GRADUATE PROGRAM HANDBOOK
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THE GRADUATE PROGRAM IN HISTORY

INTRODUCTION

This handbook has been prepared to aid students in the History graduate program. It describes the major degree programs (Part I), Fellowships, Financial Aid, and appointment opportunities (Part II), and provides other information of interest to those engaged in graduate study in History at Davis (Part III). Please read it carefully and retain your copy for future reference.

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

THE GRADUATE PROGRAM COMMITTEE 1999

Arnold J. Bauer, Chair (History of Spanish America: Andean Region; Rural Social History, Mexico) 752-1635 4203 SS&H
Joan Cadden (Medieval Europe-History of Early Science and Medicine; History of Sexuality) 752-2224 3237 SS&H
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Karen Halttunen (19th Century Cultural & Intellectual History of U.S.; Early American History) 752-3027 3233 SS&H
Don C. Price (Chinese Intellectual History; Modern China) 752-0439 4211 SS&H
Clarence E. Walker (Black American History: 1450-Present, 19th Century Social and Political History of the US) 752-0779 3236 SS&H

Every graduate student must have a Major Professor who is responsible for his or her program and research. The student may file the name of the Major Professor with the Graduate Secretary as early as he or she wishes, but no later than six months before the qualifying exam for doctoral candidates. We recommend that a student select a major professor as early as possible.

Graduate Advisers (as distinguished from Major Professors) are representatives of the Department appointed by Graduate Studies and are responsible for assuring that students' programs conform to Graduate Program requirements. All students must consult with their graduate adviser at the beginning of each quarter and at the end of the year.
PART ONE: OVERVIEW

THE GRADUATE PROGRAM

I PROGRAM REQUIREMENTS:

(A) COURSEWORK:

History 204 (Historiography) or STCH 250

Major Field: 1 three-quarter research seminar
4 graded reading seminars (201 or 202)

Minor Field: 2 graded reading seminars (201 or 202)

Additional: 1 additional graded reading seminar from any History field
(except the major field), or from another discipline

= 4 Units

= 12 Units

= 16 Units

= 8 Units

= 4 Units

Total: = 44 Units

NOTE: All of the above 44 Units must be in graded courses; ungraded 299 courses do not count toward that total.

(B) OTHER:

1. Preliminary Examination (taken at the end of the first year: a three-hour written examination).

2. Two Foreign Language Translation Examinations (in non-US history fields; Americanists are exempt from this requirement).

3. Certification in at least one Minor Field (to be completed during the third year, if not earlier).

4. Comprehensive Examination in the Major Field (taken during the third year): a four-hour written examination followed by a one-hour oral.

5. Prospectus Defense: a one-hour oral defense of a written prospectus for a dissertation (to be held during the third year).


NOTE: For the details of the above six requirements see below, pages 4 - 7.

NOTE: Students entering the program with an M.A. degree need complete only 3 graded reading seminars in their Major Field (rather than 4) and they are exempt from the "Preliminary Exam."
FIELDS OF STUDY

Every Student must choose a Major Field and a Minor Field. To better situate themselves for the academic job market, students may choose to undertake two minor fields, provided that one of them is in "World History."

MAJOR FIELDS:

(a) Ancient
(b) Medieval
(c) Early Modern Europe
(d) Modern Europe
(e) United States
(f) China
(g) Japan
(h) Latin America
(i) Science & Medicine

MINOR FIELDS: Students may select their minor from any of the above fields. In addition they may choose their minor from the following:

(j) World History
(k) Great Britain
(l) Modern South Asia
(m) Social Theory & Comparative History
(n) Cross-Cultural Women's History
(o) Native American Studies

III. PROGRESS REQUIREMENTS

First Year: The primary goal of first-year students should be to gain breadth in the historiography of their major and minor fields. During the first-year students must complete 204 (Historiography) or 250 (Social Theory & Comparative History). They must take at least five other graded reading seminars (201 or 202), for a total of six graded seminars (24 units). These courses may be distributed in whatever combination of minor or major field (or in a related discipline) depending upon availability and the student's interests. At the end of the first year they must take and pass the preliminary examination (unless they are exempt by arriving with a M.A. degree in history from another university) to continue in the program.

Second Year: Students will continue to develop historiographical breadth in their major and minor fields by taking at least two graded reading seminars (201 or 202), but their focus this year will be on developing a major research project in the context of a graded three-quarter research seminar required of all of our students (203 A-C: worth 12 units). This makes for a minimum of 20 graded units during the second year. By the end of their second year, students in non-U. S. fields should pass proficiency examinations in two foreign language examinations.

Third Year: Students will have completed their graded coursework (44 units) during their first and second years in residence. They must devote their third year (a) to completing the certification in at least one minor field (it is possible to have two minor fields if one of them is World History); (b) to completing their comprehensive examination in the major field; (c) to defending a prospectus for their dissertation.
As part of their preparation for these three goals students make take whatever mix of additional graded or ungraded readings courses they deem appropriate.

To receive financial support in the fourth year (including TAships), a student must complete all three of these goals during the third year. Any student who does not fulfill these goals by the end of their fourth year will be reviewed by the GPC to determine whether or not he or she should continue in the program.

Students must complete their comprehensive examination by the end of January of their third year. They must submit a written prospectus for their proposed dissertation by May 1 (and preferably sooner) with an oral defense to follow within the ensuing two weeks and with revisions due by June 10.

Students have the option to complete and defend the prospectus FIRST (i.e. before they undertake their comprehensive examinations). Students who choose to defend their prospectus first must submit it by December 1, with the one-hour oral defense to follow by December 15, and the revisions to be completed by January 20. Students who choose this option, must then take and pass their comprehensive examination by the end of the spring quarter.

**Fourth Year:** Students will have completed their course work, their major and minor fields, and defended a dissertation prospectus. Consequently, they can devote themselves to their dissertation research during this and subsequent years in the program.

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### IV. EXAMINATIONS AND DISSERTATION

1. **Preliminary examination:** Students will take a 3-hour written exam in the major field at the end of their third quarter. This exam will be administered by an examining committee of at least two faculty members appointed by GPC. Its purpose is to test the student's ability to think historically and to integrate materials covered in course work. The exam will be graded pass/fail. Students who pass the exam and have completed all course requirements (24 graded units including either 204 or 250) will be permitted to continue in the Ph.D. program.

The examining committee will review the entire record of any student who does not pass the exam and advise GPC. If the committee recommends continuation in the program, the student must repeat the exam no later than the end of the fall quarter of the second year. If the committee's recommendation is negative, GPC will review the record and decide whether to ask the Dean of Graduate Studies to drop the student from the program on the basis of unsatisfactory progress.

The examining committee of a student who is repeating the exam will review the entire record and advise GPC whether the student has (1) passed the exam and should continue; (2) has passed the exam and should receive the M.A. degree (pending completion of the other requirements for that degree), but should not continue; or (3) has failed the exam and should not receive the M.A. degree. On the basis of this advice, the program may ask the Dean of the Graduate Studies to drop the student from the program or to deny continuation in the program.

Students entering the program with a Masters degree from another institution will not be required to take the preliminary exam. Their progress in the program will be evaluated in their third quarter of study by their graduate advisor and their major professor, who may recommend that GPC appoint a review committee of at least two faculty members to meet with the student as part of the evaluation process. If this committee reports to GPC that the student's progress has not been satisfactory, GPC may ask the Graduate Dean to drop the student from the program.
(2) Foreign Language Examinations: All students, except those in U. S. history, must demonstrate proficiency in at least one foreign language by passing a written examination given the first week of each quarter. The examination will be based upon a piece of modern historical writing, ten to fifteen pages in length. With the use of a dictionary, students must accurately translate approximately the first three hundred words into English. They must then accurately summarize in English the subsequent argument. Sample language exams are available in the Graduate Office.

We do not recognize language exams taken at another institution or at another campus of this university.

Students must complete one language proficiency examination during the first quarter of their first year. They must complete the second language exam by the end of their second year. An exception to the second language requirement may be made for those in British history.

In fields requiring a second language, students may fulfill the second language requirement by completing a 200-level seminar making substantial use of sources in a foreign language. In this case, permission of the major professor is required in advance and the student's proficiency must be confirmed by a memorandum of the course instructor submitted to the Graduate Program Committee.

Exceptions will require support of major professors and petition to the Graduate Program Committee.

(3) Minor Field Certification: A minor will be certified by a faculty advisor in that field upon the completion of two graded reading seminars (either 201 or 202) AND the submission (and acceptance) of a detailed syllabus for their one-quarter (or one-seminar) course in that field. That syllabus must be supported by a historiographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. The support essay should be 15-20 pages long. This syllabus and supporting essay must satisfy the student's minor field advisor for certification by letter to the Graduate Program Committee that the minor has been completed. Each minor field advisor will set the quality standards for the syllabus and support essay. Please see page 3 of this handbook for a list of the minor fields. In Native American Studies or STCH, students may upgrade a minor into “a Designated Emphasis.” On how to do so, please see Section V. Additional Information.

Please note that World History requires 201X and that the other 201 or 202 be accepted by the Graduate Program Committee as explicitly cross cultural. Examples include HIS 201Q (Cross-Cultural Women's History) and STCH 250 (Social Theory and Comparative History). Students who seek a second minor in addition to World History will find a special compatibility (and the possibility for double-counting one seminar) in HIS 201Q and STCH 250. The minor in Cross-Cultural Women's History requires a core seminar, HIS 201Q, and another graded reading seminar (201 or 202) conducted by a program faculty member outside the student's major field, to allow the student to examine a particular topic in cross-cultural perspective. Please see the addendum on page 7 for further information on Cross-Cultural Women's History as a research field. The minor in Social Theory and Comparative History (STCH) requires that the two graduate courses be selected from a list of electives compiled by the Center for History, Society, and Culture, one of which needs to be taught outside the history department or team-taught with a faculty member from another discipline. For further details, see the Addendum about the STCH program on p. 7.

(4) Major Field Comprehensive Examination: This will consist of two parts: a four-hour written exam followed by a one-hour oral exam, involving three examiners, all from the major field. Those examiners must cover the entire chronological range expected by the Major Field. The student's Major Professor will not chair the comprehensive examination committee. Students must complete this examination by the end of January during their third year (unless they choose to defend a dissertation prospectus first).
During their first two years in residence students should identify, and regularly consult with, the three faculty members they choose for their comprehensive examination committee. Students would be well advised to take their graded readings seminars from those faculty members who will serve on this committee. Students must consult the members of their committee as early as possible for advice in preparing reading lists in their fields. The Graduate Secretary can provide sample questions for the written component. An Application for Qualifying Examination, available from Graduate Studies, must be completed by the student at least three weeks before the exam. After consulting members of the examining committee, students should request that the Graduate Secretary schedule dates for the exams. All members of the student's committee read the written exam and evaluate the oral.

The scheduling of the particular days and hours for the written and oral exams will be done in consultation with the Graduate Secretary and the faculty committee.

(5) **Prospectus Defense:** By May 1 (and preferably sooner) of their third year, students will submit a dissertation prospectus to their dissertation committee. It should be about 10-15 pages and should define a dissertation problem and method, and situate the project in the relevant historiography. The candidate should schedule a defense of the prospectus within the following two weeks. There will be at least three examiners (who will subsequently serve as the readers of the dissertation), chaired by the dissertation director. The oral exam will last one hour. The committee may require substantial revisions, which must be completed by June 10. The committee also has the option to require a second defense for mid-June.

If the student chooses to defend a prospectus FIRST (before the comprehensive exam) the relevant deadline for submission is December 1, with the defense to follow by December 15, and with all required revisions due by January 20 - all during the third year in residence.

) **Ph.D. Dissertation:** With the completion of coursework (44 graded units) and all five of the preceding requirements, the student is "advanced to candidacy." At this point the student must file an "Advancement to Candidacy" form with Graduate Studies to identify the three members of the dissertation committee, who will be the three faculty members who served on the student's prospectus defense committee. One of the three readers can be chosen from a related discipline outside our department or from another campus of the University of California.

Major Professors will have a responsibility to assist their students in finding other readers for their dissertations. Under no circumstances should a student be obliged to compose his or her committee without such assistance.

The requirements for typing, filing, abstracting, microfilming, and copyrighting the dissertation can be obtained from Graduate Studies. It is the candidate's responsibility to see that these requirements are met.

After presentation of the dissertation, but not before final action upon it has been taken, the Committee may at its discretion, under Plan B of Graduate Studies doctoral program, ask the candidate to defend the dissertation in a formal oral examination.

In addition to the copy to be submitted to Graduate Studies, the Ph.D. candidate shall furnish a copy of the dissertation for the permanent file in the Department of History.

The Department may drop from candidacy a student whose dissertation has not been approved in final form within three calendar years following successful completion of the qualifying examinations.
V. ADDITIONAL INFORMATION

ROSS-CULTURAL WOMEN’S HISTORY: Since 1992, Cross-Cultural Women’s History has been offered as a minor field in the History Department at U.C. Davis. Students are encouraged to declare this field as early as possible in order to allow adequate time for designing the field to meet their specific interests in consultation with a faculty adviser.

Students interested in doing Cross-Cultural Women’s History as a minor field are encouraged to incorporate His. 201Q (the annual Cross-Cultural Women’s History seminar) into their first-year coursework. The material covered in this class will subsequently form the basis of an examination question on the first-year examination.

Students choosing Cross-Cultural Women’s History as a minor field are required to take History 201Q seminar, and to do a second, graded, 200-level course (a History 201 other than 201Q, or a History 202 or 203) under the supervision of a program faculty member outside the student’s major field. The 201Q seminar is an introduction to selected issues and historiography in a particular topic in the field. The second 200-level course (which may be individual study but must be graded) is intended to allow the student to examine a particular topic in women’s history in cross-cultural perspective. (Topics undertaken in the past include feminism and nationalism; women and work in textile industries, reproduction and abortion, and marriage and dowry systems). It is the student’s responsibility to identify a topic on which a faculty member is qualified to direct reading and judge examinations. In some cases, it may be necessary or desirable to work with two faculty members. In exceptional cases, a student may conduct directed reading with a faculty member outside the department (in this case a petition to the GPC will be required). Students should also be advised that, depending on the student’s background and the topic chosen, it may be necessary to do additional reading (e.g., a 299) to cover the chosen topic adequately.

The following courses taught outside the department are also recommended as useful to the development of the minor field: (1) the core course for the designated emphasis in Feminist Theory and Research; (2) the core seminar for the Gender and Global Issues Program; (3) the core seminar for the designated emphasis in Social Theory and Research; (4) History and Philosophy of Science 150: Gender and Science.

We recommend that students interested in pursuing a minor field in Cross-Cultural Women’s History choose a faculty adviser to direct the field of study on completion of the first year of coursework (and certainly no later than the beginning of the second year of coursework). The adviser must work in a geographic region outside the student’s major field. As part of designing the field, students will submit a Record Sheet (to be signed by the adviser and filed with the graduate assistant and the program coordinator) which outlines the planned or completed coursework and includes a one-page statement describing the area of study. We recommend that a preliminary Record Sheet be completed during the first year of graduate study, and a final Record Sheet be completed by the end of the second year (and no later than the beginning of the third year). Once a student has completed coursework, s/he will draw up a detailed syllabus for a one-quarter (or one-semester) course on a theme in cross-cultural women’s history, along with a 15-20 page historiographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. This syllabus and essay need to be approved by the student’s minor-field advisor.

ADDENDUM ON SOCIAL THEORY AND COMPARATIVE HISTORY (STCH)
The interdisciplinary graduate teaching program in Social Theory and Comparative History (STCH) is administered by the UC Davis Center for History, Society, and Culture. The program’s intent is to familiarize Ph.D. candidates in History with historically-oriented modes of explanation in other social science disciplines, especially Anthropology, Economics, Political Science, and Sociology. Participants in the program take the two core courses, STCH 250 and STCH 290 [see the Center’s course descriptions], and two other elective courses selected from a list compiled by the Center, one of which may fall in the student’s home discipline.
Students completing the STCH program in lieu of a minor field in history also need to prepare a detailed syllabus for a one-quarter (or one-semester) course on a theme in social theory and comparative history, along with a 15-20 page bibliographical and analytical essay justifying the choices of readings and of interpretation embedded in the syllabus. This syllabus and essay need to be approved by a faculty member representing the STCH program whether, from within History or another discipline, who also sits on the student’s Prospectus Defense and Dissertation committee. Completion of the program confers a Designated Emphasis, entered on the transcript, in Social Theory and Comparative History.

**ADDENDUM CONCERNING STUDENTS IN EAST ASIAN HISTORY (CHINA AND JAPAN)**

All graduate students in East Asia fields will be encouraged to follow the standard program requirements and most will be expected to do so, with the following exceptions:

1. Students whose language training is inadequate to permit them to begin research in primary sources during the second year will have two options. The most desirable option is to travel to Taiwan, China, or Japan for intensive language study during the second year, returning to take the three-quarter research seminar in their third year of graduate study. The second, less desirable option, for students who for one reason or another cannot pursue option 1, is to enroll in the three-quarter research seminar and to focus on a topic in which all materials will be available in English, while concurrently enrolling in a reading course (201) in primary documents in an area related to the proposed topic of their seminar research, or (if language facility is an issue), in an advanced-level language course. That reading course should be arranged with the faculty member who will be the advisor for the student during the second and third quarters of the research seminar. [Many students in East Asia fields who enroll in the 203 three-quarter research seminar will wish to enroll concurrently in a 201 as a document reading course, regardless of their facility with the language; but for students with limited language facility, an advanced-level language course will be required. Students should have the option of taking such a course from a qualified professor in the Department of East Asian Languages and Cultures as a cross-listed class, if that can be arranged.]

2. No student who is required to master both Chinese and Japanese as a condition of obtaining a Ph.D. in either Chinese or Japanese history shall be held to the timetable expected of students in fields without a comparable language requirement. A “reasonable” timetable (i.e. years to degree) based on a student’s language proficiency at the time s/he enters the graduate program should be assessed and tentatively mapped by the beginning of the third year of graduate work, in conjunction with the student’s advisor. This plan for coursework, language exams, qualifying exams, and so forth, should be placed on file with the Graduate Secretary following review and approval by the Graduate Program Committee. Any subsequent changes in the timetable should be similarly reviewed and approved.

3. All students in East Asia fields should expect to take, in lieu of a 201, a required course in “Research Methods and Materials” (presently History 291C). This course will prepare the student to use the standard reference works (dictionaries, encyclopedias, concordances, atlases, documentary guides, bibliographies, indices, and so forth) required for doctoral research in these fields. The content of this course will be tailored to meet individual students’ needs (e.g., “early” or “modern” history, China or Japan fields, etc.)

4. Students selecting 201s or 202s in East Asian history will be asked to begin with the following basic fields. For 201s in the China field Han through Yuan, Ming and Ch’ing (to 1890), 20th-century (1890 to the present); in the Japan field, two 201s will be offered Early Japanese History and Modern Japanese History. For 202s, topical courses will be available on at least the following subjects: gender relations, social history, intellectual history, institutional history.

...Slower progress toward the degree for legitimate reasons as described in item 2 above shall not be used as a justification for denying financial aid if other aspects of the record show that the student is qualified for financial support.
OTE: The Graduate Program Committee can modify deadlines and requirements when petitioned by a student, with a compelling case that enjoys the support of her or his major professor.

**Graduate Courses**

201A-S  Sources and General Literature of History. Designed to prepare students for examinations in the major and minor fields by critical analysis of the literature, more specialized than History 202. (A) Ancient; (B) Medieval; (C) Renaissance and Reformation; (D) Early Modern Europe; (E) Europe since 1815; (F) China to 1880; (G) China since 1880; (H) Britain; (I) Latin America since 1810; (J) American History to 1787; (K) United States, 1787-1896; (L) United States since 1895, (M) Modern Japan; (Q) Cross-Cultural Women’s History; (S) History of Science and Medicine. (may be repeated for credit when different subject area is studied.)

202A-S  Major Issues in Historical Interpretation. Overviews of the fundamental issues and debates in the fields of history. A broad orientation to the field. (A) Ancient; (B) Medieval Europe; (C) Modern Europe; (D) India; (E) Africa; (F) China; (G) Japan; (H) United States; (I) Latin America; (S) History of Science and Medicine. Readings, papers, and class reports. (May be repeated for credit when a different subject area is studied.) Normally taken in the first year.

203A-L  Three-quarter Research Seminar (graded): required of all students in their second year (unless exempted by the faculty in their major area). This seminar will meet weekly in the Fall quarter, five times in the Winter quarter, and five times in the Spring. There will be one coordinator to provide continuity through the year but the entire faculty will contribute. Each student will also have a major field advisor for the project. The goal is to produce a piece of original scholarship suitable for submission to a scholarly journal.

204  Historiography. Major issues in the philosophy and methodology of history. Normally taken in the first year. May also be filled by STCH 250, Interpretive Practices in History and the Historical Social Sciences.

211-291  Research Seminars in the Major Fields

298  Group study (graded).


299D  Directed Reading.

300  Teaching History in the Community College

389  Seminar for T.A. Training

390  Teaching History in College
PART TWO: FINANCIAL AID AND APPOINTMENTS

Students may explore several sources of financial aid: University of California Fellowships, Teaching Assistantships, Readerships, external fellowships awarded by research libraries and foundations, and fellowships administered by the History Department.

I. University of California Fellowships

Several types of fellowships are awarded on the basis of academic merit or for purposes of affirmative action. These are described in greater detail in a handout from Graduate Studies.

For INCOMING students, the History Department's Graduate Program Committee may distribute fellowships out of a block grant.

Other fellowships include:

1. Humanities Graduate Research Awards for dissertation research and travel, especially useful for students who need to travel to archives (continuing students).
2. Research Assistantships in the Humanities for entering students to assist them in developing research and writing skills, to develop research projects in the first year (incoming students).
3. Graduate Student Travel Awards for travel to deliver papers at professional meetings (continuing students).

II. Teaching Assistantships and Readerships

The Department receives funds to allocate teaching assistantships, the precise number varying with enrollments in lower division courses. Additional quarters may be provided by the administration as enrollments and budget warrant. However, some of these funds become available very late, usually at the beginning of a quarter, and some appointments may be made on a quarter-by-quarter basis.

The Teaching Assistantship contributes to undergraduate education, provides graduates with teaching experience and provides financial support for graduate students. The T.A. Committee Chair is a member of the Graduate Program Committee, which normally makes T.A. awards in May. A limited number of T.A. ships may be used for recruitment of new students. **The University does not permit the award of more than 15 quarters of T.A. ships to any student. Nor are students with GPAs below 3.25 nor with more than 8 units of incomplete grades eligible.**

Readerships, grading papers are available in courses enrolling more than 40 students. Readers are paid hourly for attending class, grading papers, and holding office hours. The average number of hours a student might expect to work in a quarter is between 75 and 100 hours. Students, with an appointment of 25%, are eligible for a partial fee remission. Students should file an application with the graduate secretary, selection is made by the individual professor.

III. External Grants

For external sources of funding, students should consult the following sources: Annual Register of Grant Support, Peterson's Financial Register for International Study, Graduate Scholarship Book: The Complete Guide to Scholarships, Fellowships, Grants, and Loans for Graduate and Professional Study. External sources of funding are often limited to advanced graduate students engaged in dissertation research. Announcements of many of these external fellowships are posted on the Department bulletin board, others will be placed in the notebook in 2211 SS&H. Students should also consult newsletters of the AHA and the OAH for listings of specialized fellowships. Students who are also applying for...
departmental fellowships must inform the GPC immediately about any external grants that they receive. Such grants can combined with financial support from the department up to a sum normally not to exceed the amount of a one-year departmental fellowship.

IV. History Department Fellowships

Eugene V. Debs Fellowship. Fellowship for a first year Ph.D. student in History, yielding $8,000. Application must be filed with History no later than January 15. The award is announced usually by April 15.

Reed-Smith Dissertation-Year Fellowships, approximately equivalent to the generous University Dissertation Year Fellowship, to aid a candidate toward the completion of a doctoral dissertation. In two of every three years the candidate, selected by the Department, will be in the field of U.S. History.

Reed-Smith Graduate Fellowship for a student entering the doctoral program in history. This fellowship, awarded principally on scholarly merit, will be open to students in any field offered by the Department. It is intended to cover all institutional expenses and all or part of the recipient's living expenses.

PART THREE: GENERAL INFORMATION

COURSEWORK NORMS: A normal load for full-time students is twelve units; part-time status is six units.

NORMATIVE TIME FOR PH.D. STUDENTS: All entering Ph.D. students are required to register each quarter until completion of their degrees unless granted a leave of absence by Graduate Studies, and are subject to guidelines on Normative Time to Degree. The Normative Time to degree for the Department of History has been set at five years. Normative Time for students is calculated from the time of matriculation into the Ph.D. program in the University of California, Davis. Quarters during which students are on leave (PELP) will be counted towards the normative times except in those cases where leave is not devoted to study. Students should request further details on Normative Time from Graduate Studies.

CANDIDATE IN PHILOSOPHY DEGREE (C. PHIL.): After Advancement to Candidacy, the student may opt to receive the Candidate in Philosophy degree. The degree is intended as a formal indication that the student has completed the requirements for advancement to candidacy; it is not intended as a terminal degree. The advantage of this intermediate degree is that students who have fulfilled the residence requirements and have been advanced to candidacy will have tangible evidence of accomplishment if they wish to complete the dissertation while holding a full-time teaching or research position. The degree is conferred upon recommendation of the Department or Graduate Program Committee Chair.

CERTIFICATE OF COMPLETION: A certificate of completion stating that all the requirements for the Ph.D. have been fulfilled can be prepared, upon special request, by Graduate Studies. Such requests should be made at least two days in advance. The certificate of completion is a means by which a prospective employer, for instance, can be notified immediately that the Ph.D. degree has been completed and will be officially awarded on a particular date.

INTERCAMPUS TRANSFER: Students wishing to transfer from another University of California campus and to complete degree requirements here must file a regular application for admission at the Davis campus along with a set of official transcripts.
INTERCAMPUS EXCHANGE: Any graduate student in good standing who has completed at least one quarter in residence at Davis and who wishes to study temporarily at another University of California campus may apply through the Intercampus Exchange Program by obtaining the approval of the Graduate Adviser on the home campus, the chair of the department or group in which the course is offered on the host campus, and the dean of the Graduate Division on both the home and the host campus. Fees must be paid at the home campus and registration packets must be completed at both campuses. The Intercampus Exchange student has library, health center, and other student privileges on the host campus, but is considered as a graduate student in residence on the home campus. The grades obtained in courses on the host campus are transferred to the home campus and entered on the official record. Applications for Intercampus Exchange may be obtained at the Office of the Dean of the Graduate Division and should be filed with the home campus Graduate Division three weeks prior to the beginning of the quarter in which the student wishes to participate in the program. A separate application is required for each quarter the student wishes to attend another campus.

The Intercampus Exchange Program is intended to provide a student on one campus of the University the opportunity to enroll in occasional courses not available on her or his home campus. It is not intended as a substitute for intercampus transfer.

INTERDEPARTMENTAL TRANSFER (Change of major): Students wishing to transfer from another department of the Davis campus to the Department of History must submit the same supporting materials as a new applicant. Application forms for such a transfer may be obtained from the Graduate Division.

TRANSFER CREDIT: All work for the degree is normally completed in residence at U.C. Davis, but some work taken elsewhere may be credited toward the degree. The normal limit for such transfer is six quarter units from another institution or twelve units of concurrent coursework, or up to one-half of the unit requirement from approved courses on the U.C. campus provided the units are not used to satisfy the requirements for another degree. Units to be counted must have been taken at an accredited institution. Units of work taken elsewhere than at the University of California may not be used to reduce the minimum residence requirement or the minimum requirement in the 200 series courses taken at the University. Requests for transfer credit are usually made at the time of Advancement to Candidacy. The Graduate Adviser should make a request to the Dean specifying the units and courses involved.

Work taken elsewhere than at the University of California may be credited toward fulfillment of certain Ph.D. requirements. The student may petition to have the 204 requirement waived if a comparable Historiography/Methodology course has been taken elsewhere.

LEAVE OF ABSENCE: Graduate students are eligible for Planned Educational Leave (PELP) for periods ranging from one quarter to one year. Applications must be approved by the appropriate Graduate Adviser and by the Dean of Graduate Studies. The leave of absence will normally entail departure from the campus. Students on Planned Educational Leave are entitled to a limited number of university services, but may not be employed in positions ordinarily used for support of graduate students. For details of the Planned Educational Leave Program consult Graduate Studies.

READMISSION: A student on Planned Educational Leave is guaranteed readmission at the time specified on the approved plan.

A student who breaks registration without filing for Planned Educational Leave will be subject to the same requirements as a new applicant for admission to the Department of History and to Graduate Studies. Applications for readmission can be obtained from Graduate Studies.
**FILING FEE:** A filing fee in lieu of the usual registration fee may be paid by those who need only to file the doctoral dissertation. This fee is assessed against each candidate who has completed all other formal requirements for the Ph.D. degree and who has not been a registered student at the university during the quarter of the filing of the dissertation. Students using university facilities, except the library, for which a library card may be separately purchased, or making demands upon faculty time, other than the time involved in the final reading of dissertations are not eligible to employ this procedure and must pay the usual tuition and fees. Application forms can be obtained from Graduate Studies. Students must be advanced to candidacy for the degree and should apply for filing fee by the last day of late registration of the quarter they stop registering.

**THE PARIS EXCHANGE PROGRAM:** Each year the Department of History conducts an informal one-year exchange with the Institut Charles V in Paris. The Davis graduate student performs as instructor and is awarded a comparable T. A. salary. Proficiency in the French language is required. Preference is given to those with research interests in France and Europe.

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