on the study and students should be prepared to submit requested materials, contact information of the instructor, and other details for the approval process. Whether the requirement is satisfied through course work, independent study, or other immersive methods, students should be prepared to provide completed work, including recorded oral assignments as needed. It is important to note that the department provides great flexibility to students and encourages them to explore languages as they become pertinent to their projects and also to explore heritage languages or resurrect language competencies they might have lost. Due to the variable backgrounds that students bring to their learning of languages, the pathway to proficiency for each student will be unique.

Procedure: Upon completion of the appropriate coursework for the foreign language requirement(s), students must file a Language Petition form (https://grad.ucla.edu/gasaa/library/lngpetition.pdf) with the Student Services Advisor. Separate forms must be filed for each language; students should therefore select "Partially fulfill" on their first form and "Fulfill" on their second form. Students must also specify the course number and quarter completed for each language course that should apply toward the requirement in the "Additional Information" field at the bottom of the petition form. The Language Petition requires the student's signature, as well as approval from the Department Chair or Director of Graduate Studies.

Major and Minor Fields or Sub-Disciplines

The major field should reflect the primary emphasis of the student's dissertation and illustrate the student's knowledge of literary studies and language proficiency appropriate to the field. A general knowledge of the major field is demonstrated through course work. The major field should be discussed with the Director of Graduate Studies during the quarter preceding the Second Year Review/M.A. Exam and declared during the Second Year Review/M.A. Exam.

The student's minor field should focus either on another literary or cultural tradition, or on a defined theoretical or interdisciplinary approach from related disciplines such as musicology, film studies, gender studies, or art history and the second language proficiency will bolster this expertise. The minor field should be discussed with the Director of Graduate Studies prior to the First Stage Doctoral Written and Oral Qualifying Exam.

Students must consult with the Director of Graduate Studies regarding changes to their major and minor fields.

Course Requirements

All course work must be completed by the end of the third year. Sixteen (16) letter-graded seminar courses and one pedagogy course taken at UCLA are required for the Ph.D. degree, distributed as follows:

- Comparative Literature 200A and 200B

- Humanities 495A pedagogy course (Humanities 495B also required to teach Writing II courses)
- Six graduate courses in Comparative Literature
    - Graduate courses taught by Comparative Literature faculty in other departments may apply toward this requirement.
    - Under special circumstances and with approval from the Director of Graduate Studies, a maximum of two letter-graded courses in the 500-series (596) may apply towards the graduate course requirements.
- Six graduate courses in the major literature (of which one may be upper division)
    - Coursework completed to satisfy the foreign language requirement may apply toward the major field requirements
    - Under special circumstances and with approval from the Director of Graduate Studies, a maximum of two letter-graded courses in the 500-series (596) may apply towards the graduate course requirements.
- Two graduate courses in the minor literature/field (of which one may be upper division)
    - Coursework completed to satisfy the foreign language requirement may apply toward the minor field requirements

	Fall	**Winter**	**Spring**	**Cohort Checkpoints (approximate timeline)**
Year 1	• **COM LIT 200A** • 1 graduate-level (200-299) seminar • Foreign language or independent study coursework	• **COM LIT 200B** • 2 graduate-level (200-299) seminars • Foreign language coursework (if needed)	• **Humanities 495A** • 2 graduate-level (200-299) seminars • Foreign language coursework (if needed)	• Focus on coursework • Begin first required language prep • Explore areas of interest
Year 2	• Humanities 495B, if needed • 3 graduate-level (200-299) seminars • COM LIT 596, if needed for units as a TA	• 3 graduate-level (200-299) seminars • COM LIT 596, if needed for units as a TA	• 3 graduate-level (200-299) seminars • COM LIT 596, if needed for units as a TA	• Establish Second Year Review Committee • File at least one language petition • Complete at least 11 graded courses + Humanities 495A • Take Second Year Review in Spring quarter
Year 3	• 3 graduate-level (200-299) seminars • COM LIT 596, if needed for units as a TA	1-2 graduate-level (200-299) seminars or COM LIT 597	COM LIT 597	• Finish coursework (16 graded courses overall) • File second language petition • Start thinking about committee for your First Stage Doctoral Exam and start preparing for the Exam *Possibly take First Stage Doctoral Written and Oral Qualifying Exam or at the beginning of Year 4

Year 4	Remaining coursework and/or COM LIT 597	Remaining coursework and/or COM LIT 597	Remaining coursework and/or COM LIT 597	• Schedule and complete First Stage Doctoral Written and Oral Qualifying Exam • Nominate your doctoral committee two months in advance of Second Stage Exam • Schedule and complete Second Stage Doctoral Oral Qualifying Exam • Take First and Second Stage Exams by end of Year 4
Year 5	COM LIT 599	COM LIT 599	COM LIT 599	Focus on dissertation writing
Year 6	COM LIT 599	COM LIT 599	COM LIT 599	File your dissertation by end of Year 6

Note: Our program's normative time to degree is six years. The Cohort Checkpoints for Years 3-6 will vary greatly by individual student. This is just a general guideline for a possible academic journey – not necessarily the rule.

Under special circumstances and with approval from the Director of Graduate Studies, a maximum of two letter-graded courses in the 500-series (596) may apply towards the graduate course requirements.

Students must complete 12 courses (48 units) for the M.A. prior to their Second Year Review/M.A. Exam, as outlined above. Students are expected to complete the remaining coursework for the Ph.D. by the end of Year 3, but must complete them before taking the First Stage Doctoral Written and Oral Qualifying Exam.

Individual Study (500-series) Courses

Courses numbered in the 500 series are directed individual study or research at the graduate level. These courses are variable unit courses that can be taken for 2-12 units of credit to enable a student to meet the study list requirement for full-time status (See page 19 for details).

All Comparative Literature faculty supervise individual study tutorials under the following course numbers:

- **COM LIT 596. Directed Individual Study or Research:** Students usually enroll in COM LIT 596 during their first three years of doctoral study. This course may be completed on a Satisfactory/Unsatisfactory (S/U) or letter-graded basis. Students who plan to apply credit for individual study toward their course requirements must enroll in COM LIT 596 for 4 letter-graded units. A maximum of two letter-graded courses in the 500-series (596) may apply towards the graduate course requirements, with approval of the Director of Graduate Studies.
- **COM LIT 597. Preparation for the M.A. and Ph.D. Exams:** Students enroll in this course when preparing for and undergoing the First Stage Doctoral Written and Oral Qualifying Exam and the Second Stage Doctoral Oral Qualifying Exam.
- **COM LIT 599. Research for Ph.D. Dissertation:** Students enroll in this course once they advance to doctoral candidacy.

COM LIT 597 and 599 are mandatory S/U-graded courses. All 500-series courses may be repeated for credit.

Transfer of Credit

There are two stages in having courses recognized from other institutions. Before the Second Year Review/M.A. Exam, students can petition to have two courses recognized, if they have not been taken for any other degree previously awarded, at UCLA or another institution, or before the award of the bachelor's degree (per Division of Graduate Education policy). A maximum of two courses completed with a minimum grade of "B" in graduate status may apply toward the 12 courses required for the M.A. prior to the Second Year Review/M.A. Exam. Two courses would be the equivalent of eight quarter units or five semester units. The approval of the Division of Graduate Education and the Department is required.

After the Second Year Review/M.A. Exam, students who have been admitted to the program with an M.A. may petition to validate up to three courses taken toward a degree at another institution toward the Ph.D. The approval of the Department is required.

Correspondence courses are not applicable to graduate degrees at UCLA.

Procedure: Students who wish to apply coursework completed in graduate status at other institutions toward the 12 courses required for the M.A. prior to the Second Year Review/M.A. Exam must complete a Graduate Degree Petition (https://grad.ucla.edu/gasaa/library/mapetition.pdf) to request a "Transfer of Credit". In the form, students will be asked to provide relevant information, including: units, department and course number, the name of the institution, and a brief explanation for this request. An official transcript should be attached to the petition form and submitted to the Student Services Advisor and Director of Graduate Studies for departmental approval. Please see the Student Services Advisor for Departmental procedure. Upon approval, the form is then sent to the Division of Graduate Education for review.

Exams

Students in the Comparative Literature Ph.D. program are required to undergo three exams before advancing to doctoral candidacy: the Second Year Review/M.A. Exam (with a written and oral component), the First Stage Doctoral Written and Oral Qualifying Exam and the Second Stage Doctoral Oral Qualifying Exam based on a Dissertation Prospectus.

The Second Year Review/M.A. Exam evaluates a student's mastery of the material taught in Years 1 and 2 and their plans for future research.

The First Stage Doctoral Written and Oral Qualifying Exam evaluates a student's ability to produce scholarly work within a constrained time period at their current stage in the program, as well as demonstrating the breadth and depth of the knowledge they have so far acquired.

The Second Stage Doctoral Oral Qualifying Exam evaluates the feasibility and scholarly contribution of a student's proposed dissertation research.

Second Year Review/M.A. Exam

Students in the Department of Comparative Literature are required to undergo a Second Year Review/M.A. Exam during the Spring Quarter of their second year in the program. Under

exceptional circumstances, students may be allowed to schedule the Second Year Review/M.A. Exam in the Fall Quarter of their third year, with approval from the Director of Graduate Studies.

Preparation: Prior to the review, students must complete a minimum of 12 courses (11 letter-graded seminar courses and Humanities 495A), as follows:

- Comparative Literature 200A and 200B
- Humanities 495A pedagogy course
- Three (3) additional Comparative Literature graduate (200-series) courses
    - Under special circumstances, students may petition the Director of Graduate Studies to apply up to two individual study (500-series) courses taken for a letter grade toward the course requirements
    - Graduate courses taught by Comparative Literature faculty in other departments may apply toward this requirement.
- Six (6) major and minor field courses, of which at least three (3) must be in the major field.
    - One major and one minor field course may be upper division courses with approval from the Director of Graduate Studies
    - Coursework completed to satisfy the foreign language requirement may apply toward the major or minor field requirements

The requirements for one of the two required foreign languages must be completed prior to the review.

Up to two courses completed with a minimum grade of "B" in graduate status, which did not count towards a previously awarded degree, may apply toward the 12 courses required for the M.A. prior to the Second Year Review/M.A. Exam.

Please see the addendum document linked here which should serve as accompanying information meant to support what is already listed in this handbook.

Review/Exam Committee: Students must convene a review/exam committee comprised of three faculty members; one of these three faculty members must be the Director of Graduate Studies, and at least one other must be faculty in the Department of Comparative Literature.

Scheduling & Room Reservations: Students are responsible for coordinating with their committee members to schedule the Second Year Review/M.A. Exam. The Exam should be scheduled to take place before the end of Spring Quarter. Once a date has been decided, the student should contact the Student Services Advisor at least two weeks in advance to book a meeting space. The COM LIT seminar room in 348 Kaplan Hall is typically reserved for this purpose; however, alternate accommodations may be made if the room is unavailable.

Seminar Papers: Students are required to choose two seminar papers (with or without revisions) and circulate them among the review committee at least two weeks in advance of the review. With prior approval from their committee members, students may also present papers that were submitted to a conference or journal. The papers serve as tangible evidence of successfully completed academic tasks.

Students are advised to submit two papers totaling 30-50 pages of written work. They are permitted to revise or work on these papers after the seminars in which they were submitted have concluded, but they are not required to do so. Papers should demonstrate mastery of course material covered in years 1 and 2 and potential for future research, but need not be relevant to

possible dissertation topics. Students should review these papers in advance, and should be able to speak knowledgeably about their content. Both form and content are evaluated and discussed during the review.

Progress: The Second Year Review/M.A. Exam is an opportunity for students and faculty to discuss the student's current and future progress in the degree program. Students are not required to propose their dissertation topic during the Second Year Review/M.A. Exam; however, they should be prepared to discuss ideas for future research with their committee.

Results of the Review/Exam: Students who enter the program *with* an M.A. in Comparative Literature must hold a Second Year Review/M.A. Exam, but will not be awarded an M.A. from UCLA. The one exception to this rule is if the previously awarded M.A. in Comparative Literature is *distinctly different* from UCLA's M.A. in Comparative Literature – this requires a thorough review by the Director of Graduate Studies before determination. The results of the Second Year Review/M.A. Exam for students who hold an M.A. are recorded as follows: (1) Pass with permission to continue to the Ph.D.; (2) Pass with reservations and specific recommendations for improvement with permission to continue toward the Ph.D.; or (3) Fail without permission to continue to the Ph.D. Students may fail the Second Year Review/M.A. Exam if they are unable to demonstrate the level of mastery necessary for success in the more advanced stages of doctoral study. The faculty will not permit students to retake the Second Year Review/M.A. Exam with the exception of extenuating circumstances. Students who fail the Second Year Review/M.A. Exam may be recommended for academic disqualification. Students should always regularly consult with the Student Services Advisor and Director of Graduate Studies if there are questions or areas of concern.

Students who *do not* hold a Comparative Literature M.A. upon entering the Ph.D. program may be awarded an M.A., contingent upon successful completion of the Second Year Review/M.A. Exam, coursework, and language proficiency requirement. The results of the Second Year Review/M.A. Exam for students who do not hold an M.A. in Comparative Literature upon matriculation are recorded as follows: (1) Pass, with an M.A. and permission to continue to the Ph.D.; (2) Pass with reservations, with an M.A. and specific recommendations for improvement with permission to continue toward the Ph.D.; (3) Pass with a terminal M.A.; or (4) Fail without an M.A. or permission to continue to the Ph.D. Students may fail the Second Year Review/M.A. Exam if they are unable to demonstrate the level of mastery necessary for success in the advanced stages of doctoral study. The faculty will not permit students to retake the Second Year Review/M.A. Exam with the exception of extenuating circumstances. Students who fail the Second Year Review/M.A. Exam may be recommended for academic disqualification. Students should always regularly consult with the Student Services Advisor and Director of Graduate Studies if there are questions or areas of concern.

Time-to-Degree: Students who are admitted to graduate status should be able to obtain the M.A. degree within six quarters.

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
M.A.	6	6	7

First Stage Doctoral Written and Oral Qualifying Exam

The Academic Senate requires that students take a written qualifying exam. In the Department of Comparative Literature, this exam is in two parts. The first part consists of a 72-hour take-home

written exam in the major and minor fields. The second part is an oral exam. This qualifying exam assesses a student's ability to draw principles and concepts from the relevant literature

Exam Committee: Students must constitute an examining committee comprised of three faculty members, of which two must be Comparative Literature faculty (see Faculty Roster on page 2), in the quarter preceding the exam. Students should provide the Student Services Advisor with the names and email address of their committee members and specify which faculty members will serve as the major and minor field examiners. Committees are limited to a maximum of four members.

Reading Lists: The First Stage Qualifying Exam is meant to prepare you to engage at a professional level in the areas of study (or fields) that will form the basis of your future teaching and research.

The Major field should be an area of study that is legible to other scholars and to hiring committees. Oftentimes, this field will have a linguistic, geographic, and/or temporal basis (for example, Medieval Studies; Modern Sinophone and Chinese Literature; Sub-Saharan African Literature and Culture; Latin American/Latinx Literature, etc.). Gaining a comprehensive knowledge of this field through coursework and the subsequent Field exam will give students a strong basis for teaching courses at a variety of levels (surveys as well as more specialized seminars) in this area. The Major field also provides the central context for the student's eventual dissertation work. Taking into account the training that the student has already received in this area through their coursework, the **Major field list for the Qualifying Exam (50 items minimum)** should be crafted with a faculty specialist in the area (ideally the student's advisor) to address existing gaps in the student's coverage of the field as well as to move the student toward their eventual dissertation project through the inclusion of texts tailored to the student's particular interests. Students may include texts from their previous coursework if they wish to revisit or gain greater facility with them. If students wish to change or alter the Major field that they have pursued through their coursework, this is allowed, but it should be understood that students may need to include more canonical (rather than dissertation focused) texts should the field specialist they are working with think it is necessary to help the student achieve a comprehensive understanding of the field.

The **Minor field (25 items minimum)** should also be legible to other scholars and to hiring committees and can focus on another literary or cultural tradition, a theoretical approach (ecocriticism, disability studies, etc.), or theory from related disciplines such as musicology, film studies, gender studies, or art history. The minor field, also first engaged through coursework, should be designed with a specialist in that area (ideally a future member of the student's dissertation committee) to expand upon what the student has already encountered in their coursework in order to render them fluent enough to engage in professional conversation about aspects of this field as well as to serve as the basis for the student's engagement with this field in the dissertation. As with the Major field, the Minor field can be modified at this point should the student wish, with the understanding that more foundational texts may be required if they have not already been covered through coursework.

Both lists should be comprised of "primary texts"—which can include not only fictional works of various genres but also various kinds of media (such as film) and/or critical theory—and be read whenever possible in their original languages (if these are languages in which the student works). The major and minor fields together create the dynamic relation that establishes the foundation for the comparative work undertaken in the dissertation. The comparative work can take place in the major, or between the major and minor.

Each student is responsible for preparing their own reading lists with guidance from appropriate faculty advisors. Student should begin compiling the lists following their Second Year Exam. Students must ensure that each finalized reading list is first approved by the appropriate field examiner as they prepare for the exam – the field examiner must confirm their approval via email and copy the Director of Graduate Studies. Both lists must be approved by the Director of Graduate Studies by the end of the quarter preceding the qualifying exam. Students should send their reading lists to the appropriate faculty in the major and minor fields first, with instructions to send their approval to the Director of Graduate Studies and the Student Services Advisor via email so that copies can be added to the student's Departmental file.

First Stage Written Qualifying Exam Procedures: The take-home written exams require responses to one long or two shorter questions for the major field exam and one question for the minor field. The examiners have the choice of asking one question, or allowing the student to answer one or two of a selection of two or more questions. Students are responsible for coordinating with the examining committee to determine the start of the 72-hour exam period. The exam period should never be scheduled to begin or end outside of regular business hours (including weekends, University holidays, or during the Winter campus closure). Students who need extra time to complete their exam should consult with UCLA's Center for Accessible Education (CAE) well in advance so that this can be noted in their file.

Students should confirm with their committee members which faculty member will be responsible for writing questions in the major and minor fields. The faculty advisor will coordinate how any collaboratively written questions will be sent to the Student Services Advisor. Questions must be sent to the Student Services Advisor no later than the evening before the start of the exam period. The student is advised to send a reminder to their committee members well before the questions are due and check in with their Major Field Examiner. If questions are not received from the faculty member by the day of the deadline, the Student Services Advisor will send a reminder email to the student's advisor, copying the student. Student Services Advisor will send the exam questions to the student via email at the designated start time. Student should submit exam responses via email to the Student Services Advisor, ensuring they have proof of the time of submission within the 72-hour exam period.

Students are expected to demonstrate their knowledge of the field and engagement with relevant ideas and methodologies as they produce 25-30 pages of original writing during the 72-hour exam period. These pages may not include any excerpts of previously written seminar papers. Plagiarism is grounds for dismissal from the program. Furthermore, they may quote from works on the reading lists, but are not required to do so. Should a question be deemed problematic (i.e. the question asks about material not included on the approved reading lists), the student should immediately contact the Student Services Advisor, who will stop the exam period and follow up with the Director of Graduate Studies and Chair.

First Stage Oral Qualifying Exam Procedures: The oral exam follows no later than two weeks after the submission of the written portion. In exceptional situations, this exam can be slightly delayed by a few weeks with permission from the Director of Graduate Studies and/or Chair. Once a date has been decided, the student should contact the Student Services Advisor at least two weeks in advance to book a meeting space. The COM LIT seminar room in 348 Kaplan Hall is typically reserved for this purpose; however, alternate accommodations may be made if the room is unavailable.

Results of the First Stage Doctoral Written and Oral Qualifying Exam: The outcome of the first stage exam can be: **pass** with permission to proceed to the prospectus phase of the dissertation; or **fail**. Students must pass both the written and oral sections of the exam in the major and minor fields in order to pass with permission to proceed to the prospectus phase of the dissertation. In the case of failure, the committee may offer the student an opportunity to retake one or both sections of the exam in the following quarter. A second failed exam may result in a recommendation for disqualification.

Second Stage Doctoral Oral Qualifying Exam

Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying exams prior to doctoral advancement to candidacy. The Second Stage Doctoral Oral Qualifying Exam is a two-hour exam based primarily on a defense of the prospectus. Students should nominate their doctoral committee, which will serve as their exam committee, at least two months in advance of the exam. Under Senate regulations, the Second Stage Doctoral Oral Qualifying Exam is open only to the student and appointed members of the doctoral committee. All coursework and the second foreign language requirement must be completed before the Second Stage Doctoral Oral Qualifying Exam.

Preparation: After completion of the First Stage Doctoral Written and Oral Qualifying Exam, students enroll in COM LIT 597 under the supervision of their major field advisor to begin writing the dissertation prospectus. Although normative times for its completion vary, students would ideally produce a completed draft two quarters after having completed the First Stage Doctoral Written and Oral Qualifying Exam.

Prospectus: The prospectus serves as the student's outline for their dissertation, and should define a thesis and its proposed development over several chapters. The prospectus should answer a question (instead of merely outlining a description) over the course of 35-50 pages.

1 **Introduction**	The introduction provides background and explains the problem that the dissertation will attempt to solve; and highlights its significance.
2 **Literature Review**	A concise review of past work on this topic. Specifies how the proposed dissertation will differ from, or expand upon, previous work. The literature review section will demonstrate participation in existing scholarly debates; knowledge of the relevant literature; and the contribution that this dissertation will make to the field.
3 **Methodology** ***or*** **Theoretical Framework**	The methodology, or theoretical framework, addresses how students will answer their research questions. This section should discuss any core assumptions that ground the student's work as well as the logistics of completing the research project. The methodology explains how research will be conducted, proves that this method is feasible, and justifies that method as appropriate for the proposed project.
4 **Chapter Breakdown**	A tentative proposal for the internal organization of the dissertation should state the material that each chapter will cover, and convey how each chapter fits into the larger project. Why are the chapters ordered in a particular way? Are they more or less distinct, or do they trace an overarching narrative trajectory?
5 **Bibliography**	The bibliography can be a simple list of sources, or an annotated list. Sources can be organized into primary and secondary sections, or divided by chapter.

Adapted from the Graduate Writing Lab, Yale Center for Teaching and Learning:
http://ctl.yale.edu/sites/default/files/files/GWL%20Humanities%20Dissertation%20Prospectus_IlaT.pdf

Students must circulate their prospectus to their committee at least two weeks in advance of the exam.

Nomination of the Doctoral Committee: Per the Department's policies governing doctoral committee constitution, all doctoral committees must be comprised of at least four faculty members, including at least two Comparative Literature faculty members ("inside" committee members), one of whom must serve as the committee Chair or Co-Chair. Of these four committee members, a minimum of three members must hold current UCLA Academic Senate faculty appointments. Committee members from other Universities (including other UC campuses) are considered "outside" members, regardless of departmental affiliation. All committee members must certify the dissertation. Minimum standards for Doctoral Committee Constitution can be found at this link (https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/).

Students should nominate their exam committee at least two months in advance of the Second Stage Doctoral Oral Qualifying Exam. Students must submit a Nomination of Doctoral Committee form (http://pbm.ucla.edu/doc/doctoral_committee_nomination_form.pdf) that lists the names, departments, and academic ranks of the faculty who will administer the Second Stage Doctoral Oral Qualifying Exam, and advise and certify the dissertation. For members of the doctoral committee outside of UCLA, the student must submit a copy of the faculty's CV and an explanation of why it is important for them to serve on the committee as part of their Nomination of Doctoral Committee form.

Scheduling & Room Reservations: Students are responsible for coordinating with their committee members to schedule the Second Stage Doctoral Oral Qualifying Exam. Once a date has been decided, the student should contact the Student Services Advisor at least two weeks in advance to book a meeting space. The COM LIT seminar room in 348 Kaplan Hall is typically reserved for this purpose; however, alternate accommodations may be made if the room is unavailable.

Results: The outcomes of the prospectus exam can be: **pass** with permission to advance to candidacy; or **fail** without permission to advance to candidacy. An unsatisfactory prospectus may be returned to the student for final revisions. If the prospectus is still deemed unsatisfactory, the student in question may fail the Second Stage Doctoral Oral Qualifying Exam.

Advancement to Candidacy: Students are advanced to candidacy and awarded the Candidate in Philosophy (C.Phil.) degree upon successful completion of the First and Second Stage Doctoral Qualifying Exams as described above.

Dissertation

Every doctoral degree program requires the completion of an approved dissertation that demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.

Students are not obliged to duplicate the ideas of the prospectus in the dissertation. Basic concepts or assumptions may change from the prospectus to the dissertation; however, any such changes

should be discussed with the committee as a different trajectory of investigation. Students should also consult with their faculty advisors regarding matters of breadth and focus.
At minimum, faculty advisors should be in contact with their students once per quarter throughout the dissertation stage; however, more consistent contact is strongly encouraged. Conversely, students should maintain the same degree of contact with their advisors. Issues regarding insufficient faculty guidance should be immediately brought to the attention of the Department Chair.

Following completion of the dissertation, the student's decision to file the dissertation must first be approved by the Chair or Co-Chair of the doctoral committee. The Director of Graduate Studies and all members of the doctoral committee must be notified of the student's plan to file the dissertation. The final draft of the dissertation must be submitted to the committee for review no later than two months prior to the planned date of filing to allow sufficient time for final revisions.

Final Oral Exam (Defense of the Dissertation)

The Final Oral Exam is not required for all students in the program. The defense of the dissertation may be required for individual students at the discretion of their doctoral committees.

Time-to-Degree: By the twelfth quarter in the program, students must have completed the First and Second Stage Doctoral Qualifying Exams, and advance to doctoral candidacy.

After advancement to doctoral candidacy, the dissertation normally takes one to three years to complete. It must be completed no later than the third year after advancement to doctoral candidacy.

DEGREE	NORMATIVE TIME TO ATC (Quarters)	NORMATIVE TTD	MAXIMUM TTD
Ph.D.	12	18	27

ADVISING

First-Year Mentors

During their first year of doctoral study, students are assigned a faculty mentor. This person serves as a resource for students' professional and personal development as they acclimatize to graduate student life at UCLA.

Academic Advising

Students should consult regularly with the Director of Graduate Studies in planning their progress to degree, discussing topics that include, but are not limited to, major and minor areas, course approvals for language and degree requirements, exam planning, and so on. Student records are reviewed regularly by the Director of Graduate Studies and the Student Services Advisor. Students whose grade-point average falls below 3.0 are sent a warning from the Chair and may be placed on departmental academic probation.

Each year, students are required to submit an end of the year assessment, which is reviewed by the faculty at the last faculty meeting of the year. Following the faculty meeting, the Director of Graduate Studies writes and sends a letter to each student indicating whether the student is making satisfactory or unsatisfactory degree progress.

Students are strongly encouraged to approach faculty regarding mentorship immediately following the Second Year Review/M.A. Exam. Students who are interested in working with a particular faculty member early in their careers may wish to approach that person during their first two years of graduate study.

Students should remain aware of the time to degree requirements in the Department of Comparative Literature, as listed below. Students regularly advance to candidacy (ATC) by the end of their fourth year, and complete their degree by the end of their sixth year (18 quarters). The maximum time to degree allowed in the Department of Comparative Literature is nine years (27 quarters). Should students fall behind in their progress to degree, they will be informed of this in their progress letters, and in certain situations, put on an academic plan in coordination with Division of Graduate Education. Consistently failing to meet deadlines, especially after three warnings have been issued by the department, can be a cause for recommendation for academic disqualification.

Exam Committee Membership

Any faculty person who has a formal Payroll appointment (0% or higher) in COM LIT is considered a "COM LIT faculty member" or "inside member" for the purposes of exam committees (including the Second Year Review/M.A. Exam, First Stage Doctoral Written and Oral Qualifying Exam, Second Stage Doctoral Oral Qualifying Exam, and Dissertation Committee). 0% faculty are listed as "Affiliated Faculty" on the COM LIT website; faculty with an appointment in COM LIT above 0% are listed as "Faculty" on the COM LIT website. Since a joint appointment in COM LIT is a faculty personnel matter, faculty in other departments who are interested in formalizing their affiliation with the Department must consult with the Department Chair and Academic Personnel Officer.

The most current and complete list of COM LIT faculty is posted in the UCLA General Catalog: https://catalog.registrar.ucla.edu/browse/Departments/ComparativeLiterature/Faculty-Roster.

Although some degree of consistency between the Second Year Review/M.A. Exam, First Stage Doctoral Written and Oral Qualifying Exam and Second Stage Doctoral Oral Qualifying Exam Committees is beneficial, committee members may change between these stages of the program.

Second Year Review/M.A. Exam Committee

Students must convene a review/exam committee comprised of three faculty members. One of these three faculty members must be the Director of Graduate Studies, and at least one other must be faculty in the Department of Comparative Literature.

First Stage Doctoral Written and Oral Qualifying Exam Committee

In consultation with the Department's Student Services Advisor, students must constitute an examining committee comprised of three faculty members, of which two must be Comparative Literature faculty, in the quarter preceding the exam. Committees are limited to three members. Students should try to choose faculty members who will later be on their Second Stage Doctoral Oral Qualifying Exam Committee, but are not required to do so, in the sense that they will constitute their dissertation committee only *after* this exam.

When approaching potential outside members regarding the First Stage Doctoral Written and Oral Qualifying Exam, students should first explain the exam's structure (reading list, 72-hour take-home exam, 2-hour in-person exam) and each component's purpose in guiding the student toward the prospectus. Students should then clarify the role that they expect this faculty person to play on the committee (Will this faculty member be responsible for writing one or more exam questions? Would the faculty person serve on the committee as a general arbiter of the quality of scholarship produced?). Although levels of involvement during the First Stage Exam cannot be standardized, faculty should: advise and approve reading lists; discuss possible major and/or minor field exam questions with the student; and consider (with the student) counter-arguments that may arise during the oral qualifying exam.

If a member of the student's exam committee will be on sabbatical before or during the quarter in which the student intends to complete their oral qualifying exam, both student and faculty are equally responsible for establishing and maintaining the terms of their work relationship in the faculty member's absence.

Second Stage Doctoral Oral Qualifying Exam Committee

Per the Department's policies governing doctoral committee constitution, all doctoral committees must be comprised of at least four faculty members, including at least two Comparative Literature faculty members ("inside" committee members), one of whom must serve as the committee Chair or Co-Chair. Of these four committee members, a minimum of three members must hold current UCLA Academic Senate faculty appointments. Committee members from other Universities (including other UC campuses) are considered "outside" members, regardless of departmental affiliation. All committee members must certify the dissertation. Minimum standards for Doctoral Committee Constitution can be found at this link (https://grad.ucla.edu/academics/doctoral-studies/minimum-standards-for-doctoral-committee-constitution-effective-2016-fall/).

Students should nominate their exam committee at least two months in advance of the Second Stage Doctoral Oral Qualifying Exam. Students must submit a Nomination of Doctoral Committee form (http://pbm.ucla.edu/doc/doctoral_committee_nomination_form.pdf) that lists the names, departments, and academic ranks of the faculty who will administer the Second Stage Doctoral Oral Qualifying Exam, and advise and certify the dissertation. For members of the doctoral committee

outside of UCLA, the student must submit a copy of the faculty's CV and an explanation of why it is important for them to serve on the committee as part of their Nomination of Doctoral Committee form.

If the Chair or co-Chair of a student's doctoral committee is on sabbatical during the quarter in which the student intends to advance to doctoral candidacy, both student and faculty are equally responsible for establishing and maintaining the terms of their work relationship in the faculty member's absence.

At minimum, faculty advisors should be in contact with their students once per quarter throughout the dissertation stage; however, more frequent contact is strongly encouraged. Conversely, students should maintain the same degree of contact with their advisors. Issues regarding insufficient faculty guidance should be immediately brought to the attention of the Department Chair.

Reconstitution of Doctoral Committee

Once the Division of Graduate Education approves a student's doctoral committee (i.e. prospectus and dissertation reviewers), changes to the committee's membership must be requested through and approved by the Division of Graduate Education's Academic Services unit.

Procedure: Students who wish to reconstitute their doctoral committee must submit a Reconstitution of the Doctoral Committee and/or Change in Final Oral Examination Requirement form to the department's Student Services Advisor. Students who have yet to advance to doctoral candidacy must obtain approval from the committee and Department Chairs, as well as any faculty members who will be added to or removed from the committee. Students who are advanced to doctoral candidacy must obtain approval from all committee members and the Department Chair before the Division of Graduate Education will review the request.

TEACHING APPRENTICESHIPS

Departmental teaching experience is not required; however, Teaching Apprentice (TA) appointments are routinely offered to all graduate students who have completed COM LIT 495 or Humanities 495A (note that Humanities 495B is also required to teach Writing II courses).

**Note that the following refers to the old collective bargaining agreement that expired in January 2026. Updated information will be added for the new collective bargaining agreement as soon as it's available.*

Minimum Requirements

Students who hold TA appointments in the Department must meet the following minimum requirements for employment each quarter:

- 3.0 GPA
- Enrollment in at least 12 units
- International students (including Permanent Resident students) must pass the University Test of Oral Proficiency (TOP) exam (https://www.teaching.ucla.edu/top).

Teaching Apprentice Titles and Qualifications

TAs are hired under one of the following three titles, based on experience and degree progress. As of Fall 2023, there are two TA tracks depending on whether students are brand new TAs or continuing TAs:

For Continuing TAs (those with experience prior to Summer 2023):

Teaching Assistant 1 (2310)	No previous experience necessary
Associate Instructor 4 (1506)	One academic year (3 academic year quarters or 2 semesters) of UCLA TA experience (or approved collegiate teaching experience at a comparable institution) Master's degree or completion of at least 36 units of graduate coursework (not including COM LIT 495)
Teaching Fellow (2300)	Formally advanced to doctoral candidacy Two academic years (6 academic quarters or four semesters) of UCLA TA experience (or approved teaching experience at a comparable institution)

For Brand New TAs as of Fall 2023:

Teaching Assistant 1 (2310)	No previous experience necessary
Teaching Assistant 2 (2310)	One academic year (3 academic year quarters) of UCLA TA experience at 25% or above

Teaching Assistant 3 (2310)	Two academic years (6 academic quarters) of UCLA TA experience at 25% or above
Teaching Fellow (2300)	Formally advanced to doctoral candidacy Two academic years (6 academic quarters) of UCLA TA experience at 25% or above Student "who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division course under the general supervision of a regular faculty member." (APM 410)

The Academic Student Employee (ASE) Salary Scales include income information for TAs, Graduate Student Researchers (GSRs), Readers, and Tutors. The scales are updated annually.

Percentage of Time (Maximum Working Hours)

Students may not be employed for more than 50% of full time (20 hours per week) during an academic quarter, in any single or combination of University titles, academic and/or staff, including University Extension unless authorized by the Dean of Humanities. Students who have been offered employment over 50% should notify the Student Services Advisor as soon as possible so that the Department may initiate a request for Authorization to Work More than 50% Time on the student's behalf.

The student should provide the following information:

- Hiring unit (i.e. department, program, etc.)
- Hiring unit contact name and email address
- % time of each appointment
- Title/appointment type
- Quarters of appointment
- Explanation of the educational benefit of each of these appointments to the student

Students who are awarded a Division of Graduate Education fellowship, such as the Cota-Robles Fellowship, Graduate Research Mentorship, or Dissertation Year Fellowship, may not be employed for more than 50% of full time (20 hours per week) during an academic quarter unless authorized by the Division of Graduate Education Associate Dean.

During the inter-quarter periods and Summer, students may be appointed at 100% time (40 hours per week).

Maximum Length of Appointment

Per Division of Graduate Education policy, students may only work as a TA, Reader, or Tutor (or in any combination of those titles) at 50% time or higher for no more than 12 academic year quarters (or 4 years) at UCLA.

After 12 quarters, the Division of Graduate Education will grant no approvals to work as a TA, Reader, or Tutor until students have advanced to doctoral candidacy.

By exception, students who have advanced to doctoral candidacy may request approval to hold these titles for an additional 6 academic year quarters. The Department may submit one request for up to one full academic year of additional teaching (i.e. the 13th, 14th, and 15th quarters of eligibility); quarterly requests are required for the 16th, 17th, and 18th quarters, and must include a dissertation progress update from the student and their advisor.

Leaves

Leave policies are detailed in Article 17 of the ASE Unit Contract (https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html). TAs who plan to request leave should review these policies carefully, and may direct any questions to the department's Student Services Advisor. TAs must submit a written request for leave, including: short-term and long-term medical and family-related leave, pregnancy disability leave, and jury duty, to their faculty supervisor and the Student Services Advisor as far in advance as possible. Upon request, TAs will be required to provide appropriate documentation. Absence without a written request for official leave may not be compensated.

Substitute teaching: Provisions for substitute teaching for TAs on leave must be made in consultation with the Department. Substitute teaching work is compensable and paid in accordance with the union contract.

Benefits

For details regarding benefits associated with Academic Apprentice Personnel appointments, please review the Division of Graduate Education Statement of Understanding (https://grad.ucla.edu/gss/appm/feeremission.pdf).

Fee Remissions: TAs, GSRs, Readers, and Tutors who are hired to work at 25% time or more in one or in any combination of these titles are entitled to fee offsets (remissions). Fee remissions cover all graduate student fees besides the UC Student Association fee set by UC Graduate and Professional Council (approximately $3 per quarter). Fees are subject to change at any time.

Fee Deferrals: TAs, GSRs, Readers, and Tutors are eligible for fee deferrals for registration fees assessed during the quarter(s) during which they hold active appointments. Students are responsible for ensuring that fees are paid by the deferred payment deadline (usually 2 months or 60 days after the standard quarterly due date). Failure to pay the outstanding balance by the deferred payment deadline will incur a $50.00 delinquency fee. TAs who anticipate the need for a fee deferral must send a written request to the Student Services Advisor. Note that fee deferrals cannot be reversed; if a student cancels enrollment after a fee deferral has been posted, the student will be liable for total cost of registration for that quarter.

TA Advance Loans: TAs may request an interest-free advance on their student funding. Students are required to submit an Authorization to Issue Advance Loan Check form (https://grad.ucla.edu/gss/appm/taloanauth.pdf) to the Student Services Advisor within the quarterly application period. This form requires an original ink signature and date in the "Promissory Note" section. The loan is repaid through equal payroll deductions taken from the second and third paychecks of the quarter.

REGISTRATION & DEGREE PROGRESS

Scholarship

Students must maintain a grade point average of 3.0 ("B") or higher in all coursework completed in graduate status at UCLA in order to maintain good academic standing.

Full-Time Graduate Study

12 units per term are required for students not in doctoral candidacy (or registered in-absentia) to be considered full-time in the University's official enrollment. Academic Student Employees (ASEs) are required to register and enroll in at least 12 units for the duration of their appointments. Fellowship recipients are required to enroll in at least 12 units, both before and after advancement to doctoral candidacy.

Approval for less than full-time enrollment is contingent upon Departmental approval.

Leave of Absence

Graduate students may request an official Leave of Absence (LOA) for outside employment, parental obligations, other family obligations, military service, medical or other emergency reasons, and financial hardship. LOA is approved for a maximum of three quarters, although up to six quarters may be approved by exception. Students must have an established GPA of 3.0 or higher in order to qualify for LOA.

Students may request LOA by submitting a completed LOA Request form (https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request/) to the department's Student Services Advisor. The Director of Graduate Studies or Department Chair and Doctoral Committee Chair (for students who have advanced to doctoral candidacy) must approve the form before the Division of Graduate Education can review the request and, if approved, coordinate any applicable refunds with the Registrar's Office. Note that students on LOA are ineligible for graduate student support (including fellowships, Federal student loans, and Academic Apprentice Personnel appointments).

In-Absentia Registration

Full-time registered students who have an academic need to conduct research outside of California may apply for in-absentia registration. Research must be: directly related to the student's degree program; of a nature that requires the student to travel outside of California for at least one academic year quarter; involves only indirect supervision; involves no significant in-person collaboration with UC faculty during the in-absentia registration period.

In order to qualify for in-absentia registration, students must be in good academic standing (3.0 GPA or higher) and must advance to doctoral candidacy by the time they intend to register in-absentia. Students may petition for up to one academic year (three quarters) of registration in-absentia, with the possibility of renewal for up to three additional quarters (for a maximum of six quarters of registration in-absentia). Students may request in-absentia registration by submitting a completed In-Absentia Registration Petition form (https://grad.ucla.edu/gss/library/abspetition.pdf) to the department's Student Services Advisor. The Department Chair and Doctoral Committee Chair must approve the form before the Division of Graduate Education can review the request.

Students who register in-absentia are assessed 15% of the combined Tuition and Student Services Fees and 100% of their UC SHIP costs per quarter. Students retain any University fellowship funding to which they are entitled and are eligible to hold GSR appointments while in-absentia; however, students may not be employed as TAs, Readers, or Tutors. Students who are registered in absentia must enroll in COM LIT 599 under the supervision of their doctoral committee (co-)Chair(s) for a minimum of 8.0 units total.

Academic Disqualification and Appeal of Disqualification

Students may be recommended for academic disqualification if their grade point average falls below a 3.4 for two consecutive terms, failure to progress toward the degree through the completion of five courses per academic year or failure to pass the Second Year Review, or University Qualifying Examinations. A student may appeal a recommendation for academic disqualification to the program chair who will appoint a committee, which may include the chair, to review the recommendation, and if necessary, meet with the student. The chair makes a final decision based on the committee's report.

Per the Division of Graduate Education, the University Policy is as follows:

A student who fails to meet the above requirements may be recommended for academic disqualification from graduate study. A graduate student may be disqualified from continuing in the graduate program for a variety of reasons. The most common is failure to maintain the minimum cumulative grade point average (3.00) required by the Academic Senate to remain in good standing (some programs require a higher grade point average). Other examples include failure of examinations, lack of timely progress toward the degree and poor performance in core courses. Probationary students (those with cumulative grade point averages below 3.00) are subject to immediate dismissal upon the recommendation of their department. University guidelines governing academic disqualification of graduate students, including the appeal procedure, are outlined in Standards and Procedures for Graduate Study at UCLA.

UC Intercampus Exchange Program

The UC Intercampus Exchange (ICX) program enables students to enroll in coursework at other UC campuses while maintaining their status at their home campus. Eligibility criteria and application instructions are available on the Division of Graduate Education website: https://grad.ucla.edu/academics/graduate-study/uc-intercampus-exchange-program/.

Procedure: ICX application forms should be submitted to the Department's Student Services Advisor at least one month before the beginning of the quarter in which a student plans to participate in this program. Students are eligible for a maximum of three quarters (1 academic year) of enrollment via ICX.

DEPARTMENTAL ADMINISTRATIVE PROCEDURES

Graduate Student Office and Lounge

The Comparative Literature Graduate Student Office and Lounge is located in 345 Kaplan Hall. Desks are reserved for Teaching Apprentices who are currently employed in the Department, but all Comparative Literature students are welcome to use the computers and the adjacent lounge. Students are responsible for the room's cleanliness. Food should not be left on any surface. The refrigerator should be cleaned weekly and old food should be discarded immediately. The microwave and coffee machine should also be cleaned regularly. Students may ask the Student Services Advisor for cleaning supplies if none are available in the room.

Keys

Students should contact the Student Services Advisor for keys to the Department main office (350 Kaplan Hall) and the Graduate Student Office and Lounge (345 Kaplan Hall). No deposit is required; lost keys will incur a $5.00 per key charge.

Mail

Mail is usually delivered and sorted by 4:00pm on regular business days. All faculty and graduate student mailboxes are located in the Department main office (350 Kaplan Hall). The Department's mailing address is:

UCLA Department of Comparative Literature
415 Portola Plaza, Humanities Building 350
Los Angeles, California 90095-1536

Photocopies and Scanning

A photocopier with scanning capabilities is available for use in the Department main office. Your access code is the last four digits of your University Identification Number (UID).

Royce Reading Room

The Royce Reading Room, located in 250 Royce Hall, houses the libraries of several departments within the Division of Humanities, including: Comparative Literature, Asian Languages & Cultures, French & Francophone Studies, Germanic Languages, Italian, Medieval and Renaissance Studies, and the Scandinavian Section. The Reading Room is only accessible to faculty and graduate students in these departments. The Reading Room hours are Monday through Friday 10:00am – 6:00pm. The Reading Room is closed on all University Holidays, during the inter-quarter periods, and during the summer. The librarian is Satik Andriassian, who can be contacted via email at sandriassian@humnet.ucla.edu.

Technical Assistance

Humanities Technology (HumTech) provides technical assistance to faculty, students, and staff in the Division of Humanities. For computer-related questions or problems, please contact:

- The Department Technical Analyst at (310) 206-8520, or in 351 Kaplan; or
- The HumTech Help Desk at (310) 206-1414. Help Desk hours are Monday through Friday, 8:30am-5:00pm.

CAMPUS RESOURCES

Bruin Bill

All students are assigned a Bruin Bill account that records all charges and payments associated with registration, housing, transportation, as well as other service charges (e.g. library fines, student health insurance fees, etc.) Students can access Bruin Bill 24/7 via MyUCLA (under "BruinBill Accounts").

Fees are assessed monthly via BruinBill. Payment is due on the 20th of the month following the posting date of the charge. If the 20th falls on a weekend or holiday, the due date is the last business day prior to the 20th. You will receive an automated e-Bill reminder to their officially designated email accounts each month.

BruinCard

The UCLA BruinCard is the official campus identification card. This card serves as a library card (when activated at the UCLA Library), building access card, and can be used as a debit card for purchases on-campus and at select Westwood vendors. Students may obtain a BruinCard by bringing an unexpired government-issued photo identification (i.e. driver's license, passport, etc.) to 123 Kerckhoff Hall. The BruinCard Center is open Monday through Friday from 9:00 am to 4:00 pm. For more details about BruinCard and its features, please visit www.bruincard.ucla.edu.

BruinDirect Deposit

BruinDirect is the electronic disbursement of BAR refunds directly to a student's personal U.S. bank account. BAR refunds include: scholarships, grants, fellowships, stipends, loans, and any non-payroll payments. All fellowship recipients are strongly encouraged to enroll in BruinDirect via MyUCLA to ensure timely receipt of stipend monies. Online enrollment is active immediately upon registration. A BruinDirect FAQ guide is available online at https://grad.ucla.edu/gss/library/bdfaq.pdf.

California Residency

Upon arrival in California, a student who is a U.S. Citizen and wishes to establish California residency for tuition purposes should formalize ties with the state as soon as possible (i.e., get a driver's license/California ID, register automobile, register to vote, change the permanent address on University records to a California address, and file a resident tax return). California residents are not responsible for paying Non-Resident Supplemental Tuition (NRST). **Students who are eligible for California residency must apply for residency by the end of their first year.** Students who are U.S. citizens and do not apply for residency after their first year in the PhD program will be responsible for paying Non-Resident Supplemental Tuition until California residency has been approved. The Department **will not** cover this cost under any circumstances. Students should review the Petition for Residence Classification and begin gathering the requested documentation as soon as possible. Failure to follow all directions may result in rejection of the petition (generally submitted in Spring or Summer for Fall). Students whose petition for residency is denied will be responsible for paying nonresident tuition. If rejected, students have a chance to appeal to UCOP; if that appeal is rejected, the UCLA Residence Deputies accept petitions every quarter.

Evidence of intent must be dated ONE YEAR before the term for which a student seeks residence classification. According to the Registrar, evidence of intent to make California your permanent residence includes: registering to vote and voting in CA elections, designating CA as your

permanent address on all school and employment records, getting a CA Driver's license or a CA identification card, getting CA vehicle registration, paying CA income tax as a resident (see intent on form).

Please review the UCLA Residency website for more details: https://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements.

Contact the Residence Deputy at 1113 Murphy Hall (residencedeputy@registrar.ucla.edu or 310-825-3447) for more residency information. Per University policy, only the Residence Deputy is authorized to apply and interpret policy on tuition residency.

MyUCLA

MyUCLA, UCLA's portal to life on campus, provides 24/7 access to students' academic and financial records. Key features include:

- **HOLDS:** Lists holds posted by specific offices that limit service and access.
- **REGISTRATION STATUS:** Reflects payment status, withdrawal status, registration type, etc.
- **ENROLLMENT:** Allows students to process study list changes, including: adds, drops, changes in grading basis or variable units, and section exchanges, before the posted deadlines; provides quarterly enrollment appointment information; features enrollment-related tutorials; search for classes and enroll from search results or add to Class Planner; enroll from the waitlist via Permission to Enroll (PTE) number.
- **GRADES AND TRANSCRIPTS:** View official final grades, term units and GPA; order academic and verification transcripts; view/print student copy transcript (unofficial).
- **CLASS INSTRUCTION:** View/manage CCLE grades; view/download student rosters; view weekly schedule grid; access to class-associated features; e-mail messaging to enrolled students in associated classes; view evaluation reports; view, store, calculate and submit final grades; view, edit, submit letters of recommendation; view/download student roster with photos; activate turnitin.com services for associated classes.
- **BRUINBILL:** View charges and payments associated with registration, housing and transportation, as well as other services; view disbursed scholarship, fellowship, or grant funds.
- **FINANCIAL AID:** Overview of financial aid awards and notices; summary status of financial aid disbursements.
- **OFFICIAL EMAIL/ADDRESS/PHONE:** Manage addresses, phone numbers, and official e-mail.
- **PREFERRED NAME:** Request preferred name to be used in place of legal name.
- **PRIVACY OPTIONS:** Manage how public information is shared.

A comprehensive list of MyUCLA features is available online at http://my.ucla.edu/features/.

Parking & Transportation Services

On-Campus Parking

All graduate students (except for those in graduate professional schools) interested in purchasing parking permits are required to apply for on-campus parking quarterly. Students can access the online parking application using their UCLA Logon ID. Personalized parking options will display based on campus data (class standing, housing status, graduate student major, etc.) Parking offers will be prioritized according to class standing in the student database. Links to the online parking

application and information regarding permit types, deadlines, rates and fees, the prioritization process, are available at https://main.transportation.ucla.edu/campus-parking/students.

Daily parking permits are also available for purchase at parking information booths found at various locations on campus (cash or BruinCard only). Some on-campus lots also feature self-service parking pay stations for short-term or all-day parking. Maps with lot information and daily parking permit rates are available online at https://main.transportation.ucla.edu/campus-parking/visitors.

Teaching Apprentices can apply for parking by contacting the Senior Academic Personnel Coordinator in 361B Humanities. The Department has approximately seven spaces that are allocated on a first-come, first-served basis. Parking is approximately $258.00 per quarter and must be paid in full via cash, check or credit. The Department cannot guarantee parking for students who are not TAs.

Other Transportation Options

Options include vanpools, carpools, public transit, bicycles, scooters, and motorcycles. Go Metro passes provide unlimited rides on any Metro rail or bus line, and BruinGO! passes offer unlimited rides on any Santa Monica Big Blue Bus or Culver CityBus. When you buy a Go Metro pass, you get a free BruinGO! pass automatically loaded onto your TAP card. The BruinGO! Pass is available to students for $45/quarter, while the Go Metro pass is available to students for $60-65/quarter.

Information regarding specific transit providers that service the UCLA/Westwood area is available online:

Santa Monica Big Blue Bus - https://www.bigbluebus.com/
Culver City Bus - https://www.culvercity.org/how-do-i/find/culver-city-bus/
Metro - http://www.metro.net/

Commuter options are detailed online at https://main.transportation.ucla.edu/getting-to-ucla/commute-options. More information is also available in-person at 555 Westwood Plaza, Room 200.

Security

Suspicious activity or emergencies can be reported to the UCLA Police Department (UCPD) at (310) 825-1491. Students walking on campus after dark can request a UCPD Community Service Officer walking escort by calling (310) 794-WALK 15 minutes before leaving their current location.

All students are advised to keep windows and doors locked when away from the Graduate Student Office and Lounge. The Department discourages students from keeping valuables, including briefcases, purses, laptop computers, etc., in Departmental spaces, and is not responsible for lost or stolen personal items.

Sexual Violence Prevention Training

All graduate students are required to complete *Think About It: Graduate Students* and an in-person *Title IX Training for Graduate Students* to fulfill the University's mandated legal and policy requirements for sexual harassment and sexual violence prevention education.

Think About It: Graduate Students is an interactive online course that addresses issues of sexual violence and sexual harassment prevention. The program provides all of the content required by

recent federal law as well as that required by the UC Interim Policy on Sexual Harassment and Sexual Violence. Students should receive a link via email to the *Think About It* program at their official email addresses on file. The program requires an estimated 2 hours to complete. Students who did not receive an online invitation by September 18 should visit https://grad.ucla.edu/titleIX for further instructions on receiving their online invitations.

All new graduate students are also required to complete an in-person ***Title IX Training for Graduate Students***, which is co-facilitated by the CARE Program and the Title IX Office. All new students must attend one of the graduate student sessions that will be offered throughout the first 6 weeks of the Fall quarter. For training dates, times, venues and registration details, please visit https://grad.ucla.edu/titleIX.

The Division of Graduate Education will track all students' participation. Graduate students who have not completed *Think About It: Graduate Students* and the in-person *Title IX Training for Graduate Students* by November will have a hold placed on their records that will prevent Winter quarter enrollment until they complete both training sessions and may affect financial aid and stipend disbursement.

Student Health Care

Students who are enrolled in 12 units or more during an academic year quarter are automatically eligible to receive health care through the University Student Health Insurance Plan (USHIP). The cost of USHIP is included in the quarterly assessment of fees. Spring GSHIP coverage extends through the end of summer. More information regarding the Student Health Insurance Plan is available on the Student Health website: http://www.studenthealth.ucla.edu/default.aspx.

The Arthur Ashe Student Health Center is located on campus facing Bruin Plaza. Services are available Monday through Friday, 8:00am-5:00pm. (walk-in hours on Saturdays from 9:00 a.m. – Noon). Students can schedule appointments with health care providers via MyUCLA, in person, or by phone at (310) 825-4073.

UCLA Logon ID

The UCLA Logon ID is a campus online identifier. These credentials are used for authentication to most online services on campus. UCLA Logon IDs also provide access to services such as email, network access, web hosting, etc. New students can create their UCLA Logon IDs at https://accounts.iam.ucla.edu/#/.