GRADUATE PROGRAM HANDBOOK

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Department of History
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THE GRADUATE PROGRAM IN HISTORY

INTRODUCTION

This handbook has been prepared to aid students in the History graduate program. It is designed to inform them about the details of the major degree programs (Part I), to describe Fellowships, Financial Aid, and Employment opportunities (Part II), and to provide 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.
PART I

THE GRADUATE PROGRAM

Admission Procedures

Admission to the M.A./Ph.D., M.A., and M.A.T., and Ph.D. programs in History is granted by the Graduate Division upon recommendation of the Department of History. All applicants should request application forms from the Graduate Secretary, Department of History. When completed, these forms should be returned directly to the Graduate Division. Before completing the application, prospective students should familiarize themselves with the Announcement of the Graduate Division and with the details of the graduate program in History set forth in the following pages of the Graduate Program Handbook.

The Department of History requires applicants to submit the following evidence of capacity for advanced study in History. (1) Three letters of recommendation, preferably from college instructors in History. (2) One or more pieces of the applicant's best written work in the English language, preferably research or term papers in History, comprising (except in the case of M.A. theses) not more than 40 pages. (3) Graduate Record Examination scores by all Fellowship applicants, but recommended in other cases as well. The letters of recommendation, written work, and GRE scores should be sent to the Graduate Program Committee, Department of History.

The written work is submitted to a faculty member by the graduate secretary, within whose field of specialization the work falls, for a written critique of the quality of the research and writing. This report, together with the application for admission and the supporting materials supplied, is considered by the faculty members of the Graduate Program Committee, who recommend to the Graduate Division whether the student should be admitted to the graduate program in History.

Applicants are encouraged to visit Davis to discuss their plans with the appropriate graduate advisors or other faculty members. Requests for such appointments should be made through the Graduate Secretary, Department of History.

Applicants in fields requiring a reading knowledge of one or more foreign languages are strongly advised to develop language proficiency during the year prior to enrollment. (For further details about the language requirement, see p. 7.)

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The M.A./Ph.D. Program

Summary: Students entering the M.A./Ph.D. program will choose three fields of study: the Major field, the Minor Field, and the Special Field. In the first year students will concentrate on the Major Field, enroll in two required first year courses, and take a preliminary exam based on the first year's course work. Students who have passed the exam, performed satisfactorily in course work, taken one two-quarter research seminar, and met the language requirement for their field, if any, will receive the M.A. degree (Plan II) after completing 36 units (including at least 18 units in graduate courses and no more than 9 of these may be in independent research units) and begin preparation of the other fields, normally in the second year. Students will normally take the Ph.D. qualifying exam by the end of the third year.
Fields of Study

Major Fields
a. Ancient
b. Medieval
c. Early Modern Europe
d. Modern Europe
e. American history from colonial settlement to the present
f. China
g. Japan
h. Latin America

The history of Britain and Russia will be studied in the context of fields (c) and (d), above.

Minor Field.
Selected from the list of major fields. Britain may be chosen as a minor field.

Special Field.
Students will choose a broadly-conceived theme or topic within the major field (such as women's history, working class history), a topic studied comparatively, work in another discipline, or a relevant interdisciplinary designated emphasis program offered at Davis.

The M.A. Program
The Graduate Program admits applicants who intend to study only for the Master's degree. In addition to the major fields listed above, master's candidates may take as their major field Britain, Africa, and Modern South Asia (India and Pakistan).

THE MASTER OF ARTS IN TEACHING PROGRAM

The Master of Arts in Teaching program offers graduate-level training in history to those students wishing to prepare themselves for a career in history teaching at a community college. It is an integral part of the graduate program in history, making use of the same instructional staff and courses as the other graduate degrees. It differs from the M.A. principally by requiring study in two fields, which are more broadly defined than those in the M.A. program. Additionally, it includes supervised practice teaching at a community college in the area. The total number of units required for graduation from the program is thus greater than for the M.A.

Requirements
(Plan II)?

The program consists of a total of 60 units: 48 in upper division or graduate course work (at least 12 in graduate courses) and as a teaching intern. The candidate will prepare in two of the following fields of historical specialization: Africa, Asia, Latin America, Europe (from Ancient times to the present), and the United States (from colonial settlement to the present). One of the two will be designated the major field within which the candidate will prepare an area of specialization suitable
for community college teaching (e.g., California History within U.S. History). Major professors within each of the fields will be responsible for approving specific course work and reading.

Students are required to complete History 204, two 202s (one in each field), and one 201 seminar on the general literature in their major field. Beyond these, the candidate may pursue Group or Individual Study (History 298 or 299D). In unfamiliar fields, the candidate is encouraged to take and audit upper division lecture courses or reading seminars (e.g. History 102, a proseminar). Graduate research seminars are not required, though they are recommended for anyone interested in developing research skills. During the final two quarters, each candidate will teach a one-semester course at a community college under the supervision of the Davis Department of History. Before the internship, the candidate should take the seminar on community college teaching (History 300) and should earn two units by observing community college instructors in action (taken as 298 or 299D). The entire program can be completed within six quarters of full-time study.

The Program Coordinator supervises the internship program and conducts the History 300 seminar. The program is limited in size. Applicants will be expected to show evidence of high scholastic achievement, including the ability to express themselves well orally and in writing.

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**Graduate Courses**

201A-N 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 1896; (N) Modern Japan. May be repeated for credit when different subject area is studied.

202A-I 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. Readings, papers, and class reports. May be repeated for credit when a different subject area is studied. Normally taken in the first year.

204 Historiography. Major issues in the philosophy and methodology of history. Normally taken in the first year.

203 Individual research (Graded).

211-291 Research Seminars in the Major Fields.

298 Group study (Graded).

299 Thesis Research.

299D Directed Reading.

300 Teaching History in the Community College

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PROGRAM REQUIREMENTS

The M.A./Ph.D.

1. Courses related to the major field: Two research seminars, two quarters each; three 201s, and History 202, which is normally taken in the first year.

2. Courses related to the minor field. Two 201s. Recommended: History 202, if available.

3. Historiography and Methodology. History 204, normally taken in the first year.

4. Foreign language. (See page 7.)

5. Qualifying exam in three fields.

6. Dissertation. (Changed from Thesis)

Students may wish to take additional 201s in their major and minor fields. History 299 or History 299D will ordinarily not satisfy course requirements unless 201s and research seminars are not available in a student's fields. GPC approval, by petition, must be granted before the work is to be undertaken.

The M.A. (Plan II)

1. History 202 and 204 will normally be taken in the first year.

2. Two History 201s in the designated field.

3. One research seminar, running two quarters.

4. Foreign language. (See page 7.)

5. Course work: 36 units of course work, a minimum of 18 in graduate level courses in History but no more than 9 units of independent research may satisfy the 18-unit requirement.

   No point 6. Comprehensive Examination

The Ph.D. (Those entering UC Berkeley M.A. program)

1. Courses related to the major field: Two research seminars, two quarters each; two 201s, and History 202, which is normally taken in the first year.

2. Courses related to the minor field. Two 201s. Recommended: History 202, if available.

3. Historiography and Methodology: History 204, normally taken in the first year.

4. Foreign language (see page 8).

5. Qualifying examination in three fields.

Progress Requirements

Ph.D. Program

Students are expected to complete all requirements preparatory to taking the qualifying exam within three years. Students must complete History 202 and 204 during the first year, and the first research seminar no later than the end of the second year. An optimum program in the first year would include two 201s, 202, 204, and a two-quarter research seminar. Students are expected to begin preparation of their Minor Field during the second year and a 202 is recommended in the Minor Field.

M.A. Program

Students are expected to complete all requirements by the end of two years.

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EXAMINATION AND REVIEWS

Preliminary Examination

Master's examination. All M.A. and M.A./Ph.D. students will be examined in their major field at the end of the third quarter. A minimum program of two 201s, 202, and 204 must have been taken before the exam. The exam will be written and graded pass/fail. The exam will be based on topics and literature studied in the first year coursework and is designed to test the student's ability to think historically and integrate materials studied. With the consent of the GPC, students may take the exam again no later than the end of the sixth quarter. The GPC will appoint examining committees in the fields being tested. (Students in fields other than Modern Europe and America may be examined through appropriate alternatives.)

Ph.D. Qualifying Exams

By the end of the third year, doctoral candidates will take a four-hour written exam in the Major and Minor Fields followed by a two-hour oral exam covering all three fields. The examining committee will consist of three instructors from the major field and one from the minor field. Students may elect to have two examiners in the major and minor fields, if they wish to give them equal emphasis, or to substitute one examiner from another discipline or from a designated emphasis, if the student's special field is not a field in History.

Students prepare for the qualifying examination through coursework and additional reading. Students must consult the members of their committee as early as possible for advice in preparing reading lists in their fields. Sample questions for the written exam are available for study from the Graduate Secretary. 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. Students may repeat the qualifying examinations only once.

Review

M.A. and M.A./Ph.D. students will receive a preliminary evaluation by the GPC at the end of the first year and will be evaluated at an appropriate time to determine if the student should continue in the program.
program with award of the M.A. degree, or discontinue with the award of the M.A. degree upon completion of requirements, or discontinue without degree, because of failure to complete course and language requirements or the master's examination, or because grade point average is below 3.0

Students who are continued in the program may petition the GPC to have coursework completed at another university accepted in lieu of remaining course requirements.

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Foreign Language Examinations for the M.A. and Ph.D. Programs

All students except those in American history must demonstrate proficiency in at least one foreign language by passing a written examination given the first week of each quarter. Students should notify the Graduate Secretary of their plans in advance of the date of examination. 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 in English. They must then accurately summarize in English the subsequent argument. Students must be registered when taking language examinations. Sample language exams are available in the Graduate Office.

Language examinations taken at another institution or at other campuses of this university will not be recognized.

M.A. Degree

All M.A. students except in American history are expected to demonstrate proficiency in an approved language by passing a written language examination at the beginning of the first quarter of enrollment.

Ph.D. Degree

Entering students except in American history are assumed to be competent in at least one foreign language and will be expected to demonstrate proficiency by passing a written exam at the beginning of the first quarter of enrollment. Students in the European fields (Ancient through modern European) must demonstrate proficiency in two languages. Exceptions to the second requirement will be made for those in British history. Proficiency must be demonstrated in the second language at the beginning of the second year in the program.

In fields requiring a second language, students may fulfill the second language requirement by completing a 200-level seminar in which substantial use of sources in a foreign language is made and demonstrated in written work. 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.

Ph.D. candidates must fulfill all language requirements within the first two years. Otherwise, the Graduate Program Committee will recommend they not be permitted to continue in the program. Exceptions in the case of difficult languages will require support of major professors and petition to the Graduate Program Committee.
PART II

FINANCIAL AID AND EMPLOYMENT

There are several sources of financial aid students may explore: University Fellowships, Humanities Institute Fellowships, Center for Comparative Research Fellowships, External Fellowships awarded by research libraries and foundations, Teaching Assistantships, and Non-Resident Tuition Fee Fellowships.

I. University of California Fellowships

Several types of fellowships are awarded on the basis of academic merit exclusively, or for purposes of affirmative action. These are described in greater detail in a handout from the Graduate Division. For continuing students, fellowships are awarded by the Fellowship Committee of the Graduate Council, not by the Department. However, the Department Graduate Program Committee evaluates the applications within the department and submits a list in rank order to the campus-wide Fellowship Committee. In making its ranking, the GPC normally gives preference to students who are at the dissertation stage, and who have demonstrated superior performance in course work and in qualifying exams. Although the campus-wide Fellowship Committee takes the GPC’s recommendations into account, it has its own mode of assessment, which in the past has involved a computerized weighing of GPAs, letters of recommendation, publications and evidence of scholarly promise, etc. In this process, the Department’s candidates are competing against the entire campus-wide pool. For incoming students, the Graduate Council has recently distributed fellowships to the departments to award directly, although, if the award is not accepted by the recipient, it reverts back to the campus-wide pool and will be re-awarded by the Fellowship Committee to incoming students on a campus-wide alternate list.

II. Humanities Institute Research Awards

The Humanities Institute offers several Humanities Graduate Research awards:

1. For research during the academic year, especially useful for advanced graduate students who are TAs and need released time from teaching.

2. For dissertation research and travel during the summer, especially useful for students who need to travel to archives.

3. For entering Ph.D. students to assist them in developing research and writing skills.

The Humanities Institute chooses recipients of these awards. For further information, consult the Graduate Division.

III. Center for Comparative Research

Limited fellowship support is available to graduate students who take a "designated emphasis" in comparative research. Apply to the Center of Comparative Research.

IV. External Grants

There are external sources of funding, usually for advanced graduate students engaged in dissertation research. These include Fulbrights, the Mabel McLeod Lewis Fellowship, Woodrow Wilson Foundation, and more specialized agencies such as libraries that offer fellowships to scholars who wish to use their collections (i.e., The American Antiquarian Society), or agencies which sponsor research on specific topics (e.g., the history of social welfare). Announcements of many of these external fellowships are normally posted on the Department bulletin board. Students should also consult newsletters of the AHA and the OAH for listings of specialized fellowships.
V. Teaching Assistantships and Readerships

The Department receives funds to allocate approximately 90 quarters of 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. The Department has no control over the late timing of some awards.

The Teaching Assistantship primarily serves a teaching function, and secondarily provides financial support for graduate students. The T.A. Coordinator is an ex-Officio Member of the Graduate Program Committee, which normally makes T.A. awards in April or May. Selection of T.A.s rests on several criteria: the academic performance of applicants; their progress in the program, generally assessed by their major professors and committees; their suitability for teaching courses in which T.A.s are needed; their previous classroom experience, taken into account faculty and student evaluations. Preference is given to students who have successfully completed the first year of graduate study, or who have successfully served as T.A.s. The University does not permit the award of more than 15 quarters of TAships to any student. Nor are students with GPAs below 3.25 nor with more than 8 units of Incomplete credited. The Department tries to balance the desirability of spreading T.A. support among as many qualified graduate students as possible by awarding two quarters of work, against the desirability of providing adequate support for those appointed by awarding threequarters of work.

Readerships, grading papers in upper division courses, are available in courses enrolling more than 30-35 students. Readers can earn approximately $700-1100 per quarter. Selection of readers is by instructors in charge of courses.

VI. Non-Resident Tuition Fee Fellowships

The GPC's policy has been to spread the available fee waivers evenly among all eligible students, which has meant two quarters per year. For any additional fee waivers that have become available, the GPC has taken account of financial need and academic performance. The University anticipates in the coming years significantly more liberal funding for fee waivers.

VII. History Department Fellowships

Eugene V. Debs Fellowship. Fellowship for a first year M.A./Ph.D. or Ph.D. student in History, yielding $7,000. Application must be filed with the Graduate Division no later than January 15. The award is announced usually by April 15.

Emanuel Ringleblum Fellowship(s) for Research Travel. Up to $1500 to support graduate research travel, with preference for M.A./Ph.D. and Ph.D. students beginning the dissertation.
PART III
GENERAL INFORMATION

Residence Requirements

The minimum residence requirement for the M.A. and M.A.T. degrees is three academic
quarters. A student should not take more than six quarters of full-time study to complete the M.A.
The M.A.T. program normally takes two years to complete.

The minimum residence requirement for the M.A./Ph.D. degree is six academic quarters.
Experience shows that the time spent by most students in completing the doctoral program is at least
four years.

Two six-week summer sessions may be counted as the equivalent of one regular quarter.

Coursework Norms

A normal load for students with part-time status is six units; nine for teaching assistants; for all
other students, the normal load is 12 units.

Normative Time for Ph.D. Students

All entering M.A./Ph.D. students are required to register each quarter until completion of their
degrees unless granted a leave of absence by the Graduate Division, and are subject to guidelines on
Normative Time to Degree. The Normative Time to degree completion for the department of History
has been set at five years. Normative Time for students is calculated from the time of matriculation
into the M.A. or M.A./Ph.D. program in the University of California, Davis. Request further details on
Normative Time requirements from the Graduate Division.

Time Limits

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<tr>
<th>Degree Type</th>
<th>Time Limits</th>
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<tr>
<td>M.A.</td>
<td>Two years</td>
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<tr>
<td>M.A.T.</td>
<td>Three years</td>
</tr>
<tr>
<td>Ph.D. qualifying exams</td>
<td>Three years</td>
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In exceptional cases, the Graduate Program Committee will grant extensions beyond the above
limits, provided that the student's petition is supported by his or her major professor. Otherwise, the
program will recommend to the Graduate Division that students who exceed these time limits be
dismissed from the program.

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.

Major Professor and Graduate Advisor

Every graduate student must have a Major Professor who is responsible for his or her program.
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 examinations for doctoral candidates,
and no later than the end of the fourth quarter for masters candidates.

Graduate Advisors (as distinguished from Major Professors) are representatives of the
Department appointed by the Graduate Division and are responsible for assuring that students' programs conform to Graduate Program requirements. Incoming students must consult with a graduate
advisor about their programs. In addition to consulting an advisor, students must consult with faculty
in their major field of study. All students must consult with their graduate advisor at the beginning of
each quarter.
Advancement to Candidacy

M.A. Candidates

M.A. candidates must file an application for Advancement to Candidacy upon completion of at least one-half of the course requirements for the degree and at least one quarter before completion of all requirements. Forms are available from the Graduate Division and the last day for filing applications for candidacy is listed in the Announcement of the Graduate Division. When completed, the forms should be submitted to the Graduate Secretary.

Ph.D. Candidates

Upon successful completion of the qualifying examinations, the student is sent an Advancement to Candidacy application by the Graduate Division on which he or she must list the three members of his/her dissertation committee. When the completed form has been signed by the Graduate Adviser and Major Professor, the student pays the candidacy fee at the Cashier's office and returns the form to the Graduate Division.

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 a student who has fulfilled his or her residence requirements and has been advanced to candidacy will have tangible evidence of accomplishment if he or she wishes 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 Chairperson.

The Ph.D. Dissertation

When the student is advanced to candidacy, a three-member Dissertation Committee is appointed to advise the student in the choice of research topic, to guide in the preparation of the dissertation, and to pass upon the merits of the dissertation. The names of the Committee members should be registered with the Graduate Secretary, as well as the Graduate Division.

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 the Graduate Division doctoral program, ask the candidate to defend the dissertation in a formal oral examination.

The requirements for typing, filing, abstracting, microfilming, and copyrighting the dissertation can be obtained from the Graduate Division. Questions about format of the copy should be addressed to the Graduate Division. It is entirely the candidate's responsibility to see that these requirements are met. In order that the pursuit of the degree not be unduly prolonged, 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.

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

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 the Graduate Division office. 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 Advisor on the home campus, the chairperson 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 his or her 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 M.A. 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 coursework, or up to one-third 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 Advisor should make a request to the Dean specifying the units and courses involved.

Work taken elsewhere than in the University of California is usually not credited toward fulfillment of the Ph.D. requirements.

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 Advisor and by the Dean of the Graduate Division. 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 the Graduate Division.

**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 the Graduate Division. Applications for readmission can be obtained from the Graduate Division.

**Filing Fee** (Subject to change without notice)

A filing fee of $100.00 in lieu of the usual registration fee may be paid by those who need only to file the doctoral dissertation or M.A. thesis or take the formal final examination to complete the M.A. degree. This fee is assessed against each candidate who has completed all other formal requirements for the Ph.D. or M.A. degree and who has not been a registered student at the university during the quarter of the filing of the dissertation or the thesis, or the taking of the examination. 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, theses, or in holding final examinations are not eligible to employ this procedure and must pay the usual tuition and fees. Application forms can be obtained from the Graduate Division. 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.

*added as requested*